Info for external meetings in ECO

ECO meeting room facilities

Information for external meetings held in ECO where an ECO staff may not participate

You are kindly requested to note the following:
Normal office hours are from 8.30 to 16.30, Friday 8.30 to 15.30.

If you would like to extend your meeting beyond these hours, please let Reception know in advance and as early as possible (extension up till 18.00 o'clock). We will then do our best to meet your request.

The meeting room is equipped with overhead projector and monitors (connections for HDMI and adaptors for iOS devices), microphones, speakers, remote participation facilities, Wi-Fi, webcam, flipchart, whiteboard.

Please be notified that no lunch will be served but cold drinks and coffee will be available at no cost in the kitchen.

Please inform the Reception about meeting schedule and number of participants as soon as possible.

Contact point for Reception: eco@eco.cept.org

For reasons of security the office must be vacated when the last member of the ECO staff leaves for the day.

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