



	SERVICES INCLUDED		FEE-BASED SERVICES	
	internal users (university members)	external users (non-university members)	internal users (university members)	external users (non-university members)
CONCIERGE SERVICE				
STANDARD OPENING AND CLOSING HOURS OF THE HALL (working days and/or during office opening hours)	•	•		
ADDITIONAL OPENING AND CLOSING HOURS OF THE HALL (working days and/or during office opening hours)			•	•
CLEANING SERVICE				
ORDINARY CLEANING OF THE HALL	•	•		
ADDITIONAL CLEANING OF THE HALL (additional cleaning required)			•	•
ORDINARY SANITISATION OF THE HALL	•			•
ADDITIONAL SANITISATION OF THE HALL			•	•
COMFORT				
COOLING / HEATING SYSTEM OF THE HALL	•	•		
ORDINARY LIGHTING / ELECTRICAL SOCKETS	•	•		
SETTING UP				
STANDARD HALL LAYOUT (excluding speakers' desk with water, glasses/cups, etc.)	•	•		
FACILITIES AND TRANSPORT OF ADDITIONAL FURNITURE AND ITEMS (e.g. chairs, tables, blackboards...)	•			•
TECHNICAL SERVICES				
SWITCHING ON STANDARD LAYOUT HALL TECHNICAL EQUIPMENT (PC AND MICROPHONE)	•	•		
STANDARD ADDITIONAL LAYOUT TECHNICAL SERVICES * (e.g. additional equipment, audio/video recording, streaming, etc.).			•	•
WI-FI	•	•		
INTERNET CONNECTION	•	•		
SECURITY SERVICE				
SECURITY SERVICE - WORKING DAYS AND/OR DURING OFFICE OPENING HOURS **	•			•
SECURITY SERVICE - WORKING DAYS AND/OR EXTRA OPENINGS OF THE BRANCHES			•	•
SPACE FOR CATERING SERVICES	•			•

* INTERNAL USERS: to assess whether you are eligible to use free of charge the technical services provided by the [Multimedia Unit](#), please check the relevant [guidelines](#)

** Security is included in the venues as per current regulations, with the exception of some specific spaces. To make sure security service is provided, each venue and the relevant number of attendee must be assessed. For EXTERNAL USERS: in some spaces security services, even on weekdays and/or during normal opening hours, may require payment of a fee.