

VENUE DETAILS



Contact	
Host company name	SAP UK & Ireland Ltd
Venue address	1012 – 1014 Kingswood Avenue Citywest Business Campus Dublin 24 Ireland
Host contact	Bianca Ball
Best Contact Number	+44 7966 575127
E-mail	Bianca.ball@talk21.com
Event organiser if different from above (ie PA, marketing)	

Badges	
Can you provide name badges on the day?	Visitor badges will be provided
Do you require the UG to carry out the registrations at your premises?	No

Venue	
Car parking onsite?	Yes
If no, is there alternative parking?	
Is there disabled parking onsite?	Yes
What date is the attendee list required?	Friday 19 th January

Security	
Are car registration numbers required?	No
Other security requirements	Sign in on arrival

On the day	
Do you have conference call facilities?	Yes
Meeting room equipment (e.g. PC, projectors, microphone etc)	PC and projector
Do you require a laptop to be provided?	No
Is there Wi-Fi Access?	Yes
If yes, is it limited? (Only for speakers etc.)	
Meeting room capacity	Room Fionn Mc Cumhaill has a capacity for 20
Room Layout	Oval (tables and chairs)
When is final numbers for catering needed?	Friday 19 th January

