**Regulation for INFARMED, I.P.’s auditorium and meeting room use.**

Article 1

(Object)

This regulation establishes the conditions for use of the auditorium, meeting rooms and support spaces of the Tomé Pires Building of INFARMED - National Authority for Medicines and Health Products, IP, located in the Lisbon Health Park, Avenida do Brasil, 53, 1749-004 Lisbon.

Article 2

(Goal)

1 – These facilities are intended to host events such as: meetings, congresses, seminars, workshops, as well as others of equivalent nature, by Infarmed, also accessible to other entities when available, applying this Regulation in the latter.

2 – a) Internal requests are always prioritized over external requests.

b) Requests of use for scientific or educational purposes always take priority over commercial requests.

3 – The facilities are available to the following entities:

1. Ministry of Health services;
2. Public or private non-profit entities.

c) Other public or private entities.

4 - For the purposes presented in these Regulations, the normal period of operation in Infarmed meeting spaces is from 9:00am to 6:00pm, on working days.

Article 3

(Use of facilities)

1 – To place a request the client must consult the respective regulations and fill out the pre-booking form provided by Infarmed on its website.

2 - Alternatives that mention the official designation of the event are accepted, with a brief description of the promoted initiative, accompanied by the respective program whenever possible, the date, time (including assemblies and disassemblies, if applicable), intended spaces, nº of expected attendants and type of audiovisual equipment needed. The complementary activities that accompany the event (eg catering, exhibits, simultaneous translation) should also be mentioned.

3 – The feasibility of using the facilities will be communicated in writing by Infarmed, and if so, the final reservation will be made. This final reservation is carried out upon express authorization by the Board of Directors, as proposed by the Communication and Service Center, which will coordinate the organization of the initiatives;

4 – Infarmed reserves the right to decline reservations whenever it considers that the nature of the event or its program are not suitable for the Institution, that its logistical conditions jeopardize the principles, image and/or the normal functioning of the institution.

5 - Those interested can visit the Infarmed meeting center facilities, to find out on the spot, the conditions they offer. This visit is subject to prior appointment and authorization.

6 – Infarmed reserves the right to cancel an already approved reservation, as long as it is justified by force majeure or by the Ministry of Health, up to one week before the scheduled date.

Article 4

(Costs)

1 – The use of facilities is subject to payment of a cost according to the table attached to this regulation (Annex I);

2 – a) Pre-booking the spaces means filling in the form previously mentioned and sent to Infarmed. The receipt of the reservation form is understood as the acknowledgment and express acceptance of the financial conditions and those contained in these Regulations.

1. Pre-reservations that are canceled less than 5 days in advance of the event date may be subject to payment of 20% of the total reservation amount.

3 – Once a definitive reservation has been confirmed (authorized by the Board of Directors), Infarmed will send the invoice corresponding to the provision of facilities to the organizing entity, with all information regarding reserved areas, periods of use and fees.

4 – Payment due to Infarmed must be made by means of a deposit in the bank account within 30 days after the invoice is sent by Infarmed.

Article 5

(Services included)

1 – Infarmed reserves the right, through its suppliers, to provide the following services on an exclusive basis: supply and operation of audiovisual equipment, security and cleaning services.

2

Usage costs include the following services:

a) Daily cleaning;

b) Security;

c) Use of the canopy

d) Use of the cloakroom and secretarial support area;

e) Technical support from Infarmed;

f) Technical means:

|  |  |  |  |
| --- | --- | --- | --- |
| Technical means | Auditorium | Room A | Room B |
| Conference system | X | X | X |
| Projection system  | X | X | X |
| Screen | 20m2 | 3,5m2 | 3,5m2 |
| Computer for presentations | X | X | X |
| DV player; DVD and audio cassettes; | X | X | X |
| CD player | X | X | X |
| *Press box* | X | X | X |
| Digital audio recording | X | X | X |
| Simultaneous translation | 2 languages | 1 language | 1 language |
| Lapel microphone | X |  |  |
| Audience microphone | X |  |  |
| Desktop Microphone | X | X | X |

Note: in case of malfunction/unavailable medium, Infarmed will add the respective information on its website, removing the option from the pre-booking form.

3 - For the reception of simultaneous translation, Infarmed offers 80 receivers with headphones. If, at the end of the meeting, there are absences of receivers, they will be charged at cost to the entity authorized to use the spaces.

4 - For the use of the existing technical equipment in the areas provided by the meeting center, Infarmed reserves the right to require that these be operated by the Institute's staff, the user being responsible for the expenses to be incurred with the means requested and hours of extraordinary work to be done in case of need.

Article 6

(Non included services)

1 – The hiring of catering services (including furniture) and simultaneous translation is the responsibility of the entity that requests the use of spaces for the purposes mentioned in article 2 of this regulation;

2 – The Secretariat Service is the responsibility of the entity that obtains authorization to use the spaces. Infarmed does not provide human or material resources to support events;

3 – Waters, floral decoration and signage of the event are the sole responsibility of the organizing entity. The interior signage should use Infarmed's own supports, so as not to cause material damage in the spaces used. Signage is not allowed outside the building;

4 – In the case of exhibits, these are restricted to the multipurpose room and the materials for its realization are assured by the entity authorized to use the spaces;

5 – The photographic and audiovisual record of the events are the sole responsibility of the entity authorized to use the spaces and restricted to the spaces of the Meeting Center.

6 – The assembly and disassembly of the structures necessary to hold the meetings and/or exhibits will be done by the organizing entity, under the supervision of Infarmed.

The user must guarantee the technical and human resources for the assembly and disassembly operations of materials and equipment in the spaces, being mandatory that they be transported on supports with casters, installed away from the walls and doors and in order not to degrade the floors and the remaining structures.

Infarmed reserves the right to stop the assembly and disassembly work of events that do not comply with the applicable legal and contractual provisions, or orders and instructions that Infarmed has issued which are being disrespected, in its supervisory exercise.

These assemblies and disassemblies must take place within the opening hours indicated in article 2;

For technical and safety reasons, the entrance of materials related to the event is done through the loading and unloading parking lot’s door.

7 – Changes to the arrangement of tables or chairs are not permitted.

Changes to the layout of the rooms are not allowed

8 - Infarmed does not have an exclusive meeting center parking.

9 – The operation of the car park is not the responsibility of Infarmed I.P .. Any matter related to parking must be discussed with the company responsible for the concession.

Article 7

(Health and Safety)

1 – Smoking and eating inside the Auditorium and Meeting Rooms is strictly forbidden, and the event organizer is responsible for observing this rule;

2 - Without prejudice to the exertion of competences of the cleaning services provided by Infarmed, users must keep the areas assigned to them properly clean, proceeding with the packaging of garbage and waste, namely, posters or other materials of any nature used for the event;

3 - Users are responsible for maintaining order and security in the areas assigned, without prejudice to the security services’ exertion of powers provided by Infarmed.

4– For safety reasons, the circulation of participants is subject to the meeting spaces and respective access areas.

5 - Infarmed reserves the right to order the expulsion of any person who disrespects tranquility, decorum and public morals within its facilities.

6 - In closed spaces, the organizing entity undertakes not to allow access to a greater number of people than is foreseen and authorized, or that is likely to endanger the safety of people and property.

7- Users should always leave emergency exits, access to Infarmed emergency equipment and external emergency services free and unimpeded, and respect the spaces intended for the circulation of other users;

8- Users are obliged not to store, use or allow anyone to use flammable, explosive, illegal, or any other substances that damage the spaces or disturb the well-being of Infarmed users in the spaces provided.

9- It is forbidden to use the foyer to perform a restoration or exhibition

10 – It is forbidden to place any structure in front of the auditorium doors inside or outside - Example: Television cameras.

Article 8

(Responsibility)

1 - The entities to which the spaces are assigned are obliged to their prudent use and are fully responsible for the losses, theft and damage caused to the facilities or equipment, as well as for the abusive and negligent uses that may be made of them, whether inflicted by themselves, by subcontractors or participants in the event;

2 – The entity responsible for organizing the event may, with the prior written agreement of Infarmed, proceed with the decoration of the space provided for the event, provided that it does not incur any of the following points:

- Structural changes to the areas assigned;

- Nail, glue, cut or drill walls, floors, pillars, ceilings, among other components of the assigned areas.

If the space provided is not returned in the condition it was in at the time of delivery, repairs that have to be carried out as a result of damage caused will be billed to the applicant entities.

3 – Entities authorized to use the meeting spaces must ensure that this use does not compromise the institutional image of Infarmed, as such, practices that violate the guidelines issued by Infarmed as regulatory and supervisory entity in the area of ​​medicines and health products are not allowed, practices that disrespect the legislation whose inspection is the responsibility of the Instituteare not permitted either, in particular the relative advertising of medicines and health products, namely Medical Devices, Homeopathic Products and Cosmetic Products.

The elaboration and placement of posters or other type of dissemination information is the sole responsibility of the event organizer, but their display must be previously authorized.

4 – Users of Infarmed spaces must refrain from adopting and prevent that anyone from assigned areas adopts any conduct likely to affect or disturb the normal development of the remaining Infarmed services.

The use of Infarmed spaces requires respect for the volume of sound, broadcast noise and the appropriate use of public areas;

Article 9

(Implementation)

1 - This Regulation shall enter into force on the date of its approval;

2 - Changes to the provisions of this regulation require authorization from the Infarmed Board of Directors.

3 - The current Regulation will be published on the Infarmed website.

**Annex I**

**Auditorium**

280 m2

245 seats (+ 4 wheelchair seats)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Public Entities | Private non-profit entities | Private for-profit entities |
| ½ - Business days9am to 1pm or 2pm to 6pm | Free | €600 + VAT | €1000 + VAT |
| Business days - 9am to 6pm | Free | €1000 + VAT | €1750 + VAT |
| Overtime or assembly | Free | €100 + VAT | €175 + VAT |

**Room A Room B**

140 m2 140 m2

54 “U” seats 50 “U” seats

|  |  |  |  |
| --- | --- | --- | --- |
|  | Public Entities | Private non-profit entities | Private for-profit entities |
| ½ - Business days9am to 1pm or 2pm to 6pm | Free | €250 + VAT | €375 + VAT |
| Business days - 9am to 6pm | Free | €375 + VAT | €500 + VAT |
| Overtime or assembly | Free | €40 + VAT | €50 + VAT |

**Room A + Room B**

280 m2

98 2 X “U” seats

|  |  |  |  |
| --- | --- | --- | --- |
|  | Public Entities | Private non-profit entities | Private for-profit entities |
| ½ - Business days9am to 1pm or 2pm to 6pm | Free | €500 + VAT | €750 + VAT |
| Business days - 9am to 6pm | Free | €750 + VAT | €1000 + VAT |
| Overtime or assembly | Free | €40 + VAT | €50 + VAT |

**Multifunction room**

115 m2

Uses: Meal / Exhibit

Exhibits: 104 seats in 2 X “U”

|  |  |  |  |
| --- | --- | --- | --- |
|  | Public Entities | Private non-profit entities | Private for-profit entities |
| ½ - Business days9am to 1pm or 2pm to 6pm | Free | €75 + VAT | €100 + VAT |
| Business days - 9am to 6pm | Free | €150 + AT | €200 + VAT |
| Overtime or assembly | Free | €30 + VAT | €175 + VAT |