



# Rental of Meeting and conference rooms

IUCN Conservation Centre



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The IUCN Conservation Centre is located in Gland, 30 km from Geneva, 45 minutes by public transport and 20 minutes by car. The centre is a unique setting for organisations and companies to organise conferences, seminars and meetings, whether they last a day or a week.

Our infrastructure can accommodate groups up to 200 people. Official opening hours at IUCN are from Monday to Friday from 08h00 to 17h00. Rental is not possible on week-ends and the building is non-smoking.

The common areas are dedicated to relaxation and informal meetings and can't be used for work purposes or for business meetings.

Our General Services Unit's team is at your disposal to advice on possible room settings and will assist you in optimizing the space and quality of your events.

Rooms	Building	Surface m2	Capacity (nbr of seats)	Room setting
Main	Jura	170m2	70	Class room
Holcim Think Tank A	Lake	118m2	30	« U »
Holcim Think Tank B	Lake	87m2	28	Block
Red List A	Lake	85m2	20	« U »
Red List B	Lake	90m2	20	Block
Oceans	Jura	50m2	18	« U »
Forests	Jura	50m2	18	Block
Wetlands	Lake	36m2	14	Block
Mountains	Lake	32m2	12	Block
Presidents	Lake	23m2	8	Block
Kinnarps	Lake	19m2	8	Block
White Bar*	Jura	200m2	-	-
Espace-rencontre L. Hoffmann**	Lake	500m2	50	-

Pictures are available on IUCN's website at <http://www.iucn.org/secretariat/about/iucn-conservation-centre/meeting-facilities> (*Prices are available in the document [Prices & Settings.pdf](#)*).

The Holcim Think Tank A and B rooms can be transformed into one room as well as Red List A and B. The Main, Oceans and Forests can also be transformed into one room. The Main room is equipped with interpretation boxes.

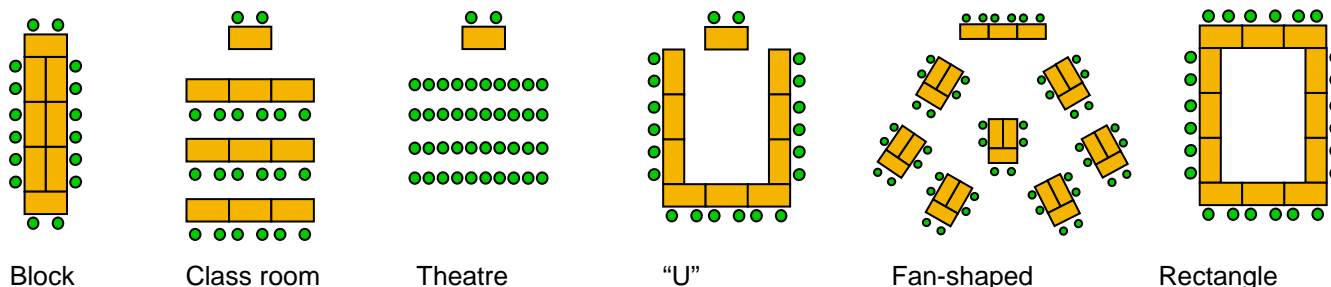
\*When you book a room don't forget to book the **White Bar** for your coffee breaks and lunches provided by Eldora.

\*\*During summer time the Terrace (**Espace-rencontre Luc Hoffmann**) is accessible for drinks and cocktails **only after 15h30** and with the presence of a technical staff and a receptionist billed accordingly to the hourly rates detailed in page 3.

Both the **White Bar** and the **Terrace** are available only in conjunction with the rental of a meeting room. You will need to fill a separate booking form should you wish to reserve the **White Bar** or the **Terrace**.

## Setting

The different settings, as shown hereunder, are possible, depending on the room. See the *Prices & Settings.pdf* in the IUCN's website <http://iucn.org/about/union/secretariat/centre/meeting/>



## The following items are included in the price of the meeting room:

- ✚ Room in standard setting. Setting changes are charged according to prices specified below
- ✚ Charges (ventilation, heating and electricity);
- ✚ Standard technical equipment (beamer, screen, phone)
- ✚ Flip charts
- ✚ Cleaning
- ✚ Telephone and speakerphone
- ✚ Receptionists from 08h00 to 17h00 (Monday to Friday, except public holidays)
- ✚ Wireless Internet connection
- ✚ Parking (30 outside parking spaces and an option to park inside)

## The following items are billed separately:

- ✚ Installation of additional electrical equipment
- ✚ Technical equipment not available in the room (microphones)
- ✚ Additional cleaning requirements
- ✚ Additional working hours of IUCN staff
- ✚ Additional moves and installations
- ✚ Room setting modifications (CHF 70.-)
- ✚ Communication costs
- ✚ Additional services provided by IUCN not included in the price.
- ✚ Photocopying

## Catering is billed separately

For catering, (coffee breaks, cocktails, lunches, etc.) Eldora ([iucn@eldora.ch](mailto:iucn@eldora.ch)) is at your disposal for any questions. The catering must be ordered at the same time than the room, through the website clicking on reservation form

## Photocopy rates

Type	Price per copy
Black & white copy (recto)	0.10 CHF
Black & white copy (recto-verso)	0.20 CHF
Color copy (recto)	1.00 CHF
Color copy (recto-verso)	2.00 CHF

## Hourly rates of IUCN Staff

Monday to Friday, except public holidays	Technical staff	Receptionist
From 08h00 to 17h00	<b>included</b>	<b>included</b>
Before 08h00 and from 17h00	<b>CHF 90.-</b>	<b>CHF 120.-</b>

Should the Conservation Centre need to be opened outside normal hours, the presence of a receptionist is obligatory and technical staff could be assigned by IUCN and billed according to prices above.