



Milos Conference Center George Eliopoulos

REGULATIONS FOR RENTAL OF CONFERENCE CENTER FACILITIES

The ***Milos Conference Center - George Eliopoulos*** is a modern center designed for conferences, exhibitions and cultural events, located at Adamas and overlooking the gulf of the Milos island. It is housed in a fully restored kaolin processing plant, built in 1925. The Milos Conference Center hosts symposiums and cultural events (seminars, speeches, presentations, projections, theatrical performances, various exhibitions, etc.).

The Center is fully air-conditioned. All the facilities aimed for the public are accessible by disabled people.

A non-profit organization operates the Milos Conference Center.

1. CONFERENCE HALLS

The Center consists of two buildings: The Central Building A and the Euripides Mavrommatis Wing (Building B).

A. *Central Building A*






- **The main Conference Hall A1**, located in the Central Building, is fitted / equipped with electronic window sunshades and a complete audio-visual installation, comprising interpreter cabins for simultaneous translation in two languages, a power-driven screen, a roof-projection system with a 400 X 450 cms wall-screen, audio coverage by microphone and megaphone installations (microphones, sound columns, loudspeakers).
- **The Conference Hall A1** is provided with a balcony with a seating capacity of 60 conferees.
- **The Conference Hall A2** is adjacent to the main Conference Hall A1, from which is separated by a movable fully soundproof partition. An adequate audio-visual system can be provided, on request in advance.
- **The Conference Hall A**: in order to meet the requirements for multi-person conferences or other events, both Halls A1 and A2 can be united in one single space, the "Conference Hall A". In this case the audio-visual system installed in the Hall A1 serves the needs of the whole entire Hall A.

B. Euripides Mavrommatis Wing (Building B)

Euripides Mavrommatis Wing comprises three independent Halls B1, B2 and B3.

- **Hall B1** is located in the eastern part of the Building B. B1 is equipped with an independent audio-visual system (data projector, microphones, and loudspeakers).
- **Hall B2** is located in the central part of the Building B. In B2 there is an installation in which a proper audio-visual system (data projector, microphones, loudspeakers) can be hooked up, on request in advance.
- **Hall B3** is a multi-purpose Hall that serves usually as a cafeteria at coffee-breaks or as a restaurant for lunch and dinner of the conferees. It is equipped with special fittings for exhibition stands and pavilions. In case the need arises, it can also be adequately equipped for meetings.

The dimensions as well as the seating capacities of the conference halls are listed in the table here below:

Space	Length (m)	Width (m)	Height (m)	Surface (m ²)	 Theatre	 Classroom	 U	 Cocktail	 Banquet
A1	19	10	10	190	280*	80	60	220	80
A2	10	10	5	100	100	40	40	80	40
A1+A2	29	10	-	290	400*	120	100	340	120
B1	11.5	8.70	3.70	100	100	40	40	80	40
B2	7.75	7.10	3.50	55	50	20	20	40	30
B3	11.5	8.50	3.50	98	60	30	30	60	30

*Including the 60 seats on the balcony

2. SUPPORTING FACILITIES

Secretariat. A properly equipped space on the ground floor, directly connected with the Foyer, serves for secretarial support to conferees.

Conferees' Office: An independent office of 15 square meters can be used by the Conferees. Internet connection, a PC, a color printer, a scanner, a copy machine, direct phone and fax lines are available to the Conferees.

Internet Connection (ADSL): An internet Hall provided with Ethernet access is able to ensure internet connection for 14 persons simultaneously. There is also a PC for common use. A wireless connection to the internet is available in selected areas of the Conference Center.

Kitchen: The Conference Center is not equipped with meal preparation facilities, a kitchen however, able to ensure catering services for the maximum number of conferees, is available.

The Center per se is in a position to serve coffee during the breaks, or continually during symposiums or meetings, from the beginning to the end.

Atrium: An open air court of 100 square meters, protected from the wind from all its sides, provides for a pleasant atmosphere for conferees, to get together in small group gatherings over a coffee or a meal.

Western Court: A properly designed open space of 600 square meters, which is a part of a western broader green area of 2,000 square meters with a panoramic view of the bay and the villages of the Milos Island, gives the opportunity for day or evening open air happenings with up to 1,000 participants.

This spot is used as a venue for the annual Milos Festival, as well as for private receptions.

The Parking Plot: The Milos Conference Center provides parking facilities for 150 cars.

Security. The Conference Center is located on a plot of land of 10,000 square meters enclosed on its whole perimeter by a fence with a main entrance gate, which is locked after the end of the day's sessions for security reasons.

3. ACCESS TO THE MILOS CONFERENCE CENTER

The Milos Conference Center is a 20 minutes' pleasant stroll along the seafront from the port of Adamas. It can be reached by taxi or car, as well. For group transportation public buses can be hired following the terms of a special agreement with the Greek Intercity Bus Company KTEL (Association of Bus Operators).

4. RENTAL RATES

To be able to serve its clients better, the Milos Conference Center needs to know their requirements a few weeks in advance. The attached "*Booking Form*" (<http://www.miloscenter.gr/en/information-reservations/booking-form/>) should be filled up, specifying, among other information, the facilities and the specific needs, in terms of technical equipment and office supplies, so that the Conference Center may ensure their availability on time.

The rental rates for the year 2012 are listed in the table here below:

Hall A1 or A or the entire Center	775 € per day or part of the day
Hall A2 only	415 € per day or part of the day
Hall B1 or B2	310 € per day or part of the day
Use of audio- visual facilities	210 € per day or part of the day
Use of translation facilities & services	2 € per person & day or part of it
Coffee w/o cookies for breaks	1€ per person per day
Coffee cookies / desserts	To be agreed

A VAT of 16% that applies for the Milos Conference Center is not included in the above mentioned rates.

The use of the Western Court is subject to a special agreement

The use of the copy machine up to 50 photocopies per day is free of charge. For more than 20 photocopies per day, the charge is 5 cents per photocopy.

The use of the fax machine up to 10 calls within Greece per day is free of charge.

The tariffs charged for further calls within Greece and for all the calls abroad are the rates applied by the Greek Telecoms (OTE).

All the other services (technical support, internet, cleaning and security personnel services, parking, bottled water) are free of charge.

Meals are served in the premises of the Center by third parties, at rates directly negotiated with them by the conference Organizers. The Conference Center, if so requested, may give a list of Catering companies in Milos.

The use of the spaces of the Conference Center for meals is free of charge as well, on the condition that the catering contract, concluded directly with a catering company, contains an explicit provision stipulating the obligation for the Catering Company and its personnel (a) to clean the kitchen and lunch/dining spaces and (b) to comply with the sanitary and safety regulations of the Milos Conference Center.

Remarks:

- 1) A sum of 20% of the total amount is paid upon the confirmation of the date(s) that the event will take place. The balance of 80% is due 10 days before the starting date of the event.
- 2) The user underlies the obligation to ensure the restitution of any damage caused to the premises of the Milos Conference Center during his stay.
- 3) Smoking is strictly prohibited in all conference halls and facilities of the Conference Center except the Atrium. Furthermore, the consumption of any food, beverages and alcoholic drinks is not permitted in the conference halls, that have not been specifically assigned for the function of cafeteria, lunch or dining places.
- 4) The use of electrical and mechanical appliances is strictly restricted to the authorized staff of the Milos Conference Center. The portable equipment and the fittings belonging to the Conference Center cannot be conceded to third parties for use away from the premises of the Milos Conference Center.
- 5) If the Organizers wish so, a brief description of the event may be announced in the Center's web site www.miloscenter.gr. A link with other related websites may be arranged.
- 6) Additional information for the **Milos Conference Center - George Eliopoulos** may be found in www.miloscenter.gr.