**Research Centres conference suite in Tower 2**

**Booking information template**

Subject of the event should include Research Centre name first.

**Person making the booking and email address:**

**Event title:**

**Meeting start and end times:**

**Number of people expected:**

**Are non-LSE members expected?**

**Type of room set-up required:**

**Is this a catered event?**

**Will catering be set up inside the room (if not where will it be set up)?**

*Last updated: 14 October 2014*