



Meeting rooms TP Vision Belgium N.V. – prices 2026

Dear,

As stipulated in the contract (see service agreement point 2 and annex 3.9), as a tenant you are entitled to 8 hours of free use of our meeting rooms per month.

For additional hours per month, a 15% discount applies to the prices below (excluding VAT) (*):

Room	Floor	Setting	Seats	Per hour	1/2 day	Day	Remarks
Smith	1	Square	20	€ 74	€ 211	€ 299	daylight
Nipkow	1	U-shape	20	€ 74	€ 211	€ 299	no daylight
Smith & Nipkow	1		40	€ 130	€ 371	€ 494	open wall
Farnsworth	1	Boardroom	16	€ 51	€ 146	€ 247	daylight
Baird	1	Boardroom	16	€ 51	€ 146	€ 247	daylight
Restaurant	1		80	€ 126	€ 361	€ 494	From 08:00 AM to 11:00 AM and from 14:30 PM

Additional costs per day:	
Microphone	€ 40
Conference cam	€ 83
Polycom	€ 38
Spider	€ 62

(*) these rates may be adjusted annually

Reservation:

For reservations and information, please email Dominique Boydens (dominique.boydens@tpv-tech.com)

Please include:

- Date
- Number of participants
- Company details if this is your first reservation (address, VAT number, ...)
- Name and telephone number of the person responsible

Furnishings:

Due to a lack of capacity within the facility team, the rooms can no longer be converted.

It is also strictly forbidden to move tables yourself! However, if this does happen, a damage fee of EUR 150 will be charged.



Cancellation of meeting room reservation:

Upon confirmation of your booking, the following cancellation conditions apply:

- up to one week before the event: 25% of the rental price
- less than one week before the event: 50% of the rental price

Catering:

Catering is also possible, but must be discussed directly with the person responsible for the company restaurant (manager: Compass).

Contact:

Mail: tpvision@compass-group.be
Phone: 0471/54 69 61
Chef: Michael

Deadline for orders:

- For small groups (10 people) at least 72 hours before the event.
- For larger groups and/or events, please order 2 weeks before the event so that all necessary quotations and orders can be prepared and placed on time.

Required information:

- Date + time
- Name of room
- Number of participants
- Details of order(s)
- Invoicing details

Visitor list:

In order to ensure that visitors are welcomed in a professional manner, we would appreciate receiving a visitor list (at least 24 hours before the event) stating the date, room and time, as well as the details of the person responsible (name + mobile phone number).

Please send this to Aatower.receptie@be.issworld.com. The reception is open Monday to Friday from 8 a.m. to 5 p.m.

Meeting room access badge:

The badge that grants access to the reserved area is available at reception. It must be returned to reception after the event.

If this badge is not returned, an administration fee of EUR 35 (per badge) will be charged.



Connection (presentations):

Each room is equipped with an 80" Philips display. It is NOT possible to connect a laptop to our displays via VGA. Only HDMI/display port is available. Please take this into account.

No projectors are available.

Route:

<http://www.techlane.be/park-services/#map>

Wifi:

WLAN Pub ... no password required. Available in the rooms

Spider phone (conference phone):

We can provide a conference phone for teleconferences.
Please mention this when booking the room.

Parking:

The general rules regarding visitor registration at the Technology Park apply.

<https://www.techlane.be/park-services/#parkingfacilities>.

Parking on the grass or verge next to the AA Tower is not permitted.

The verge next to the building must be accessible to emergency services at all times.

Vehicles that are not parked in accordance with the regulations will be towed away. These costs will be charged to the hirer.

Reception/front desk:

The reception desk is open Monday to Friday from 8:00 a.m. to 5:00 p.m.

After office hours, the meeting rooms are not available for external companies.

Responsibility:

Users:

- must be considerate of users of other rooms (e.g. noise pollution)
- are responsible for the cleanliness and proper use of the accommodation provided. If damage is found after the activity, the user will be held responsible and will be charged for the repair and/or additional cleaning.
- leave the room as they found it at the start of the activity.
- Collect used cups, glasses and any plates/cutlery and take them to the staff restaurant.
- Always clear away any catering leftovers (lunch, coffee breaks, or other) and also take them to the staff restaurant.
- Remove used sheets of paper from the flipchart, discard them or take them with you. Do not leave them lying or hanging in the room.
- Erase the whiteboard.
- Place the remote control near the display.



- Do not disconnect the display cables.
- Observe the reserved hours.
- It is forbidden to move the furniture. In other words, the tables may not be moved or relocated.

TP Vision is not responsible for any accidents or theft.

You are always welcome to come and have a look. Please let us know in advance.

Kind regards,

Dominique Boydens
Office Manager



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