



## PFIZER CONFERENCE ROOM BOOKING SHEET

Date required:

From:

To:

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### User details

Name:

Group/Department:

Phone N°:

E-Mail:

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### Room layout required



**Seminar**



**Meeting**

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### Video/teleconference details

Video/teleconference required? Video Telephone Neither

If required

Incoming call

Outgoing call

Cost centre/grant to charge to:

Call recipient:

Contact N°:

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Other comments

**Note:** Please complete this form by either completing on line and e-mailing to [pjpsadmin@msm.cam.ac.uk](mailto:pjpsadmin@msm.cam.ac.uk) or print the form out and send it to Mr Wayne Skelton-Hough.