

## Checklist IBZ

Please pay attention to the following things before leaving the IBZ:

- Turn off all microphones
- Turn off the HD projector and the audio system by using the touchpad
- Put the VGA - and audio cords back into the speaker's desk
- Put all tables and chairs back to their original position
- Dispose larger amounts of garbage
- Take any leftovers (food/drinks) back home
- Lock all doors and immediately hand over the key to the central gatekeeper ("Zentralpförtner")

If you use the kitchen, please:

- tidy up the kitchen
- wash the dishes
- unload the dishwasher

Thank you!

International Office