

## CONFERENCE ROOMS BOOKING GUIDE OF THE AL-FARABI LIBRARY

The Al-Farabi Library offers rooms for conferences and social events conference rooms for rent with a capacity of 50 to 300 people. All the rooms are equipped with the necessary accessories (TV, multimedia system, BOSCH equipment: microphone with an amplifier, camera, splitter, etc.) with online broadcasting capabilities.

In front of the conference rooms, there is a spacious foyer for welcoming and registering guests and organizing pleasant morning and afternoon coffee breaks.

Full information about the premises for rent is available [here](https://elibrary.kaznu.kz/ru/node/category/halls-gallery) (<https://elibrary.kaznu.kz/ru/node/category/halls-gallery>)

Information about the status (vacancy) of the halls is presented on the library website in the menu Conference-hall booking (<https://elibrary.kaznu.kz/ru/bronirovanie-zalov>).

For events on the fourth floor of the library, you need to book rooms (401, 408, 409, 410, 416) by applying to the vice-rector for academic affairs of the university, and the halls located on the third floor (303, 304, 307, 308) are booked through the order request addressed to the director of the library (See an example application here.). University staff can apply through the university's internal document management system Salem-office (<https://odo.kaznu.kz/>).

The agreement between the landlord and clients is concluded in agreement with the Department of Economics and Finance and the Department of Legal and Documentation Support of the University (a template of the Lease Agreement is attached). The rental agreement must be concluded 3 weeks before the upcoming event.

The library is open from 9:00 to 18:00 on weekdays, applications should be submitted, and events should be held at this time, events on weekends could be discussed upon reaching an agreement.

For more information, write to our corporate mail: [library@kaznu.edu.kz](mailto:library@kaznu.edu.kz)

We will be happy to help you organize any event from a small meeting to a large conference at a high level!

- Conference halls on the 3rd floor: [304 \(photo\)](#), [307 \(photo\)](#), [308 \(photo\)](#), with wide screens and multimedia platform.
- Conference halls 4 floors: [409 \(photo\)](#) with broadcast in Zoom, LED displays on the sides, [408 \(photo\)](#), [416 \(photo\)](#).
- Additional rooms: Guest room for signing a memorandum [401\(photo\)](#), lounge, for a coffee break [410 \(photo\)](#), or [exhibition hall \(photo\)](#).