

CONFERENCE CHECKLIST

company: _____
contact person: _____
phone number: _____
email: _____
fax number: _____

information about coach/contact person on site + conference lanuage

name of the coach / contact person on site: _____ / _____
phone number: _____
email: _____

conference language

german english others _____

arrival attendees at (date) _____ time: _____
conference starts at (date) _____ time: _____
conference ends at (date) _____ time: _____

number of participants/hotel rooms/conference rooms/teambuilding

participants + coach: _____ + _____
number of single rooms: _____
number of double rooms: _____
(check in 14:00 pm, check out 11:00 am)
conference room: _____
(historical or modern)
number of break-out rooms: _____

Have you planned a social program?

YES: _____ on (date) _____ at (time) _____
 NO

break times

standard times: are they compatible with your scedule?

yes

no, change as follows:

breakfast:	07:30 - 09:00	_____
coffee break morning:	between 09:30 and 11:30	_____
lunch:	12:30 - 14:00	_____
coffee break afternoon:	between 14:30 and 17:30	_____
dinner:	18:30 - 20:00	_____
hotel bar:	until midnight*	_____

Usually coffee breaks take place at our self-service cafeteria at above mentioned times. If you prefer we arrange an exclusive break in your conference room:

yes, in the conference room

no, we use the cafeteria

*we would like to extend the time at the hotel bar on _____ until _____ o'clock for € 75,- per half an hour.

Please inform us about food intolerances or special needs regarding the meals (eg: vegan).

beverage package during lunch and dinner

inclusive beer, a selection of wine, non-alcoholic drinks and coffee.

exclusive sparkling wine, special wine and hard drinks

at a price of € 5/person and meal.

Please have a look into our beverage card on site to see the selection of the included wines. They are signed with *.

YES

NO, after consumption

signage for your conference

front office: _____ (name of your conference or company)

conference room: _____ (name of your conference or company)

restaurant: _____ (name of your conference or company)

Additionally you can also send us your company logo.

Yes, please also use our company logo

plenary room

setting

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> u-shape with tables | <input type="checkbox"/> round table |
| <input type="checkbox"/> circle of chairs | <input type="checkbox"/> classroom |
| <input type="checkbox"/> theatre style | <input type="checkbox"/> others _____ |

technical equipment

free of charge

- data projector _____ piece(s) (from the second piece € 39/p/day)
- screen _____ piece(s) (from the second piece € 10/p/day)
- flip chart _____ piece(s) (from the 4th piece € 10/p/day)
- pinn board _____ piece(s) (from the 4th piece € 10/p/day)
- cd player _____ piece(s) (from the second piece € 5/p/day)
- dvd player incl. blue ray _____ piece(s) (from the second piece € 10/p/day)
- TV _____ piece(s) (from the second piece € 10/p/day)
- moderation case incl. laserpointer _____ piece(s) (from the second piece € 5/p/day)
- loudspeaker boxes
- overhead projector
- videorecorder
- power connection per person
 - Wireless Lan:
 - for _____ coach(es)
 - for _____ participants
 - standard use (E-Mails)
 - telephone conference via skype (own account) with _____ user
 - streaming (eg youTube)
 - others _____

chargeable

- sound system incl. 3 microphones € 190/day
- wooden lectern incl. 2 microphones € 50/day
- acrylic glass lectern € 10/day
- digital video camera € 40/day
- presenter € 10/day
- laptop € 60/day
- reflex camera € 40/day
- others _____

beverages in the room

- mineral water sparkling € 2,20/piece (0,33l)
- Vöslauer Balance € 2,90/piece (0,33l)
- others _____

break-out room(s) – if ordered

setting

- | | |
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charging

Which costs are paid by the company and which consumptions have to be booked on the participant or coach account?

	<u>company</u>	<u>participant</u>	<u>coach</u>
bed and breakfast (for additional night)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
half board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conference package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
beverages in the conference room (if ordered)	<input type="checkbox"/>		
chargeable technical equipment	<input type="checkbox"/>		
social program (if ordered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
beverage package lunch/dinner à € 5 <u>or</u> beverages during meal after consumption	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
beverages not included in the package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
drinks at the hotel bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
extras (phone, minibar, cigarettes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

billing adress

notes for charging

other notes

date: _____

signature: _____