

CONFERENCE CHECKLIST

company: \_\_\_\_\_  
contact person: \_\_\_\_\_  
phone number: \_\_\_\_\_  
email: \_\_\_\_\_  
fax number: \_\_\_\_\_

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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: \_\_\_\_\_

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

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**

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

exclusive sparkling wine, special wine and hard drinks

at a price of € 6/person and lunch.

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

\*\*\*\*\*

**beverage package during dinner**

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

exclusive sparkling wine, special wine and hard drinks

at a price of € 8/person and dinner.

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

\*\*\*\*\*

special needs for meals

Please inform us about your special needs / food intolerance:

- vegan                                      number of persons: \_\_\_\_\_
- vegetarian                                    number of persons: \_\_\_\_\_
- food intolerance
  
- \_\_\_\_\_                                        number of persons: \_\_\_\_\_
- \_\_\_\_\_                                        number of persons: \_\_\_\_\_
- \_\_\_\_\_                                        number of persons: \_\_\_\_\_
- \_\_\_\_\_                                        number of persons: \_\_\_\_\_

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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

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conference rooms

It is not allowed to put something on the walls of our rooms. Furthermore we inform you that in case of a damage the costs for the correction of the complete room will be charged to the organizers` invoice. The organizer is responsible for his participants and is obliged to advise the coach/contact person who is on site about this information.

## 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 4<sup>th</sup> piece € 10/p/day)
- pinn board \_\_\_\_\_ piece(s) (from the 4<sup>th</sup> 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
- video recorder
- 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 \_\_\_\_\_

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## break-out room(s) – if ordered

### 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 4<sup>th</sup> piece € 10/p/day)
- pinn board \_\_\_\_\_ piece(s) (from the 4<sup>th</sup> 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
- video recorder
- 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 \_\_\_\_\_

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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<br>(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<br>(if ordered)                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| beverage package lunch à € 6                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| beverage package dinner à € 8                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>or</u> beverages during meal after consumption | <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"/> |

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## billing adress

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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## notes for charging

## other notes

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\_\_\_\_\_

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date: \_\_\_\_\_

signature: \_\_\_\_\_