

Conferences

Reservation checklist

Enquiry

Reservation

Organiser _____

Title of the event _____

Trainer / Lecturer _____

Number of participants _____ Single room _____ Double room _____

Arrival date _____ at approx. _____

Departure date _____ at approx. _____

Range of services

Daily package

Light evening meal

Welcome coffee

Evening meal VP –
Surcharge (3 course
meal)

Seminar room	Table positions/seating	Media requests
	<input type="checkbox"/> U-table	<input type="checkbox"/> Flip chart
	<input type="checkbox"/> Parliament	<input type="checkbox"/> Data projector
	<input type="checkbox"/> Cinema	<input type="checkbox"/> Overhead projector
	<input type="checkbox"/> Chairs in a circle	<input type="checkbox"/> Colour TV/video recorder/DVD
	<input type="checkbox"/> Other	<input type="checkbox"/> Camera
		<input type="checkbox"/> Pin board
		<input type="checkbox"/> Other

