

## **Checklist for Conferences**

ORGANIZING COMPANY: \_\_\_\_\_  
PERSON RESPONSIBLE FOR THE ORGANISATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
OCCASION: \_\_\_\_\_  
CONFERENCE DATE: \_\_\_\_\_

ARRIVAL TIME OF THE SPEAKER/S: \_\_\_\_\_ NAME/S: \_\_\_\_\_  
ARRIVAL TIME OF THE PARTICIPANTS: \_\_\_\_\_ TAXI SERVICE: YES  NO  NUMBER OF PEOPLE: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ TAXI SERVICE: YES  NO  NUMBER OF PEOPLE: \_\_\_\_\_

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### **Room**

NO. OF PEOPLE: \_\_\_\_\_

NO. OF SINGLE ROOMS WITH SHOWER: \_\_\_\_\_ WITH RUNNING WATER: \_\_\_\_\_

NO. OF DOUBLE ROOMS WITH SHOWER: \_\_\_\_\_ WITH RUNNING WATER: \_\_\_\_\_

PLEASE INCLUDE A LIST WITH THE PARTICIPANTS' NAMES (POSSIBLY WITH ADDRESS), SO THE ROOM ALLOTMENT AND THE FORMALITIES ARE ALREADY TAKEN CARE OF UPON THE PARTICIPANTS' ARRIVAL.

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### **ORGANISATION**

*TELEFON/FAX MESSAGES:*

- CONNECT PARTICIPANTS IMMEDIATELY
- DELIVER MESSAGE DURING COFFEE/LUNCH BREAK
- PUT MESSAGE IN PARTICIPANT'S MAIL BOX BY THE RECEPTION DESK

### **WHO PAYS FOR WHAT?**

	<i>COMPANY</i>	<i>PARTICIPANT</i>
CONFERENCE PACKAGE (INCL. ROOM, MEALS ETC.)	<input type="checkbox"/>	<input type="checkbox"/>
TELEPHONE/FAX	<input type="checkbox"/>	<input type="checkbox"/>
DRINKS DURING MEALS	<input type="checkbox"/>	<input type="checkbox"/>
DINKS OUTSIDE MEALS	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: \_\_\_\_\_

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**TIME-SCHEDULE FOR MEALS**

DATE:					
BREAKFAST					
LUNCH					
DINNER					
COFFEEBREAK IN THE MORNING					
COFFEEBREAK IN THE AFTERNOON					

**SPECIAL REQUESTS (PLEASE INCLUDE NAMES):**

- VEGETARIANS: \_\_\_\_\_
- DIABETICS: \_\_\_\_\_
- OTHER SPECIAL DIETS: \_\_\_\_\_
- CROISSANTS WITH THE COFFEE (MORNING COFFEEBREAK)
- MINERALWATER IN THE CONFERENCE ROOM(IF NOT INCLUDED IN THE PACKAGE)
- BAG-LUNCH            WHEN? \_\_\_\_\_

**TECHNICAL INFRASTRUCTURE IN THE CONFERENCE ROOM (PRICES ARE FOR INFRASTRUCTURE WHICH ARE NOT INCLUDED IN THE PACKAGE)**

- OVERHEAD PROJECTOR WITH SCREEN            FR. 45.--
- FLIPCHART WITH PENS                                FR. 20.--
- PINCHART    FR. 10.--
- SLIDE PROJECTOR                                    FR. 20.--
- TV/VCR     FR. 45.--
- STEREO EQUIPMENT                                FREE (POSSIBLE ONLY IN ONE ROOM)
- MICROPHONE                                         FREE
- SPEAKER'S DESK                                    FREE
- COPIES ONTO TRANSPARENCIES                FR. 2.-- PER TRANSPARENCIES
- SEPARATE ROOMS FOR GROUP WORK            FR. 100.-- PER DAY/ROOM
- INTERNET AND E-MAIL IN THE CONFERENCE ROOM            FR. 50.-- PER DAY (ONLY IN CONFERENCE ROOM2)

**TABLE/CHAIR SETUP**

*IN THE CONFERENCE ROOM:*

- SQUARE (BLOCK)**
- CIRCLE (CHAIRS ONLY)**
- U-SHAPE**
- SCHOOL SETUP**

*IN THE GROUP ROOM(S):*

- SQUARE**
- CIRCLE (CHAIRS ONLY)**
- OTHER:**  
INFRASTRUCTURE (GROUP ROOM): \_\_\_\_\_

- OTHER:**
  - CONFERENCE ROOM**  **GROUP ROOM**
- (PLEASE DRAW A SKETCH)