

Price list meetings and conferences



Service description	Utilization of our meeting and conference rooms
Suitability of service	Service and reception of visitors 50 hours per week, bilingual Flexible utilization of our offices for discussions, meetings, conferences, presentations, trainings, etc.
Service hours	Monday – Friday from 8 am till 6 pm Utilization of our offices after our office hours on request, Possibly against security deposit
Payment	Credit card or cash (with service contract: invoice at the end of a month)
Cancellation	<ul style="list-style-type: none"> • room and catering free of charge up to 5 working days before the event • 50% of the costs for the room 1-4 working days before the event • 100% of the costs for the room and the catering at the day of the event • 100% Catering 4 working days before the event • No additional charges for technical equipment, soft drinks and service time if cancellation received one hour before the event

**save money with our
ecosSMART rates!*****

Offices (cooled air-circulation, internet access/WLAN included)	per hour	per ½ day (up to 4 hours)	per day (from 6 hours)
Meeting room small size, 15 sqm – up to 3 participants	21,00	75,00	130,00
Evening flat rate (use after 6 pm)			42,00
Weekend flat rate Saturday			104,00
Weekend flat rate Sunday			91,00

Meeting room medium size, 23 sqm – up to 8 participants	27,00	90,00	160,00
Evening flat rate (use after 6 pm)			56,00
Weekend flat rate Saturday			128,00
Weekend flat rate Sunday			112,00

Conference room U-shape or conference style, 30 sqm – up to 14 participants	32,00	105,00	190,00
Evening flat rate (use after 6 pm)			64,00
Weekend flat rate Saturday			152,00
Weekend flat rate Sunday			133,00

Conference room theater style, 30m sqm – up to 25 participants	50,00	165,00	220,00
Evening flat rate (use after 6 pm)			100,00
Weekend flat rate Saturday			176,00
Weekend flat rate Sunday			154,00
Individual parking in the basement		6,00	10,00

Signposting			
Welcome Sign (with company name and logo)			10,00
Door Plate (with company name and logo)			3,00

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Equipment	per ½ day (up to 4 hours)	per day
75" LED display with Clickshare function* (in conference room only)	30,00**	60,00**
Additional Clickshare device*		10,00
Presenter/Pointer*		10,00
LCD-Projector, 3600 Lumen, VGA, 1920x1080 Pixel	25,00	50,00
42" LCD Flat screen monitor, USB, VGA	10,00	20,00
Conference phone		15,00
Moderation Board	10,00	20,00
Moderation Kit (including material)	15,00	25,00
Flipchart (including paper)	5,00	10,00
Other conference and meeting equipment on request		

Food and Beverages (plus service charge if applicable)			
Water small size		per bottle	1,00
Soft drinks small size		per bottle	1,50
Water big size		per bottle	1,50
Soft drinks big size		per bottle	1,80
Coffee, Espresso, Latte macchiato, Cappuccino		per cup	1,00
Tea		per cup	0,50
Thermos flask (1,0 liter) coffee or tea			5,00
Thermos flask (1,5 liter) coffee or tea			7,50
Thermos flask (2,2 liter) coffee or tea			10,00
Pastries		per person	1,20
Assortment of fruit (season)		per person	3,00
Other food and beverages / Catering			on request

Other prices (for clients without service contract)			
Charges for services directly related to the conference (Time Unit = 3 minutes)		per minute	0,60
Staff support, outside business hours, per hour		per hour	15,00
Other administrative support (Time Unit = 3 minutes)		per minute	0,80
Charges for qualified support (Time Unit = 3 minutes)		per minute	1,20
Photo copies, DIN A4		per page	0,50
Color copies, DIN A4		per page	1,00
Scan copies		per page	0,10
Telephone charges (Telecom pulsing)			0,15
Charges for incoming and outgoing faxes		per page	0,50

*see separate description

**clients with service agreement ecosSMART get the same rebate, like on rental of meeting rooms