



Your Request – Event Details

Contact Information

Name -----

Company -----

Email -----

Address -----

Phone Number -----

1. General Information

Type of Event -----

Event Date -----

Time ----- (If available, please attach the schedule/agenda.)

Number of Participants -----

2. Seating Style

Please tick the appropriate option

☐ Theatre (Rows)

☐ Classroom (Parliamentary)

☐ U-Shape

☐ Boardroom / Square

☐ Gala / Banquet

☐ Standing Reception

☐ Custom -----

3. Technical Equipment

Please indicate quantity

Screen	-----
Projector	-----
Microphone	-----
Laptop	-----
Audio Cable for Video	-----
Hybrid Technology	-----
Lectern	-----
Podium / Stage	-----
Number of Panel Guests	-----
Head Table(s)	-----
Pinboard	-----
Flipchart	-----
Registration Table	-----
Other	-----

4. Catering

Please tick the appropriate option

- ☐ Conference package incl. 2 coffee breaks and lunch
- ☐ Morning coffee break
- ☐ Afternoon coffee break
- ☐ Lunch
- ☐ Finger food / Snacks
- ☐ Beverage package – cold drinks
- ☐ Beverage package – cold & hot drinks
- ☐ Beverage package – cold drinks incl. wine and beer

5. Message / Additional Requests

How did you hear about us?

- ☐ Internet
- ☐ Social Media
- ☐ Recommendation
- ☐ Flyer
- ☐ Other _____

Thank you for your request!