

CONFERENCE VENUE INFORMATION SHEET

for „MeetingsPoland.pl” Catalogue, 2015/2016 edition

Instructions to fill out the sheet are on reverse side. The sheet should be sent to: katalog@meetingspoland.pl.

In the catalogue at alphabet letter (just like the venue name) Anders

Name of venue (will appear in the page heading and table of contents) :

Full name of venue, eg. Hotel, Training facility)

Address: postal code:- town:

street: province:

tel.: fax:

e-mail:, www:

Design approval contact (editing):

Mr./Ms: position:

tel: fax:

e-mail:

NUMBER OF SEATS IN THEATER STYLE	NUMBER OF SEATS AT TABLES	NUMBER OF SEATS – SEATED BANQUET	NUMBER OF SEATS – STANDING BANQUET	SPACE M ²	LENGTH AND WIDTH [M]	HEIGHT [M]	SIMULTANEOUS TRANSLATION	ROOM DIMMING	ROOM AIR CONDITIONING	DAYLIGHT

CONFERENCE ROOM EQUIPMENT

Sound system		
Wireless microphone		Conference mini bar
Computer video projector		Stage
Screen		Business Centre
Lectern		Internet connection in conference room
Flipchart		Video conference
Technical services		Wi-Fi

INFORMATION ON THE VENUE AND ACCOMMODATION

Total accommodation capacity		Conference accommodation capacity	
Category		Number of suites	
Telephone in room		Number of single rooms	
TV in room		Number of double rooms	
Minibar in room		Credit cards	
Laptop safe		Internet connection in room	
Parking – number of spaces for passenger cars		Parking – number of spaces for coaches	
Surveillance system		Exhibition space [m ²]	

RECREATION

Indoor pool		Sauna / Infrasauna	
Outdoor pool		Jacuzzi	
Fitness Center		Tennis	
Billiards		Golf	
SPA, wellness		Incentive offers	

RESTAURANTS*	Capacity	BARS*	Capacity

TRANSPORT

Airport – state name of airport:	Distance in km	
Railway station – state name of station:	Distance in km	
Nearest bus stop – state name of stop / town:	Distance in meters	

*In case of larger number of conference rooms, restaurants or bars, please list them on separate sheet of paper.

INSTRUCTIONS FOR FILLING OUT THE VENUE INFORMATION SHEET

I. ADDRESS AND TELEPHONE DETAILS

Name of the venue will be a unique page heading, a base for alphabetical order and for including it in the table of contents and the information sheet. Full name of venue, if not self-explanatory, complements information on the venue, eg. *Hotel, Recreation Center, Conference Complex, Training Facility*. Don't forget to include your postal code, e-mail and www address.

II. CONFERENCE ROOMS

In this section of the sheet please state the number of conference rooms available in your venue, state their names or numbers (if they don't fit in the sheet row space, please list them on the side of the sheet or a separate sheet of paper). Please be precise when filling out the information regarding conference room space, length, width and height, provide data in meters rounded up to one decimal space (in case of room space use m²). Please state conference room capacity in standard setup, with and without tables, as well as for organization of a banquet reception (standing reception with buffet), and separately (note! new in catalogue) seated reception at round tables (standard for 10 people). If the conference rooms are equipped with devices allowing for simultaneous translation, room dimming, air conditioning and access to daylight – mark the sheet rows with x.

III. CONFERENCE ROOM EQUIPMENT

Affirmative response should be marked with letter x. Item „video conferences” refers to real capabilities of conducting a video conference in a given room which requires ISDN lines or broadband internet connection (we suggest you verify this information with your telecom). If the venue offers wireless internet access W-LAN (Wireless Local Area Network), conference mini bar or other amenities, mark the item with letter x.

IV. INFORMATION ON THE VENUE AND ACCOMMODATION

In this part of the information sheet state general number regarding accommodation capacity (maximum number) and separately state accommodation space available during a conference, assuming that the conference standard is a separate bed for each person, and that not more than two people will be staying in one room. State number of single and double rooms and suites. Next, state category of the venue (number of stars). Note: it is obligatory to provide actual category, as of 30.09.2015. If the venue has not been categorized according to existing regulations, please state this fact in your application; it should be marked accordingly („In process of categorization”). If the venue is opening officially soon - in the general information section we state the expected date of opening. If the venue provides services mentioned in the table (note: queries regarding telephone, TV, mini bar, laptop safe, Internet connection refer to room amenities), we Mark respective rows with letter x. **(Please provide total number of m² of gross space which can be set up for exhibition purposes (including conference rooms and the lobby).** Leaving the row blank will be considered as lack of such space. If you're offering services that are not mentioned in the table, please list them in the venue general information section.

V. CREDIT CARDS

If the venue accepts VISA and MASTER credit cards, mark the row with letter x. In case any restrictions apply to the use of these two credit cards, please state “VISA only” or “MASTER only” or leave the space blank.

VI. PARKING

Please state approximate number of parking spaces for passenger cars and separately for coaches.

VII. RECREATION

If the given recreation facilities are available on venue premises, affirmative response should be marked with letter x in respective rows. If they are available outside the venue premises, please include this information in the venue general information section and state the distance. Since the 2009 edition there has been the possibility to mark the incentive programs being on offer and similar activities for conference groups. (“Incentive offers”); the programs may be offered by an outside firm but it has to be checked and recommended by the venue. You are welcome to place your incentive offer advertisements in connection with the new ranking TOP TEN INCENTIVE PROGRAMS.

VIII. RESTAURANTS AND BARS

Please, list names of restaurants and bars operating on premises of your venue and state capacity. If the restaurants are outside the premises, please state it in the venue general information section and provide the distance information.

IX. TRANSPORT

With regard to the airport please state its name and distance from the venue in kilometers. Next, please provide information regarding the distance in kilometers from the railway station. Distance to a conveniently located bus stop should be given in meters (not necessarily a bus terminal). If other means of transport are available - car, van or coach rental - please provide such information in the venue general information section.