

Attachment – DA Austria EMEA Regional Meeting Bid – Oct 11-13, 2019

| HOTEL INFORMATION | | ROOMS | | | | |
|--|---|---|----------------------|-------------------|-----------------------|--------------|
| Name | Type | € | # Thursday | # Friday | #Saturday | #Sunday |
| Courtyard Marriott Vienna Prater/Messe | Standard double | 148 | | | | |
| t: 43 (0)1 727 30-156 | Standard single (25 m2) | 126 | 5 | 20 | 20 | 5 |
| Trabrennstrasse 4, 1020 Vienna | | | | | | |
| Contact: Diane Hark | | | | | | |
| Bid Valid Until: May 15, 12am | | | | | | |
| Notes: | Notes: | | | | | |
| good location (Ubahn 10 min to Schottentor) | The hotel will hold 40 rooms for the two nights at this rate until 30 days before the conference. | | | | | |
| well-priced restaurants around | All taxes and service charges included | | | | | |
| great conf room size | | | | | | |
| CONFERENCE ROOMS & CATERING (*DDR = Daily Delegate Rate) | | | | | | |
| | Saturday, 10.12 | | | DDR* 78/pp | 9,360 | |
| Prater 1+2+3+4 [10.5x30x4.3= 319.20] | 08:00 - 17:00 | 120 | | | w/o DDR: | 3,460 |
| Messe 1- 5 (5 rooms @16 per rm) | 08:00 - 17:00 | 5@16 = 80 | 5 @ 330 | | 1,650 | |
| Beverages (all day) & 2 snack/pp | | 120 | included | | optional | 21.50 |
| Lunch | 12:30 - 14:00 | 120 | included | | optional | 33 |
| Break Beverages (all day) & 1 snack/pp | 15:30 - 16:00 | 120 | included | | optional | 0 |
| Prater 1-3 (Gala Dinner) (venue optional) | 19:00 - 23:59 | -- | food starts at 33/pp | | 2120 | |
| | Sunday, 10.13* | | | DDR 68/pp | 8,160 | |
| Prater 1+2+3+4 (Main Conf) | 08:00 - 14:00 | | | | w/o DDR: | 2,120 |
| Messe 1- 5 (5 rooms @16 per rm) | 08:00 - 14:00 | | 5 @ 330 | | 1,650 | |
| Break (discussing discount for 1/2 day) | 10:30 - 11:00 | | included | | optional | 21.50* |
| Lunch | 12:30 - 14:00 | | included | | optional | 33 |
| | | | | Total w/ DDR | 17,520 | |
| | | | | | Total w/o DDR: | 5,580 |
| * Full day Sunday available / ** Catering Prices to be re-negotiated | | | | Break out Rooms | 3300 | |
| TECH | | NOTES & EXTRAS | | | | |
| Soundssystem incl. 3 Microphones | 180,00/piece/day | 1. In case of changes of the seating arrangements on site charge EUR 25,00 per employee and per hour. | | | | |
| Teleconferencing (how many pieces?) | 75,00/piece/day x2 = 150/day | 2. Hospitality desk and space for 3 rollups can be placed in the main lobby next to the conference room is included in €89 or for €100/da | | | | |
| Flip chart | included | 3. 1 hr reception w/ drinks is included in 89. We decide when the reception should be, it will take place at the groundfloor foyer next to the main meeting room. | | | | |
| Pin board | included | 4. Hotel Rooms include: Full american buffet breakfast, Complimentary Wifi, Free access to fitness area and sauna | | | | |
| Presentation case | 25,00/piece/day | 5. VAT and taxes included | | | | |
| Screen | included | | | | | |
| Projector | included | | | | | |
| Stage component (3,60m X 2,40m) | 75,00/piece/day | | | | | |
| Welcome Desk | 100,00/piece/day | | | | | |
| Internet (Wifi 5 Mbit/s) | free | | | | | |
| A stable wired or wireless internet connection that is not shared with attendees | 0 | | | | | |
| Total Included | 355/per day | | | | | |
| Total extra | 580/per day | | | | | |