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austria-trend.at

BANQUET FOLDER
Hotel Congress Innsbruck

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WELCOME!

The 4* Austria Trend Hotel Congress is in one of the top locations in Innsbruck between the ORF centre, the Innsbruck Congress & Trade Fair Centre and the Hofgarten palace with views of the Nordkette mountain range – just a 5 minute walk from the old town of Innsbruck. We are located on the river Inn in the Saggen villa quarter and you can reach us from the Innsbruck Ost, Süd and West motorway exits in just a few minutes. The airport is 5 km away and the main station 2 km.

Congress visitors, business guests, individual tourists and families can take advantage of the services offered by the hotel. We are the ideal starting point for trips to Innsbruck. A ski store room is available to cover all your skiing requirements.

The hotel is characterized in particular by its modern and clear architecture. Numerous glass fronts create a bright and airy ambience and open up views from the entrance via the foyer into the spacious garden.

The 104 double rooms and 2 suites offer an exclusive sense of well-being in the sophisticated 4* category. Experience the harmony of the exquisite woods, the elegant design and innovative interior. The wellness area comprises a sauna, steam bath and solarium as well as a gym with access to the garden.

Enjoy a day of variety in the Olympic city of Innsbruck. Stroll through the historic old town past the Golden Roof and Hofburg Imperial Palace or choose from the wide range of sporting offers available in the city. You are sure to be captivated by the endless different colours and atmospheres of the mountains throughout the four seasons.

Please see our banqueting folder for further details – and do not hesitate to contact us on +43-512-2115-504 should you require an individual offer.

The team at the Hotel Congress look forward to welcoming you.

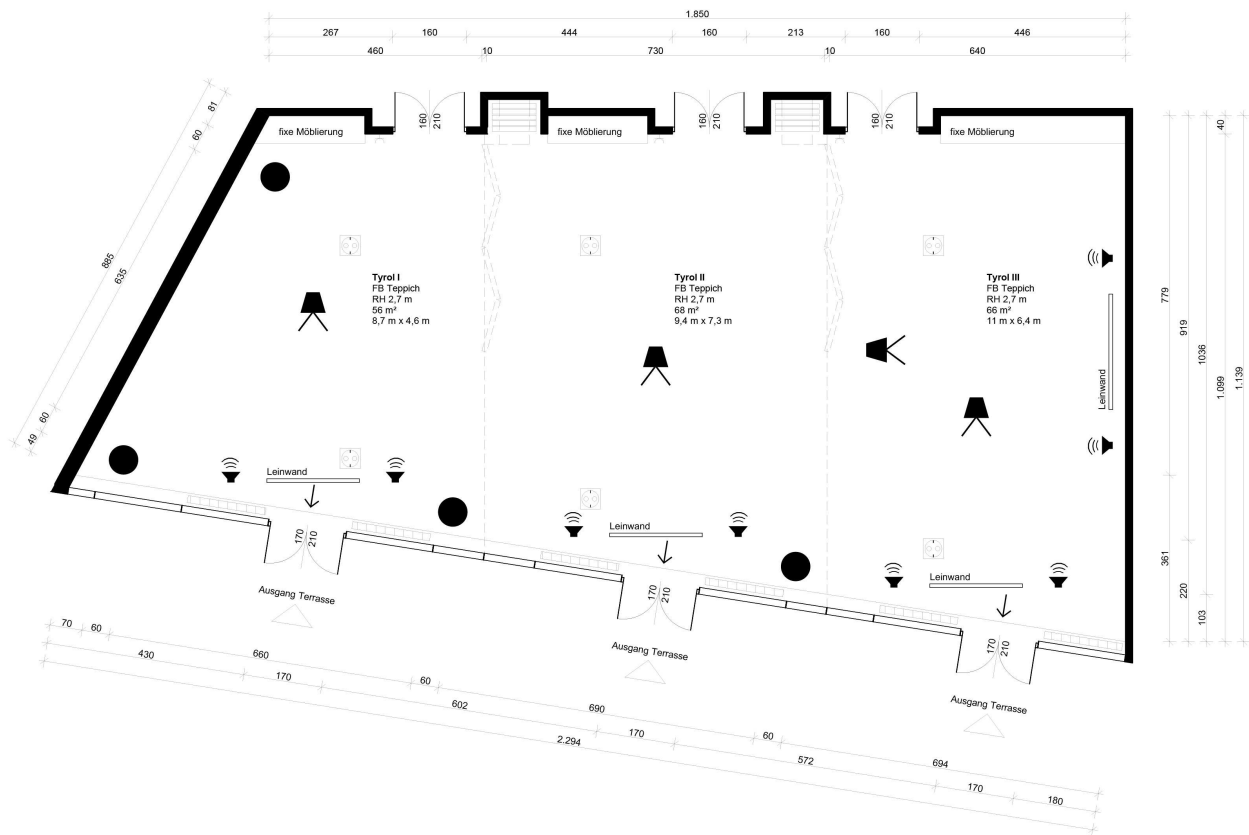
Your contact partner

Austria Trend Hotel Congress Innsbruck
Rennweg 12a, 6020 Innsbruck
Telephone: +43-512-2115-0, Fax: +43-512-2115-550
E-mail: bankett.congress@austria-trend.at

Faruk Mlivic
F&B Manager

Mag.^(FH) Theresa Gollner
General Manager

CONFERENCE OFFERS – AN OVERVIEW



Info/equipment

WLAN

Screen, electric ceiling suspension 1.8 x 1.8 m (width x height)

Projector, ceiling suspension









Partitioning wall: push panels

Doors: wood

Shading: lamella

Floor sockets (electricity, internet)

Legend

-  Projector
-  Floor socket
-  Wall socket
-  Loud speaker
-  Emergency exit
-  Toilet
-  Conference room
-  Prefunction area
-  Heating

For conferences and meetings, we can offer 210 m² of seminar rooms with plenty of daylight and direct access to the garden with the very latest technical facilities. Available for up to 210 people.



Seminar room Tyrol II





In an exclusive setting you can focus on the work with your business partners or simply enjoy a stylish stay in an atmosphere of privacy. Our 2 exclusive suites with spacious roof terraces (54 m² and 35 m²) tower high above the rooftops of Innsbruck with 360° panoramic views.



Whether breakfast buffet, a light business lunch, international dishes or tasty Tyrolean specialities, enjoy the culinary delights in our hotel restaurant and finish off the day with a glass of champagne at our cosy bar.

CONFERENCE ROOMS

Room	Length in m	Width in m	Area in m ²	Room height in m	Floor covering	Air conditioning	Daylight	Capacity				
								Block table	U shape	Theatre seating	Parliament seating	Cocktail
Tyrol I	8.15	5,20	55	2.75	Carpet	yes	yes	20	10	40	20	40
	8.75	8.75										
Tyrol II	8.75	7.20	85	2.75	Carpet	yes	yes	30	25	60	30	60
	9.90	7.35										
Tyrol III	9.90	6.35	70	2.75	Carpet	yes	yes	30	20	50	30	50
	10.80	6.45										
Tyrol I+II+III	18.75	10.0	210	2.75	Carpet	yes	yes	80	55	210	80	150
	22.55	8.15										
Panorama suite I	7.16	5.23	56	2.80	Parquet	yes	yes	10	12	20	12	25
Panorama suite II	7.19	4.81	58	2.80	Parquet	yes	yes	10	12	20	12	25

Room hire

– in case you do not wish to book one of our conference offers –

	ALL DAY	HALF DAY
	8 am – 7 pm	8 am – 12:30 pm 12:30 pm – 7 pm 7 pm – 12 am
Tyrol I	€ 230.00	€ 150.00
Tyrol II	€ 350.00	€ 230.00
Tyrol III	€ 290.00	€ 190.00
Tyrol I+II+III	€ 870.00	€ 570.00
Panoramasuite I	on request	
Panoramasuite II	on request	

Prices quoted are per day and include all taxes and dues.

When booking 10 rooms or more or a conference package for at least 10 persons, there is no charge for the hire of the main room (excluding group rooms).

CONFERENCE SERVICE STANDARDS

"Your business is our business" and "Meet the friendly side of business" – at the Austria Trend Hotel Congress in Innsbruck we treat our guests according to these two mottoes. Our employees are always there to help and ensure the smooth running of your event.

- A personal level of service
- A flexible and varied offer
- Professional organization

The following services are provided free of charge as a thank you for your seminar or conference booking. These services are also included with every conference package.

Seminar manager

Your own personal seminar manager will be on hand to provide individual support from the beginning to the end of your event.

Standard Equipment

Screen
Fixed projector
Wi-fi
1 flip chart
1 pin board
Multiple plugs
Reception desk
Telephone in conference room (charged according to hotel tariff)

Presentation materials

Flip chart paper
Poster pens
Pins
Speaker case
Signposting in the hotel

Utensils for every seminar participant

Seminar block
Pen
Name stand

CONFERENCE TECHNOLOGY AND BUSINESS SERVICE

We support your event with the latest conference technology. Any facilities or technical equipment not available at the hotel can be hired from one of our technology partners.

Technology available at the hotel

Pin board	1 free	each additional € 9.-
Flip chart	1 free	each additional € 9.-
Flip chart pad	per pad	€ 5.00
TV station with DVD/VHS	per day	€ 49.00
CD player	per day	€ 22.00
Data/ video projector (2600 Ansi lumens)	1 free	each additional € 49.00
Projector table (if bringing own equipment)	free	free
Sound system incl. loud speakers	free	free
Lectern	per day	€ 38.00
Hand-held microphone (1 available)	per day	€ 32.00
Headset or tie clip microphone (1 of each available)	per day	€ 48.00
Wi-fi	free	free
Overhead projector with screen	free	free
Laptop incl. mouse	per day	€ 140.00
Multimedia presenter incl. USB stick	per day	€ 19.00
Podium (6 m x 1.80 m)	per day	€ 45.00
Podium (3 m x 1.80 m)	per day	€ 30.00

Technical support

(technician permanently present)

Technical support: Monday to Friday
(8 am – 6 pm) € 66.00 per hour

Technical support: Saturdays, Sundays and public holidays
or after 6 pm during the week € 99.00 per hour

Business service

Photocopies – black/white	01 – 05 copies	€ 0.30/copy
	06 – 10 copies	€ 0.25/copy
	11 – 30 copies	€ 0.20/copy
	as of 31 copies	€ 0.15/copy

Telephone/fax fees € 0.25/unit

All prices quoted are per copy and per seminar day and include all taxes and fees.
All-inclusive price – subject to price changes (valid until 31 December 2014).

ADDITIONAL SERVICES FOR YOUR EVENT

The Austria Trend Hotel Congress can provide some important additional services to help with the preparation and organization of your event. We are happy to provide whatever services you need.

Hospitality desk

To provide your guests with a warm welcome, we can set up a Hospitality Desk in the reception area. Here you can provide participants with information material about the event as well as with name badges.

Service personnel

Our service personnel are included as part of your event until 12 am. After this time we charge € 25.00 per member of the service staff per hour started.

Cloakroom

Coat stands are available free of charge. Please note that we accept no liability for any items. If you require personal supervision of items, this service can be provided for an additional fee.

Technology

We work with partner companies to help you organize sound and lighting technology as well as stage construction to ensure optimal sound, lighting and staging at your event.

Cleaning

The room hire cost includes basic cleaning of the room. If the room is left in a particularly dirty state, an additional cleaning fee will be charged. The costs thereof cannot be estimated in advance.

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Parking

Please note that all parking spaces around the hotel operate as payable short-term parking zones from Monday to Friday (9 am – 7 pm) and on Saturday (9 am – 1 pm). We charge € 12 per day for the hire of an underground parking space.

Menus

We are happy to produce special menus and table decorations according to the occasion. These can be designed to suit your requirements and will be charged separately. Our standard menus are available free of charge.

Decorative elements

We are happy to arrange themed floral decorations to tone in with the colour scheme of the event. Once the individual decorations for your event or room have been decided on, we can provide you with an estimate of the cost.

Music and entertainment programme

We are happy to arrange a suitable programme of entertainment for you. Please ask about possible music and entertainment offers and the corresponding prices.

CONFERENCE PACKAGES 2014

(bookable for groups of ten or more)

Austria Trend Easy Break

Mineral water in the meeting room (0.75 l per participant)

Morning break

- coffee/tea
- mineral water and fruit juices in carafes
- fruit salad in a glass
- savoury snack or sweet pastry for the break (1.5 pieces per person)*

Seasonal three-course business lunch *or* dinner created by our chef de cuisine including one non-alcoholic beverage and a coffee

Afternoon break

- coffee/tea
- mineral water and fruit juices in carafes
- fruit salad in a glass
- savoury snack or sweet pastry for the break (1.5 pieces per person)*

Provision of a suitable meeting room (except group meeting rooms)

Room rent and standard conference equipment (pads & pens, name tags, power strips, speaker's table, screen, projector, WLAN, one flipchart, one pinboard, presentation kit)

Full board conference package: € 55.00 per person (two coffee breaks)

Half board conference package: € 44.00 per person (one coffee break)

Austria Trend Power Break

Welcome coffee

- coffee/tea

Mineral water in the meeting room (0.5 l per participant)

two soft drinks in the meeting room (0.2 l per participant)

Morning break

- coffee/tea
- mineral water and fruit juices in carafes
- fruit salad in a glass
- savoury snack or sweet pastry for the break (1.5 pieces per person)*

Seasonal three-course business lunch *or* dinner created by our chef de cuisine including unlimited non-alcoholic drinks and a coffee

Afternoon break

- coffee/tea
- mineral water and fruit juices in carafes
- fruit salad in a glass
- savoury snack or sweet pastry for the break (1.5 pieces per person)*

Provision of a suitable meeting room (except group meeting rooms)

Room rent and standard conference equipment (pads & pens, name tags, power strips, speaker's table, screen, projector, WLAN, one flipchart, one pinboard, presentation kit)

Full board conference package: € 59.00 per person (two coffee breaks)

Half board conference package: € 48.00 per person (one coffee break)

COFFEE BREAKS 2014

Coffee breaks are scheduled for a maximum duration of 30 minutes.

Coffee break "Classic and savoury"

- coffee/tea
- mineral water and fruit juices in carafes
- fresh fruits
- one filled roll, savoury
- one piece of cake

€ 10.00 per person per break

Coffee break "Healthy power"

- coffee/tea
- water, flavoured with ginger and chilli
- Bircher muesli
- wholemeal bread roll, filled with turkey
- fresh fruit salad

€ 10.50 per person per break

Coffee break "Hearty refreshment"

- coffee/tea
- mineral water and fruit juices in carafes
- one bottle of non-alcoholic beer
- one Frankfurter sausage with mustard and bread

€ 11.50 per person per break

Coffee break "Create it yourself"

- coffee/tea
- mineral water and fruit juices in carafes
- fresh fruits
- one snack of your choice*

€ 9.00 per person per break

Please note that an additional room rent applies when booking these coffee break options (in addition to the conference rate).

* If you wish for any additional dishes for your coffee break, please select them below:

Savoury snack

- o Savoury puff pastry snack
- o Savoury bread roll with spread
- o Savoury mini-strudel with a dip
- o Filled bread rolls, various fillings
- o Pretzel sticks, various fillings

Sweet snack

- o Mini-roulade
- o Variety of dessert slices
- o Variety of Danish pastries
- o Variety of strudels
- o Variety of cakes

CHECKLIST FOR THE ORGANIZER

1. Type of event

- | | | |
|--|--|--|
| <input type="radio"/> Meeting | <input type="radio"/> Anniversary | <input type="radio"/> Kick-off meeting |
| <input type="radio"/> Congress | <input type="radio"/> Product presentation | <input type="radio"/> Incentive event |
| <input type="radio"/> Seminar/training session | <input type="radio"/> Company presentation | <input type="radio"/> Gala dinner |
| <input type="radio"/> Conference | <input type="radio"/> Cultural event | <input type="radio"/> Sports event |
| <input type="radio"/> Motivational training | <input type="radio"/> Trade fair/ exhibition | <input type="radio"/> _____ |

2. Target group

- | | | |
|--|---|-------------------------------------|
| <input type="radio"/> Employees | <input type="radio"/> Owners | <input type="radio"/> New customers |
| <input type="radio"/> Dealers | <input type="radio"/> Opinion influencers | <input type="radio"/> Media |
| <input type="radio"/> Cooperation partners | <input type="radio"/> Existing customers | <input type="radio"/> Public |
| <input type="radio"/> _____ | | |

3. Communication goals

- | | |
|--|---|
| <input type="radio"/> Maintain contact with target group | <input type="radio"/> Image transfer |
| <input type="radio"/> Increase customer loyalty | <input type="radio"/> Motivation of employees |
| <input type="radio"/> Convey emotions | <input type="radio"/> Motivation of retailers |
| <input type="radio"/> Remind target group | <input type="radio"/> Increase of turnover |
| <input type="radio"/> Increase recognisability | <input type="radio"/> Product launch |
| <input type="radio"/> New customer acquisition | <input type="radio"/> Media coverage |
| <input type="radio"/> _____ | |

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4. Contact details

Company/ organizer: _____
Invoicing address: _____
Contact person during event: _____
Telephone: _____
Fax: _____
Email: _____

5. Key event details

Theme/ motto: _____
Dates: _____ . _____ . _____
Set up: _____ . _____ . _____ Dismantling: _____ . _____ . _____
Time: from _____ to _____
Expected no. of participants / guaranteed number: _____
Room: _____ Set up: _____
Number of conference rooms: _____ Set up: _____
Number of group rooms: _____ Set up: _____

6. Official bodies

- Information / registration
- Fire brigade
- Austrian Copyright Society (AKM)
- Red Cross

7. Technology

- In-house technology
- Standard conference technology: screen, protector, flip chart, pin board
- Hired technology

8. Supporting programme

- Innsbruck sights
- Entertainment
- Theatre, opera, musical, concert
- Sport
- Adventure
- Artist appearances
- Celebrity appearances
- Catering
- Action & fun
- _____

9. Hotel rooms

Room bookings

- | | |
|--|---------------------|
| _____ Double room for single occupancy | from _____ to _____ |
| _____ Double room for double occupancy | from _____ to _____ |
| _____ Suites | from _____ to _____ |

Arrival / Transfer

- Transfer for arrival
- Transfer for departure
- Time of arrival at hotel: _____

Catering

- Breakfast
- Lunch
- Evening meal
- Welcome coffee before conference
- Conference package

10. Accounting

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Hotel rooms | <input type="checkbox"/> Company/organizer | <input type="checkbox"/> Participants |
| <input type="checkbox"/> Conference packages | <input type="checkbox"/> Company/organizer | <input type="checkbox"/> Participants |
| <input type="checkbox"/> Drinks | <input type="checkbox"/> Company/organizer | <input type="checkbox"/> Participants |
| <input type="checkbox"/> Extras | <input type="checkbox"/> Company/organizer | <input type="checkbox"/> Participants |

Authorised signatory

1st signatory: _____
 2nd signatory: _____