

ESSM Hosting Requirements - Room Rental

*Please indicate net prices and the year for which these prices are valid

Please mention the applicable % of VAT underneath the grid

room requirement	room name	number of days in use	cost per day*	total
Auditoriums				
1 Auditorium for max. 1.200 delegates		4		
1 Auditorium for max. 800 delegates		4		
1 Auditorium for max. 400 delegates		4		
6 meeting rooms for 80-100 delegates				
room 1		4		
room 2		4		
room 3		4		
room 4		4		
room 5		4		
room 6		4		
Further meeting space				
2 Hospitality Suites of 50 m ²		4		
1 Congress Office		5		
1 Association Office		5		
1 Registration Counter		5		
Exhibition Space				
min. 600 m ² net plus space for 250 poster walls and catering, in total 1.500 m ² net				
Set-up days		2		
Operational days		3		
Total				

ESSM Hosting Requirements - AV/Technical Equipment/ Mandatory Costs

Please list the costs for AV equipment which are not included in the rental fee
 Please indicate the costs for each item per day and per room

*Please indicate net prices and the year for which these prices are valid

Room requirement	podium with 1 table, 2 chairs and 1 table microphone (2 mics in auditorium)	data projector according to room size	lectern with fixed microphone, 1 tie clip or silimar	1 screen	adequate number of aisle mircophones plus 2 wireless microphones	technician costs per day	cost per day*	total
Auditoriums								
1 Auditorium for max. 1.200 delegates								
1 Auditorium for max. 800 delegates								
1 Auditorium for max. 400 delegates								
6 meeting rooms for 80-100 delegates								
room 1								
room 2								
room 3								
room 4								
room 5								
room 6								

Mandatory costs (if applicable)

Please list below any madatory costs which are not yet included in the rental fee
 such as:
 electricity, waste disposal, cleaning staff, first aid staff etc.

ESSM Hosting Requirements

ESSM Hosting Requirements - Hotel Requirements

hotel category	hotel name	number of hotel rooms	average room rate	breakfast	distance to the congress venue	travel time metro/walking
Deluxe						
4-star						
3-star						