

HannoverKongress

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Company

Contact

Street

ZIP Code, City

Telephone

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HannoverKongress, the conference service of Hannover Veranstaltungs GmbH (HVG), is the main and independent point of contact for conferences and other events in the Hannover region.

We are pleased to send you an independent offer for your event free of charge!

Event

Name of the event

Type of event

Date (on/from – till)

Time (from – till)

Number of participants

Function Room

Seating

Square



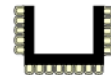
Classroom



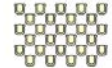
Banquet



U-Shape



Theatre



Technical Equipment

Beamer

Flipchart

Moderation Kit

Daylight

Stage

Laserpointer

Overhead Projector

Videoconference

DVD-Player

Screen

Pinboard

Whiteboard

Television

Microphone

Lectern

Wifi

Other:

Do you require any additional rooms?

Catering

- Preferences
- Welcoming _____
 - During the meeting _____
 - Coffee break in the morning _____
 - Lunch _____
 - Coffee break in the afternoon _____
 - Dinner _____

Supporting Programme

Date: _____ Number of participants: _____

- Sightseeing Tour / Walking Tour
- Food Tour
- Gala Evening
- Dinner
- Teambuilding
- Incentive
- Other: _____

Accommodation

Do you need hotel rooms for the participants? Please fill in the appropriate number of hotel rooms as well as the arrival and departure date:

Number		Arrival	Departure
	Single Room		
	Single Room		
	Double Room		
	Double Room		

- Group Booking Room Block Individual Booking

Further wishes/comments/suggestions: