

Conference Facilities

Please fill in the requested information and fax this duly approved reservation form to the Center Management office at +41 (0)22 - 307 03 09 – receptiongbc@mibag.com.

Name: _____

Company: _____

Address: _____

Postal code/City: _____

Country: _____

Phone: _____

Fax: _____

Email: _____

Cost Center for invoice: _____

Conference date: _____ Conference start: _____ Conference end: _____

Conference room name: _____ No of participants: _____

Signature: _____

Parking in garage: Yes No Number of cars:



Cost for 3 hrs/car CHF 5.00

1 day/car CHF 20.00

Catering: Yes No Beamer: Yes No

www.compass-group.ch/gbc

Please select conference room & layout:

Conference Room	Capacity (persons)	Possible Layout	2 hrs CHF	4 hrs CHF	1 Day CHF	3 - 5 Days CHF / Day
Auditorium	120		350	700	1300	1100
Large Rooms Lancy Geneve	25 35	See below	170	350	600	500
Gallery Rooms Oslo Munich	18 14		120	250	400	350
Atrium	200	N/A	170	350	600	500
Ground Floor (Auditorium, Atrium, Lancy, Genève)	400	See below	650	1250	2300	1800



- 30 minutes of technical assistance or room set-up are included in the price. Additional time will be billed at CHF 90,00/hour.
- Cancellations later than 3 days before the event will be charged at 80% of price. All prices are quoted without VAT.



GENEVA BUSINESS CENTER

"More than Business..."

Contact us:



12, Avenue des Morgines
CH - 1213 Petit-Lancy
Tel.: +41 (0)22 - 879 14 14
Fax: +41 (0)22 - 307 03 09

www.geneva-business-center.com

Equipment:

- Beamer (CHF 25 / day)
- Overhead Projector
- Note Pads, Pens
- Flipcharts, Pin-Boards, Markers
- Telephone for conference calls (CHF 25 / day + communications)
- Wireless Lan (not included in free of charge equipment)
- Microphones in Auditorium
- Locked Wardrobe
- Message on Plasma Screens*
- Internet (CHF 25 / day): ADSL Connections Numbers

Additional requirements/equipment:

The GBC Center Management will submit an estimate of cost for additional technical equipment or assistance.

Interpretation Service:

Please indicate languages and necessary arrangements. The GBC Center Management will submit an estimate of cost.

***Special welcome message on plasma screens at Reception and Atrium:**

(Please indicate text or send a Powerpoint file by e-mail to receptiongbc@mibag.com).

Comment:

This form can be faxed to the GBC Center Management at +41 (0)22 - 307 03 09.

For more information please phone at +41 (0)22 - 879 14 14.



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