



IBM FORUM VIENNA

CATALOGUE OF SERVICES

CONFERENCE FLAT RATE (excl. VAT incl. Stamp Duty)*
Whole day Half day 8:00 AM – 1:00 PM or 1:00 – 6:00 PM

CONFERENCE ROOM 1	24 seats	€ 370,-	€ 200,-
CONFERENCE ROOM 2	20 seats	€ 370,-	€ 200,-
CONFERENCE ROOM 3	60 seats	€ 720,-	€ 400,-
CONFERENCE ROOM 4	16 seats	€ 370,-	€ 200,-
CONFERENCE ROOM 3+4	85 seats	€ 1100,-	€ 600,-

Every additional hour will be charged at € 65,- (excl. VAT) per conference room per hour. Evening events (starting 6:00 PM) will be charged at € 65,- (excl. VAT) per conference room per hour.

The conference flat rate includes room rental, technical infrastructure, event coordination as well as technical support and room cleaning.

We will be glad to support you with the following services for your event, depending on your specific requirements:

- Consulting for your event concept
- Ideas for business topics
- Organisation of speakers
- Catering organisation
- Welcome Desk
- Design and evaluation of feedback forms
- Video conferencing
- Preparation of materials (folders, name tags)

A comprehensive technical infrastructure is also at your disposal and includes:

- High Quality Digital Projectors
- Multi-party tele-conferencing capabilities
- High Fidelity Audio, Vide tape and DVD playback systems
- Touchscreen guidance system – optional with your logo
- Electronic whiteboard
- Technical Support from IBM engineers

VIDEO CONFERENCE SYSTEM

The IBM Forum Vienna is equipped with a mobile videoconference system (VC-system) which can be used in each conference room. The basic flat fee includes set-up and use (4 ISDN lines for 1 hour) and dismantling of the VC-system.

Basic VC-system flat fee	€ 220,- (excl. VAT)
Extended VC-system flat fee/hour	€ 90,- (excl. VAT)

*)Subjects to change



The IBM building is located directly on the Danube Canal opposite Schwedenplatz. It can be reached by the subway lines U1 and U4, using the „Schwedenplatz“ station. Parking lots are available in underground car parks at Franz-Josefs-Kai/Morzinplatz and Karmelitermarkt.

THE IBM FORUM VIENNA TEAM WILL BE GLAD TO ASSIST YOU WITH ADDITIONAL INFORMATION

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