

#### 31<sup>ST</sup> EACTS ANNUAL MEETING

Austria Center Vienna, 7 – 11 October 2017



# OFFICIAL HOUSING OFFICE OUR SERVICES



social program (sightseeing tours / cultural events)



evening events

general touristic information

hotel reservations

transfers

travel arrangements

CENTRAL BOOKING AND SERVICE POINT



#### HOTEL ALLOTMENTS FOR EACTS 2017







Room rates are based on Regular Single Room Rates incl. breakfast



## SPECIAL EARLY BIRD RATES





- 15% less than Regular Room Rate
- a limited number of rooms available
- full pre-payment required
- no changes possible
- no cancellation free of charge possible









### CONTACT PERSON GROUP BOOKINGS



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### CONTACT PERSON GROUP BOOKINGS



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## PUBLIC TRANSPORT IN VIENNA





- most modern and efficient public transport systems worldwide
  - 5 underground lines
  - 33 tram routes
  - 104 bus routes
- most of the hotels are situated at the U1 (direct line to Congress Venue)
- 24 hours operating underground lines on Fridays and Saturdays









## SOCIAL EVENTS LOCATIONS





Vienna offers a wide range of locations for your social events:

- Historical, Classic Style, City Palais
- Modern Style: innovative & new
- Casual Style: "Heurigen Villages"











### **EVENT PLANNING PACKAGE 1**





#### **Venue Sourcing**

- consulting & checking availability for 2 locations
- arranging option dates
- requesting offers
- forwarding proposals
- confirming or releasing options











### **EVENT PLANNING PACKAGE 2**





#### Sourcing & Execution

- including services Package 1
- negotiating contracts / reserving locations
- Site Visit of location
- planning / booking of F & B arrangements, decoration and entertainment
- liaison with suppliers
- On Site Management & Supervision
- Checking / payment of supplier invoices billing to client











# YOUR CONGRESS ORGANIZER



#### We look forward to cooperate with you.









Your partner for a successful performance.

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