

Seminar venues

Room	Seating	Capacity	Size	Seminar rate in €	
				per day	per ½ day
Yellow	Tables:	max. 12 p.	20 m ²	75	50
Blue or Red Ochre or Green	(Semi)circle of chairs: Tables in a U-shape:	max. 22 p. max. 18 p.	40 m ²	125	80
Turquoise	(Semi)circle of chairs: Tables in a U-shape:	max. 16 p. max. 16 p.	55 m ²	125	80
Blue/Red	(Semi)circle of chairs: Tables in a U-shape:	max. 30 p. max. 26 p.	80 m ²	230	150
Ochre/Green	(Semi)circle of chairs: Tables in a U-shape:	max. 30 p. max. 28 p. max. 50 p.	80 m ²	230	150
Brown	(Semi)circle of chairs: Tables in a U-shape:	max. 34 p. max. 28 p.	100 m ²	250	160
Turquoise/Brown	(Semi)circle of chairs: Tables in a U-shape: Presentation:	max. 60 p. max. 42 p. max. 120p.	155 m ²	270	175
				300 with translation booths	
Sports hall				120	80

Our seminar rates include:

- Rent of the room 8 hours per day, 4 hours for ½ day
incl. once-only seating, technical equipment, seminar materials
- Water/mineral water and apples in the seminar rooms
- Coffee and tea for morning and afternoon breaks (selfservice)
- Free usage of the guest PCs with access to the Internet, WiFi available throughout the building

Cancellation policy:

- Cancellation with 4 weeks' notice: no charge
- Cancellation with 2 weeks' notice: 25 % of seminar room and accommodation costs
- Cancellation with 1 week's notice: 50 % of seminar room and accommodation costs
- Non-cancellation: 100 % of seminar room and accommodation costs