

Hotel specification
NALAS conferences
Istanbul, Türkiye, 13-14 December 2022

Guests:

Up to 60 people.

Offers with a smaller number of available rooms will also be considered.

Event's Dates:

13 December 2022

14 December 2022

Arrival (check-in) date: 12 December 2022

Departure (check-out) date: 14 December 2022

Accommodation per the following schedule:

12 December, Monday	13 December, Tuesday
Accommodation: 12/13 December – up to 60 single bed rooms	Accommodation: 13/14 December – up to 60 single bed rooms

The hotel offer should include the following lines with prices expressed in EUR:

- Accommodation and meals:
 - BB per night, per person, single bedroom
 - Lunch and one soft drink per person
 - Dinner and one soft drink per person
 - Refreshment menu during coffee breaks with price per person

- Working rooms:
 - Conference room for up to 75 participants for 13 and 14 December 2022.

 - Additional Meeting room for 20 people for 13 and 14 December 2022.

- Equipment:
 - Conference room
 - For 13 and 14 December 2022
 - Podium stand for the presenter with one (1) microphone
 - Sound system with three (3) wireless microphones
 - One (1) LCD Projector and one (1) Screen.
 - One (1) Laptop computer with Windows OS and MS Power Point and remote control for slideshow.
 - 3 Flipchart tables, flipchart paper.

 - For 13 December 2022
 - Equipment for simultaneous translation from English to Turkish languages and vice versa should be provided only for the first day of the event 13 December 2022. The equipment shall include:
 - soundproof booth and related equipment for the interpreters
 - pocket receivers and lightweight stereo headphones for up to 60 participants

 - Meeting room
 - For 13 and 14 December 2022
 - One (1) Screen and (1) LCD Projector with connection for laptop computer.

- Parking price per car
- Price for transport of participants from/to Istanbul Airport (if available)

- All prices should be stated in EUR, VAT and all other taxes expressed

The offer should also include:

- Brief information/photos of conference rooms and website links,
- Payment conditions,
- Cancellation policy.

Offer should be send no later than 21.11.2022 at 16:00h to Zana Shehi at shehi@nalas.eu and Boran Ivanoski at ivanoski@nalas.eu subject: NALAS Event Istanbul 2022.