



### Contact details

- Company/department: \_\_\_\_\_
- Surname, first name: \_\_\_\_\_
- Phone/mobile: \_\_\_\_\_
- E-mail address: \_\_\_\_\_
- Contact person  
on-site: \_\_\_\_\_ Phone: \_\_\_\_\_
- Referral source: \_\_\_\_\_

### Invoice address

- Invoice address: \_\_\_\_\_
- KSt./WA/PSP element: \_\_\_\_\_

### Conferences – Further information can be found on our [website](#).

- Event name: \_\_\_\_\_
- Date/alternative: \_\_\_\_\_
- Time: \_\_\_\_\_ Number of people: \_\_\_\_\_
- Type of event: \_\_\_\_\_

In attendance:

Top management: ☐ Director: ☐

*Please send us the agenda/schedule if possible.*

*Included equipment in all rooms: 1 projector, 1 network connection, presentation case, flip chart and Wi-Fi. Please enter the desired number of additional chargeable services for your quotation*

For our standard catering (cold/hot drinks), there is a flat rate for drinks of €19.00 per person.  
We charge €5.00 per person for additional catering bookings. Service fee.

Technology:	Equipment:	Seating:	Parking:
<input type="checkbox"/> 1 Projector <input type="checkbox"/> Microphone <input type="checkbox"/> Laptop <input type="checkbox"/> 1 Network access (for members of the Group) <input type="checkbox"/> Sound system <input type="checkbox"/> Video conferencing system <input type="checkbox"/> 1 Wi-Fi	<input type="checkbox"/> Flip chart <input type="checkbox"/> 1 Presentation case <input type="checkbox"/> Pin wall	<input type="checkbox"/> U-shape <input type="checkbox"/> Theatre <input type="checkbox"/> Block <input type="checkbox"/> Parliamentary	For parking, we recommend using multi-storey car park P26. The tickets (€19.00/day) can be validated at the Audi Conference Centre and added to the total invoice. If you are travelling in an electric vehicle, you will find public charging stations in car park P20. The costs for this must be paid by the customer.

- Catering: ☐ Yes ☐ No

### Confirmation

☐ I hereby confirm the binding booking incl.  
the assumption of costs to the amount of  
\_\_\_\_\_ € (To be completed by the contact person  
at the Audi Conference Centre)

Signature, date\*

\*only fully completed and signed forms shall confirm the booking