



Contact details

- Company/department: _____
- Surname, first name: _____
- Phone/mobile: _____
- E-mail address: _____
- Contact person
on-site: _____ Phone: _____

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:
☒ Projector ☐ Microphone ☐ Laptop ☒ Network access (for members of the Group) ☐ Sound system ☐ Video conferencing system ☒ Wi-Fi	☐ Flip chart ☒ Presentation case ☐ Pin wall	☐ U-shape ☐ Theatre ☐ Block ☐ 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