



# Day Delegate Package

## Leading Conference Facilities

At Adina Hotels, we provide you with everything you need to make your next conference a success. This includes our generously planned conference facilities and equipment for up to 60 guests. The Adina Team will meet your most creative requirements, including your catering for discerning palates, recommendations on extracurricular activities as well as assistance with ticket and transfer bookings. Highly individual and tailored services complement our conference offer.

## Day Delegate Package includes:

- Conference room rental
- Standard equipment (1 flipchart, 1 pinboard, 1 beamer/ screen, moderator case)
- Free internet access for all delegates
- Writing materials (pad/pencil) in the conference room
- Morning coffee break with savoury snacks and fresh fruits
- Unlimited mineral water and juices during the conference
- Lunch buffet or menu of the chef's choice
- Mineral water (still/sparkling) and 1 hot drink per person for lunch
- afternoon coffee break with sweet snacks and fresh fruits
- coffee specialities in the foyer for a break





### In the heart of the capital

Adina Hotel Berlin Checkpoint Charlie is situated in the historic Mitte district, near one of the city's key tourist attractions – Checkpoint Charlie. This apartment hotel is the perfect base from which to discover all that Berlin has to offer, including celebrated architecture, museums along with lively nightlife.

### Venue Highlights

- 5 meeting rooms
- Catering and residential packages available
- Lift access

#### **Technical Features**

- Comprehensive audio visual system available
- Broadband, fax and modem connection
- Light dimmers in all rooms
- Phone lines in all rooms
- Built-in system with data projector

### **Accommodation Capacity**

• 127 One and Two Bedroom Apartments and Studios

### Meeting room capacities

Room	sqm	Theatre	Classroom	U-Shape	Boardroom :
Perth + Brisbane	76	30	16	20	24
Perth	38	15	12	12	16
Brisbane	38	15	12	12	16
Canberra	75	30	20	20	26
Sydney + Melbourne	100	60	30	35	36
Sydney	50	30	10	14	20
Melbourne	50	30	10	14	20

Contact us for your bespoke event.



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## Adina Hotel Berlin Checkpoint Charlie

Meeting rooms



