



Request form

1 of 2

Send us your request for your event by completing this form. After completion please return it via

- E-mail: info@die-tagentur.de or
- Fax: 0049 611 505 99 53

We will send you a list of recommended hotels for your event as quickly as possible.

Event Details:

Type of event (seminar, presentation, etc.)

Participants (management, sales staff, trainees, etc.)

Means of travel (car, train, airplane)

Arrival: Date*

Arrival: Time

Alternative arrival date?

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Departure: Date*

Departure: Time

Alternative departure date?

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

No. of participants (min. 15)

No. of single rooms

No. of double rooms

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Conference Room Details:

The conference room will be used daily during what hours?

Required equipment

Setting

U form

Class room style

Block

Theatre style

Other setting

Break out room details

Number of break out rooms

Number of people per room, seating

The break out rooms will be used daily during what hours?

Required equipment



Arrangements

Arrival day

- Morning coffee break
 Lunch
 Afternoon coffee break
 Dinner
 B&B

2nd day (and ...)

- Morning coffee break
 Lunch
 Afternoon coffee break
 Dinner
 B&B

Departure day

- Morning coffee break
 Lunch
 Afternoon coffee break
 Dinner
 B&B

Budget per person/day

CP

B&B

What kind of package do you need?

- FB (B&B and conference)
 B&B + CP (Conference package separated from B&B)

Hotel location

Metropolitan area

Postal code

City

Rural area

Near motorway

Outskirts of town

Near train station

City centre

Near airport

Other comments

Contact information

First name*

Last name*

Company*

Position

Department

Street address*

Postal code*

City*

Phone*

Fax*

E-mail*

Website

Thanks for your request

Die TAgentur - Tagungs-Hotelvermittlung
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The fields marked with an asterisk (*) are mandatory. Our General Terms and Conditions are valid.