



Conference information

**Conferences, seminars,
presentations**

Our planning = Your success



atrium Hotel Amadeus

Osterfeld im Burgenlandkreis



A warm welcome

Your 4*-Atrium Hotel Amadeus is situated only three minutes from the motorway A 9 Berlin-Munich and 20 minutes from Leipzig airport and trade fair. You can reach the motorway intersection Hermsdorfer Kreuz and the A4 Dresden-Frankfurt/Main by car in only 10 minutes. Calm and surrounded by nature it is located in the vicinity of the famous Naumburg Cathedral, the wine-growing Saale-Unstrut and its many castles, Leipzig, Dresden, Weimar, Erfurt and Halle - Atrium Hotel Amadeus is the ideal location for events in a cultural environment.

Our hotel has 145 comfortable hotel rooms and suites, a large restaurant, hotel bar, sun terrace and green patios. Moreover, you find a sauna, solarium and fitness room and of course, there are more than enough parking spaces available.

For your event, you may choose from 14 different rooms which can be combined in 27 different ways. They are all equipped with the most modern conference technology, sound-proof walls, brilliant acoustics, provide daylight and internet access via W-LAN. For business meetings with 4 people, a celebration with 30 people in a room with an own bar or a motor show for 350 people in the large atrium including the lounge – we offer the right surrounding for any event.

Would you like to conduct your conference outside during summer-time? You are welcome to! Our green patios are an ideal location for your conference; we can also arrange pleasant grill parties here.

The professional organisation of your event, an extraordinary price/performance ratio and a careful and individual service will convince you.

Our hotel is run according to the association criteria for Conference Hotels of the Initiative Certified Conference Hotels of the VDR (The Business Travel Association of Germany), the DGVM (The German Society for Association Management) and the GCB (German Convention Bureau).

We are looking forward to welcome you and your guests.



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Hotel rooms

All 145 rooms are equipped with shower / WC, hairdryer, TV as well as a mini-bar and desk. Of course, we also offer a sufficient number of non-smoking rooms. Our Comfort-rooms offer even more space and have and are additionally equipped with a seating area. Every room provides internet access via W-LAN.

Due to our exceptional building construction you may also exclusively reserve individual wings of our hotel for your event.

Room fees for conference participants

Single room	55.00 euros
Double room	75.00 euros
Comfort-room for one person	65.00 euros
Comfort-room for two persons	85.00 euros
Junior-Suite for one person	90.00 euros
Junior-Suite for two persons	100.00 euros

All prices include our comprehensive breakfast buffet, access to our own sauna and fitness area as well as a parking space.

The speaker / organiser of the conference gets an upgrade to the superior room category.



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Conference services

During your conference:

- Writing pads and biros
- Grape-sugar for energy (on demand)
- Wireless LAN (54.0 Mbit/s) in all conference rooms
- Overhead projector, screen, flipchart and presentation board are part of the basic equipment in the conference room
- Mobile beamer, LCD-large scale TV, video recorder, DVD player, rostrum and a presentation case can be provided

For breaks:

- Personal service during breaks
- Wireless LAN (54,0 Mbit/s) in all areas
- Routing to your next appointment
- Umbrellas, sun-glasses, sun lotion and insect repellent – according to weather and personal wishes
- Terrace in the open air – according to weather

Beverages:

- Selection of fruit juices
- Fitness drinks and wellness drinks
- Coffee, cappuccino, espresso etc. by *Heimbs*
- 8 different tea flavours by *Teekanne* with rock candy
- Iced coffee or iced chocolate for warm days

Little morsels:

- Fruit basket
- Vegetable sticks with dip
- Dried fruit
- Chocolate bars and granola bars
- Sandwiches or canapés
- Home-made cake

... and those little extra things:

- Signposts to your conference room
- Outdoor conference
- Cleaning cloths for glasses
- We can fly your company flag

Conference fees

I. Flat rate with overnight stay **105 € per person and day**

Professional service by our seminary organiser

Use of a conference room which offers appropriate space according to the number of participants and including standard conference technology (overhead projectors, screen, flipchart, presentation board, conference table equipment)

- Snack breaks with coffee, 8 different tea flavours, juice and delicate yoghurt
- Light 2-course lunch (recommendation of the chef)
- 1 beverage of choice for lunch (soft drink 0,2l)
- Snack break with coffee, 8 different tea flavours, finger fruit and pastry
- 3-course dinner or cold and warm buffet (recommendation of the chef)
- 1 beverage of choice for dinner (beer or soft drink 0,2l)
- Free consumption of conference drinks (mineral water and apple juice, served in large bottles)
- Single room incl. comprehensive breakfast
- Access to our sauna and fitness area

II. Flat rate without overnight stay **55 € per person and day**

Professional service by our seminary organiser

Use of a conference room which offers appropriate space according to the number of participants and including standard conference technology (overhead projectors, screen, flipchart, presentation board, conference table equipment)

- Snack break in the morning with coffee, 8 different tea flavours, finger fruit and vegetable sticks with a selection of dips
- Light 2-course lunch (recommendation of the chef)
- 1 beverage of choice for lunch (soft drink 0,2l)
- Snack break in the afternoon with coffee, 8 different tea flavours, finger fruit and croissants fresh from the oven
- Dinner buffet
- 1 beverage of choice for dinner (beer or soft drink 0,2l)
- Free consumption of conference drinks (mineral water and apple juice, served in large bottles)

III. Flat rate for half days **35 € per person and day**

Professional service by our seminary organiser

Use of a conference room which offers appropriate space according to the number of participants and including standard conference technology (overhead projectors, screen, flipchart, presentation board, conference table equipment)

- Snack break in the morning with coffee, 8 different tea flavours, finger fruit and sandwiches with cheese or smoked beef
- Light 2-course lunch (recommendation of the chef)
- 1 beverage of choice for lunch (soft drink 0,2l)
- Snack break in the afternoon with coffee, 8 different tea flavours, finger fruit, fresh cake and whipped cream
- Free consumption of conference drinks (mineral water and apple juice, served in large bottles)



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Conference components

Small coffee break

Per person 2 cups of coffee or tea

3 € per person

Savoury break

Coffee and 8 different tea flavours
One pair Wiener sausages,
Soup of the day, small sandwich
and dessert

12 € per person

Large coffee break

Coffee and 8 tea flavours plus orange- or multivitamin juice
Finger fruit and pretzels with butter
Or finger fruit and delicate yoghurt
Or finger fruit and two small sandwiches
Or finger food and vegetable sticks with a selection of dips
Or finger fruit and a fresh cake with whipped cream
Or finger food and pastry

7.50 € per person

Small snacks

Vegetable sticks with a selection of dips	€ 4.00
Pretzels with butter	€ 2.00
Small sandwich	€ 1.50
Canapé	€ 1.30
Fruit basket per person	€ 2.80
Fresh cake apiece	€ 1.50
Pastry apiece	€ 1.50
Selection of dried fruit	€ 4.00
Chocolate bar or granola bar apiece	€ 1.50



Other conference components

1-course menu

(1 main menu – recommendation of the chef)

11 € per person

2-course-menu

(choice of 2 main menus)

13 € per person

3-course menu

(choice of 2 main menus)

16 € per person

Lunch buffet or small dinner buffet

(recommendation of the chef)

18 € per person

Dinner buffet

(minimum 20 people)

With soups, cold and warm
dishes and desserts

23 € per person

Fondue „Amadeus“

(6-12 persons)

21 € per person

Grill buffet

(minimum 20 people)

on our garden terrace or
in one of our green patios

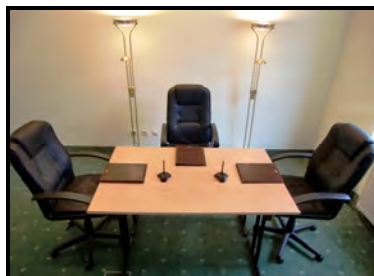
18 € per person

Luxury menu

(8-15 persons)

5-course menu

27 € per person



Conference rooms

You have the choice of several conference rooms which can also be combined. They are all equipped with modern conference technology, sound-proof walls, brilliant acoustics, daylight and internet access via W-LAN

Our skilled and friendly staff will look after you during your event.

Enclosed you find a selection of our conference rooms:

	Block	U-Form	Parlament	Reception	Space
MVP	50	45	80	120	147 m ²
Thüringen	50	45	80	120	147 m ²
Bayernstube	8	6	12	10	17.5 m ²
Room 1 and 8 each	8	6	12	15	22 m ²
Room 2, 3, 4, each	6	5	5	10	14 m ²
Room 5, 6, 7, each	6	5	5	10	14 m ²
Room 1 - 4	30	25	20	50	63 m ²
Room 5 - 8	30	25	20	50	63 m ²
Small restaurant	30	25	20	50	57 m ²
Atrium	50	60	80	250	292 m ²
Foyer				80	112 m ²
Atrium and Foyer	50	60	80	350	390 m ²



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Presentation- and conference technology

Each conference room provides our standard technology free of charge:

- Flipchart and pad
- Flipchart crayons
- Overhead projector
- Screen
- Presentation board

Available projection technology:

- Overhead projector and screen
- Slide projector
- LCD large-scale TV
- Video recorder
- DVD-player
- Beamer

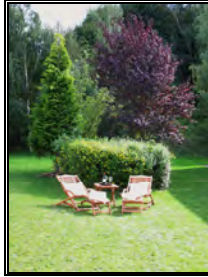
We can also provide other technologies on request at cost price.

Other services:

- Presentation case
- Rostrum
- Photocopy 0.30 € per page
- Copy on foil 0.50 € per page
- Telephone- /fax message 0.30 € per page

Internet:

- Wireless LAN (54.0 Mbit/s) in all rooms
- Analogue access in all rooms
- DSL-access (100.,0 Mbit/s) via Businesspoint



Your supporting programs

Bring your day to an end, you may e.g.

- make a guided tour and taste 2 different sparkling wines in the famous winery Rotkäppchen in Freyburg.
- make a guided tour and taste wine in the Naumburg winery and sparkling wine production
- Taste wines in our hotel, e.g. winery Herzer from Roßbach
- Visit a bowling alley in Grana or Naumburg
- Participate in an archery competition with an award ceremony in Weißenfels:
Following attractions can also be visited in Weißenfels:
- Enjoy the summer toboggan run, minigolf, archery, nature bowling, skittles
- Take a horse-cart ride in the vicinity, price on demand
- Join a guided bike tours at the rivers Saale or Unstrut, starting at Naumburg-Blütengrund
- Book a canoeing trip on the rivers Saale and Unstrut, starting at Naumburg-Blütengrund

These are only a few examples for your leisure time. Of course, we also assist you with your own ideas.

Relax in our sauna, work out in our fitness area or take a sunbath on our green lawns. All of this can also be a perfect way to either conclude your conference or regain your strength for a successful continuation of your conference.

Address of organiser

Telephone / fax

E-mail

Purchaser

Number of people

Room

Seminar room

Table arrangement

Mandatory sign

Conference technology

Overhead

Slide projector

Screen

Rostrum

Flipchart

Microphone

TV

Beamer

Video / DVD

Pin-board

Other

Conference beverages

Incl. in conference fee

by consumption

Beverages

Overnight stay

from

to

Number of single rooms

Price in euros

Number of double rooms

Price in euros

Other

Billing after conference

Bar

CC

SZ

Invoice not settled

Accepted on / by:

Event date

Event type

Time

From

to

Conference fee

CF 35.00 €

CF 55.00 €

Full board 105.00 €

Other

Breaks in room:

Times:

Arrival

with _____

a.m.

with _____

p.m.

with _____

Lunch

in room

Time

Dinner

in room

Time

Beverages with meals

Included in CF

by consumption

Beverages

Billing address

Signature of organiser