

**1. Please fill the tables below with the needed information:**

**A- Accommodation & Training Rooms:**

<u>Description</u>		<u>Answer</u>	<u>Comments</u>
Number of available accommodation rooms.	High season		
	Low season		
Number of available conference/training rooms.			
Maximum conference/training room capacity- (Provide a fact sheet if possible).			
Please indicate high season months.			
Please indicate low season months.			

**B- Catering & Stationary for the Trainings:**

<u>Description</u>	<u>Yes/No</u>	<u>Comment</u>
Provision of stationary and meeting supplies; such as, flipcharts, PowerPoint projector, notebooks, pens for participants, and markers.		
Provision of welcome coffee/tea, continuous coffee breaks and lunch.		
Provision of morning rich coffee break including sandwiches and patisseries.		

**C- Training Rooms & Venues Facilities:**

<u>Description</u>	<u>Yes/No</u>	<u>Comment</u>
No poles and columns inside the training hall		
Proper ventilation AC/ Heating/ Fans		
Availability of sound system		
Availability of lighting		
Space for activities		
Sound proofing		
Parking availability		

**\*\*Please provide pictures and/ or leaflets for the offered venue.**

2. Please fill the table below with previous clients (references):

	<u>Client Name</u>	<u>Contact Name</u>	<u>Phone</u>	<u>Email Address</u>
1				
2				
3				
4				
5				