



conference
toolbox

General

Number of persons _____

Number of persons per group (if applicable) _____

One or more fringe programmes at the same time _____

Group age structure _____

Ratio men/women _____

Composition of participants (e.g. employees/management) _____

Particular language / culture / religion _____

Particular handicaps, allergies _____

Duration of fringe programme (hrs) _____

Refreshments required (yes/no)

Budget per person in EUR _____

Transfer required (yes/no) cost in EUR _____

Distance to venue / hotel _____

Guidelines

Do company-specific guidelines need to be observed? _____

Excluded activities (accident risk) _____

Do compliance guidelines need to be observed? _____



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Fringe programme selection

Team building

- Outdoor team building
- Indoor team building
- Contests (e.g. table tennis)
- Team Olympiad

Culinary

- Cooking classes
- Tastings

Shopping

- Shopping thoroughfare
- Outlets

Surrounding area

- Regional specialities
(sea, mountains)
- Places of historical interest

Industry specific

- Trade fairs
- Exhibition spaces
- Factory visits

Culture

- Opera
- Theatre / Musicals
- Museums / Exhibitions

City tours

- Historic buildings
- Famous people
- Places of interest

Clarifying and researching all these items is complex and time-consuming.
The Conference Toolbox partners are happy to advise and assist you.
Benefit from our partners' expertise.