

DRIVE

VOLKSWAGEN GROUP FORUM

Conference Room Enquiry

Thank you for your request. Please fill out this form and return it to us for further processing. For individual needs or hints concerning the catering, please use the comments field on page 1.

mailto: conference@drive-volkswagen-group.com

CONTACT PERSON

Name of contact person _____ Phone number _____

Dept./unit _____ E-mail (1) _____

E-mail (2) _____

BILLING ADDRESS (Please enter applicable information)

Company _____ Dept./unit _____

Name _____

Cost centre _____

Street _____ Postcode/City _____ Country _____

EVENT

Name of event/signposting (max. 30 characters) _____

Weekday _____ Date _____ Starting time _____ Ending time _____ Number of persons _____ Seating *1 _____

*1 e.g. "block, peninsula, cinema, parliament, square, reception, banquet"

EVENT SEQUENCE + CATERING:

Conference- Beverages Flat rate	1.Day	2.Day	3.Day	Conference- Beverages Flat rate	1.Day	2.Day	3.Day
Half day				Full day			
Basic	☐	☐	☐	Basic	☐	☐	☐
Basic with juices	☐	☐	☐	Basic with juices	☐	☐	☐
Basic with pastrie	☐	☐	☐	Basic with pastrie	☐	☐	☐
Premium	☐	☐	☐	Premium	☐	☐	☐
Premium with pastrie	☐	☐	☐	Premium with pastrie	☐	☐	☐

Coffee break morning

Break – Basic Welcome	☐	☐	☐	Break – The Sweet One	☐	☐	☐
Break – Basic with pastrie	☐	☐	☐	Break – The Savoury One	☐	☐	☐
Break – Basic with non cut fruits	☐	☐	☐	Break – The Fruity One	☐	☐	☐
				Break – The Vitale One	☐	☐	☐

Time: _____

Coffee break afternoon

Break – Basic with pastrie	☐	☐	☐	Break – The Sweet One	☐	☐	☐
Break – Basic with non cut fruits	☐	☐	☐	Break – The Savoury One	☐	☐	☐
				Break – The Fruity One	☐	☐	☐
				Break – The Vitale One	☐	☐	☐

Time: _____

Conference Flat Rate - Half day

Conference I	☐	☐	☐	Conference Flat Rate - Full day			
Conference II	☐	☐	☐	Conference III	☐	☐	☐
				Conference IV	☐	☐	☐

Comments/Extras

e.g. Fruit, Sandwiches, Snacks

Other requests: _____

vegan ☐ nut-free ☐

gluten free ☐ Lactose free ☐

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For questions, please call: +49 (0) 30 2092-1244 / +49 (0) 30 2092-1210 / +49 (0) 30 2092-1503

TECHNICAL EQUIPMENT IN CONFERENCE ROOM

			Number	Other
Moderation materials	☐	Flip chart	☐	_____
Intranet (VW network)	☐	Pin board	☐	_____
Internet/WiFi	☐	Projector (Apple adapter is not available)	☐	_____
Telephone conferencing	☐	Laptop	☐	_____
Video conferencing	☐	Document Camera	☐	_____
Lectern (Extra Costs)	☐	Microphones	☐	_____

Room Preparation Date _____ Time _____ (Desired time is according to availability)

Parking Spaces Yes ☐ No ☐ **Number:** _____ Registered names only (Pls. send us a list of names!)

barrier-free access required ☐

FURTHER SERVICES

	Date + Time (Only possible from 12:30 to 16:30)	No. of Participant	Language
DRIVE Tour (Guided Tour)* ²	_____	_____	☐ German ☐ English
(Usually takes 45 minutes.) Decorations/	☐		
Floral Arrangements Name	☐		
Badges	☐		
Framework program	☐		
Interpreters	☐		
Other	_____		

*²Due to other events and changing exhibitions, tours are not always available. We apologise for any inconvenience.