



## FULL BOARD MEETING PACKAGE

### *Inclusive of:*

- The function room usage for 12 hours
- Welcome coffee and tea prior event
- 2 (Two) times Coffee break
- Choice of lunch and dinner at The Restaurant all day dining on the 3rd floor (under 30 participants)
- Lunch and dinner buffet at function room (minimum 30 participants)
- Paper Note, Pencil, Candies and Mineral water
- 1 (one) Standard Screen (including LCD Projector) *for Boardroom only*
- 1 (one) Flip-chart or Whiteboard with markers
- Maximum 2 (two) Microphones with standard Audio
- Standard Flower arrangement
- Reception table at Pre-function area

## FULL DAY MEETING PACKAGE

### *Inclusive of:*

- The function room usage for 8 hours
- Welcome coffee and tea prior event
- 2 (two) times coffee break
- Choice of lunch or dinner at The Restaurant all day dining on the 3rd floor (under 30 participants)
- Lunch or dinner buffet at function room (minimum 30 participants)
- Paper note, pencils, candies and mineral water
- 1 (one) screen (including LCD projector) *for Boardroom only*
- 1 (one) flip-chart or whiteboard with markers
- Maximum 2 (two) microphones with basic audio
- Basic flower arrangement
- Reception table set-up at pre-function room

## HALF DAY MEETING PACKAGE

### *Inclusive of:*

- The function room usage for 5 hours
- Welcome coffee and tea prior event
- 1 (one) time coffee break
- Choice of lunch or dinner at The Restaurant all day dining on the 3<sup>rd</sup> floor (under 30 participants)
- Lunch or dinner buffet at function room (for minimum order 30 persons)
- Paper note, pencils, candies and mineral water
- 1 (one) screen (including LCD projector) *for Boardroom only*
- 1 (one) flip-chart or whiteboard with markers
- Maximum 2 (two) microphones with basic audio
- Basic flower arrangement
- Reception table set-up at pre-function room



## DINNER PACKAGES

- Buffet Dinner
- Western Set Menu
- Chinese Set Menu

## OTHER PACKAGES

- Trans Convention Centre (room rental only)
- Trans Grand Ballroom (room rental only)
- Trans Boardroom (room rental only)

## **ADDITIONAL ARRANGEMENTS (exclusive from the meeting package):**

The Hotel provides regular ceiling speaker sound system and existing lighting. For additional equipment can be arranged with additional charges.

- LCD Projector (3,000 ans lumens)
- LCD Projector (10,000 ans lumens)
- Flipchart
- Screen :
  - Fast fold Dual Vision (3x4) m
  - Fast fold Dual Vision (4x6) m
  - Fast fold Front (4x6) m
  - Fast fold Front without Truss (4.15x7.32) m
- Additional wireless microphone
- Clip on