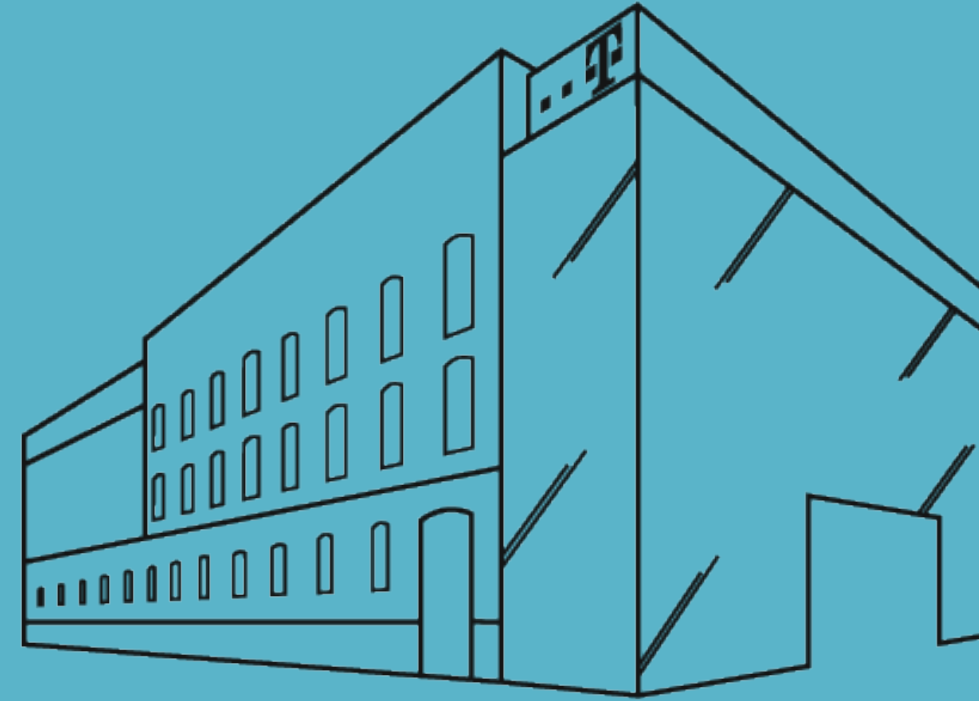
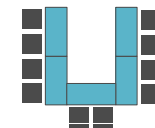
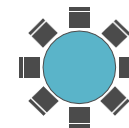


TELEKOM'S REPRESENTATIVE OFFICE

Factsheet



ROOM CAPACITIES



Rooms	Approx. Size m ²	L x B in m	Max. Pers.	Theater	Parliament	Standing reception (Standin 70cm)	Banquet (round 1,8m) (oval, 2,2 x1,2m)	U-Shape	Block
Atrium	490	22,80x21,50			260 ¹⁾	750	350 ³⁾	upon request	upon request
total usable space (of which 100m ² temporary and 110m ² usable pax-dependent)	850	–	850	520 ¹⁾ 690 ²⁾	depending on type of event and number of pax				
Lichthof	990	42,41x33,83	750	650	380	750	588	upon request	upon request
Atrium und Lichthof			1.500	upon request	upon request	upon request	upon request	upon request	upon request
Halle Budapest	145	27,00x5,04	150	150	48	110	upon request	–	40
Saal Prag	125	20,20x6,20	120	120	60	100	56/72	52	46
Saal Bratislava	110	18,20x6,05	116	116	48	90	40/48	46	46
Lounge (furnished)	189	25,60x7,40	80	80	60	80	48/72	50	48
Warschau	62	13,00x4,75	66	66	24	35	24	–	22
Zagreb	37	7,85x4,75	30	30	12	20	8	–	14
Sofia	24	5,00x4,75	23	23	8	15	8	–	8

Max. Seating if buffets etc. are brought in, the number of participants will be reduced.

1) Interior of the atrium, without seating on the stage area. Extension of the parquet area possible.

2) Interior area of the atrium, as well as transition to the atrium and next to the reception. Without seating of the stage area. Extension of the parquet area possible.

3) Interior area of the atrium, including seating of the stage area. Extension of the parquet area possible.

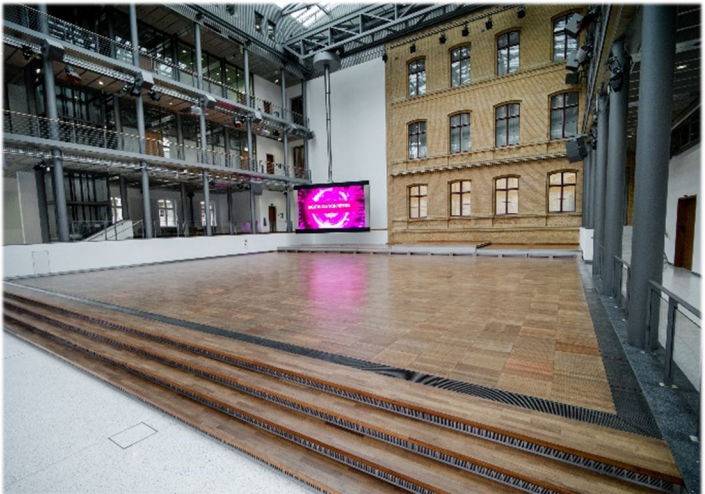
ATRIUM & LICHTHOF

Inclusive services of the room rental¹⁾:

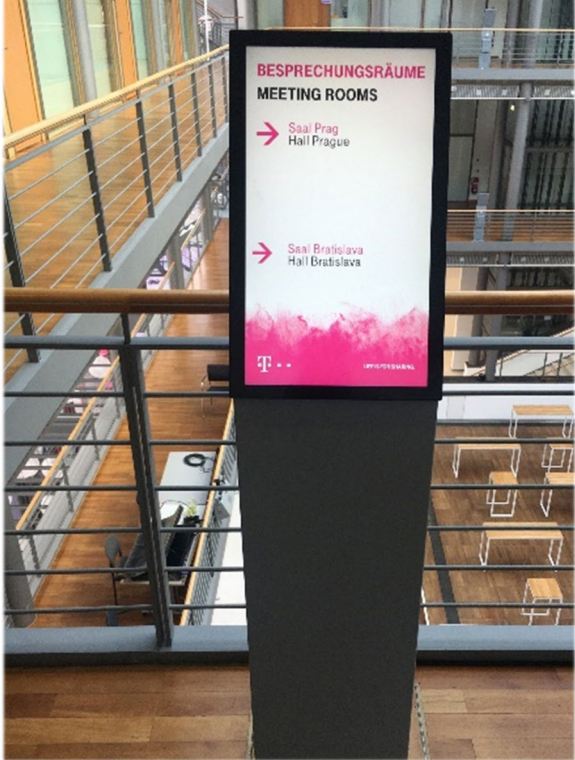
- LED-Wall: Use of the movable Full-HD-Screen to display charts, live and camera images as well as movies, incl. Foam monitor (50 inch)²⁾
- In-house lighting system for illumination of the atrium stage²⁾
- In-house sound technology for reproduction of speech and music content with up to 8 wireless microphones, as well as lectern microphones²⁾
- Lifting platform stage consisting of 32 height-adjustable stage elements, max. size 21,5 m x 6,3 m²⁾
- W-LAN Hotspot (155 Mbit/s),
DeutschlandLAN Connect IP (1.000 Mbit/s, symmetrical)
- Checkroom (without staff) und WC-area in the basement
- Own chairs according to availability (max. 505 chairs)
- Supervision of erection and dismantling
- Basic and final cleaning, restroom attendant
- Security personnel, access control (basic security³⁾), without fire guards
- Master of event technology (drawings and approvals)
- Project management (including preparation/postprocessing, event support)
- Conference telephones
- No parking zones
- Heating, water, electricity, air conditioning

Rooms	Daily rent	Set-up/ Dismantling Day	Staff costs ⁴⁾
Atrium	upon request	upon request	Set-up/ Dismantling Day
Lichthof	upon request	upon request	200 €/Std.
Atrium & Lichthof	upon request	upon request	Event Day
Budapest	1.000 €	500 €	400 €/Std.

1) Time frame: event, set-up and dismantling days each up to 10 hours, additional charges apply to longer periods.
2) Inclusive services apply to rent of Atrium or combi price Atrium & Lichthof
3) 1 Team leader + 4 security staff



CORPORATE IDENTITY



LED-Exterior-Door – Use of the two LED-Exterior-Screens at the main entrance (1,5m x 5m each)

Usage of the Curtain Französische Straße and the light balls in CI-Colors

Digital info steles– individually usable

Lectern with screen

Price / Day

500 €

0 €

0 €

195 €



WORKSHOP- & MEETINGROOMS



- 5) incl. Trio chairs (100 pc), conference technician
 6) Incl. basic seating, 1 beamer, 1 screen (on wall rail system), 1 flipchart board, 1 writable presentation wall, 1 conference telephone, project management, conference technician, 1 laptop (if required), seating change according to expenditure
 7) Including basic seating, price/hour for use of up to 5 hours (minimum rental period 2 hours)

WORKSHOP ROOMS ⁵⁾

Rooms	Daily rent	Set-up/Dismantling Day	Price/ hour
Prag	Upon request	Upon request	–
Bratislava	Upon request	Upon request	–
Prag & Bratislava	Upon request	Upon request	–
Lounge	3.500 €	3.500 €	350 €

MEETING ROOMS ⁶⁾

Rooms	Daily rent	Half day rent
Warschau	300 €	150 €
Sofia	150 €	75 €
Zagreb	200 €	100 €

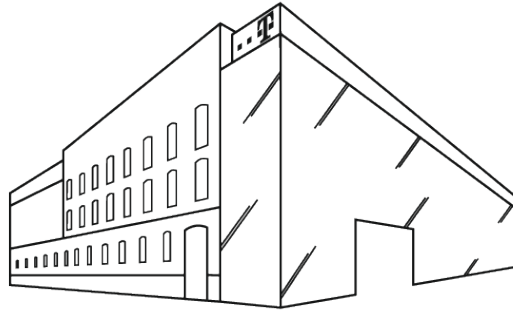
MEDIA TECHNOLOGY ⁷⁾

	Price/ hour
Media furniture (103") for halls Prag and Bratislava (1 available)	150 €
Projector (Conference projector 2000 to 3000 AnsiLumen, VGA or HDMI incl. Set-up and dismantling, 3 available)	40 €
Laptop (2 available)	80 €
Table microphone with 30 stations	80 €
Conference technician (if expense > one conference technician)	45 €

Rental furniture of the Representative Office

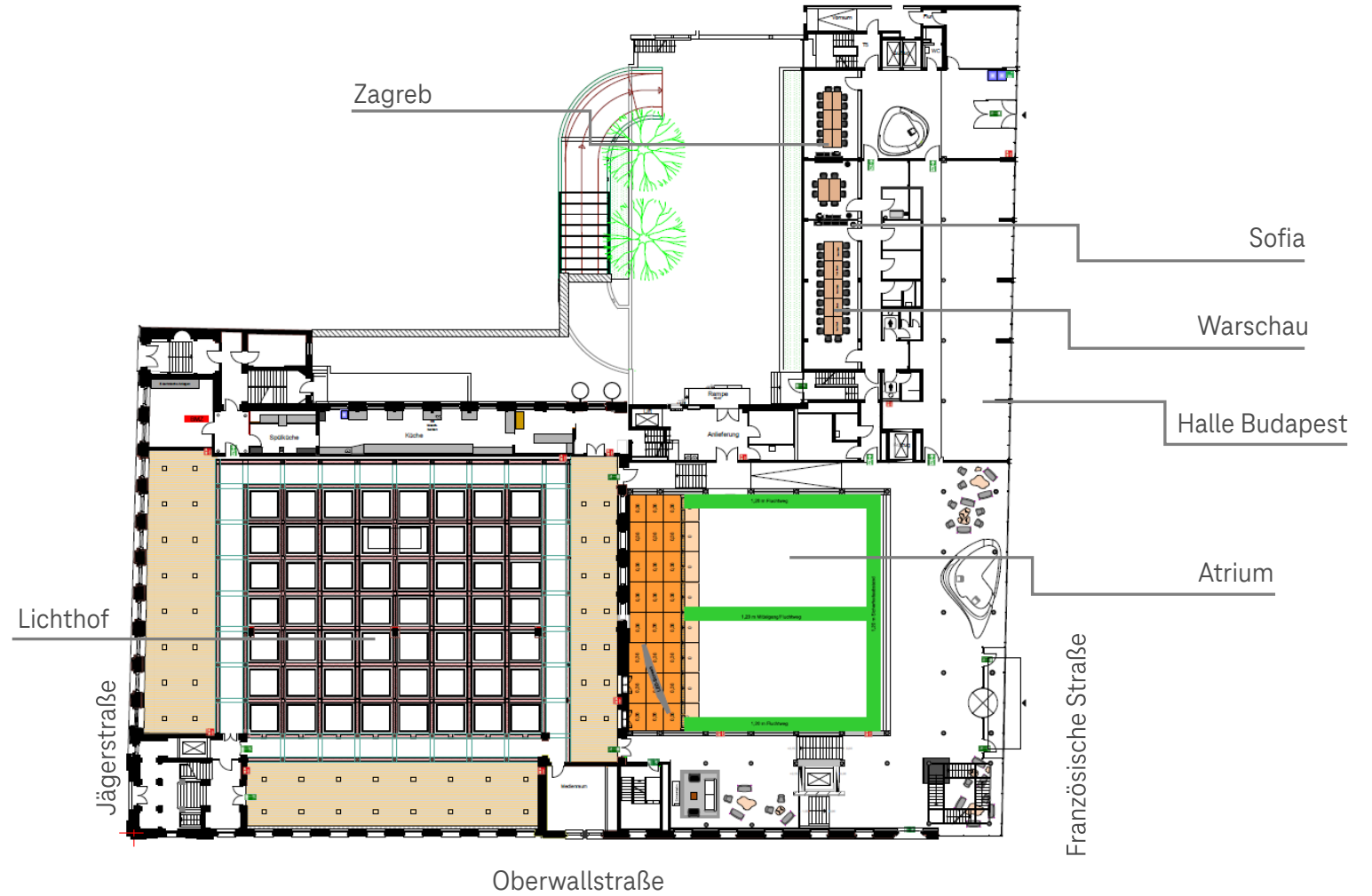
A detailed description can be found in our rental furniture catalogue.

ROOMS



FLOOR PLAN

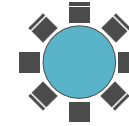
First floor



ATRIUM



Standing reception
750



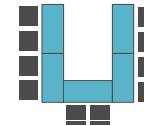
Banquet
350 ³⁾



Theater
520 ¹⁾
690 ²⁾



Parliament
260 ¹⁾



U-shape
upon request



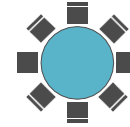
Block
upon request



LICHTHOF



Standing reception
750



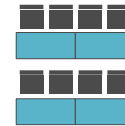
Banquet
588



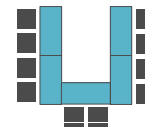
Dining Tables
750



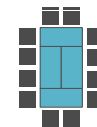
Theater
650



Parliament
380



U-shape
upon request



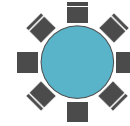
Block
upon request



HALLE BUDAPEST



Standing reception
110



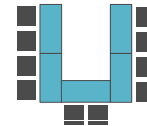
Banquet
upon request



Theater
150



Parliament
48



U-Shape
—



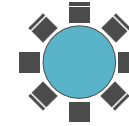
Block
40



LOUNGE



Standing reception
80



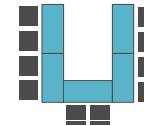
Banquet
48/72



Theater
80



Parliament
60



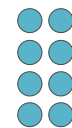
U-Shape
50



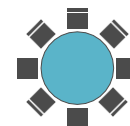
Block
48



PRAG



**Standing
reception**
100



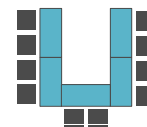
Banquet
56/72



Theater
120



Parliament
60



U-Shape
52



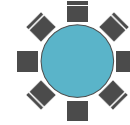
Block
46



BRATISLAVA



Standing reception
90



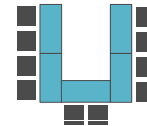
Banquet
40/48



Theater
116



Parliament
48



U-Shape
46



Block
46



MEETING ROOMS



62 m²

WARSCHAU

13,00x4,75m	62 m ²
max. Pax: 66	Standing reception: 35
Theater: 66	Banquet: 24
Parliament: 24	Block: 22



24 m²

SOFIA

5,00x4,75m	24 m ²
max. Pax: 23	Standing reception: 15
Theater: 23	Banquet: 8
Parliament: 8	Block: 8

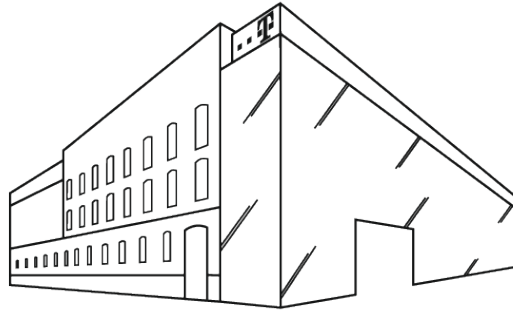


37 m²

ZAGREB

7,85x4,75m	37 m ²
max. Pax: 30	Standing reception: 20
Theater: 30	Banquet: 8
Parliament: 12	Block: 14

ABOUT US





A HISTORICAL BUILDING

Deutsche Telekom's Berlin Representative Office provides an iconic setting in the very heart of the capital, where internal and external companies can hold conferences, galas, PR or political events, for up to 1,500 people*. It also has rooms for workshops, seminars, and meetings.

The former “Central Imperial Telegraph Office” in Berlin-Mitte is the largest and oldest preserved building from the earliest period of telecommunication and therefore part of the city’s identity. The edifice provides an impressive link between the past and the present. Its historic façade has been extended with a new glass construction that gives visitors an unrestricted view of its brightly-lit atrium. The effect creates a stylish, modern atmosphere.

* Max. seating. Setting up buffets, etc. will require reducing the number of attendees.



The atrium harbors a large, suspended full-HD screen, visible from outside. With the flexibly extendable platforms of the rising stage, combined with the integrated sound and lighting equipment, a wide range of stage sets can be achieved quickly and easily.

Deutsche Telekom's Berlin Representative Office is centrally located, between Gendarmenmarkt and the City Palace, and has excellent links to public transportation.

Alongside an energy conservation certificate for the building, the use of modern technology enables efficient electricity consumption and helps to reduce CO2 emissions.

The event team at Deutsche Telekom's Berlin Representative Office supports every event, from concept to execution.

SERVICE

We are happy to organize your entire event planning and execution for you. We work with a network of professional service providers in all event management areas:

- Consulting and design
- Order of events, script, stage direction
- Structure, design, media technology
- Catering
- Security
- Hostess-service
- Photo and video production
- Transfers & Shuttles
- Telecommunication und IT
- Network technology
- Performer and presenter agency services

**PREFERRED
PARTNER**



SUSTAINABILITY

- Certified Sustainable Partner of Visit Berlin Convention Partner
- Energy performance certificate for non-residential buildings in accordance with §§ 16 ff. Of the Energy Saving Ordinance (EnEV) - average annual consumption 382 kWh / (m² · a) - well below the EnEV requirement value for modernized old buildings
- Ventilation systems working with heat recovery systems, heat-insulated windows and insulated facades to save energy
- Modern control technology and building automation
- Emissions caused by events are made CO2 neutral by purchasing a climate certificate. The money is used to support climate protection projects of the Telekom partner: "First Climate Markets AG"

ADDITIONAL INFORMATION

Further information is available upon request:

- Floor plans (with escape route plan)
- Contract of use (with special terms of use)
- Rental furniture catalogue
- 3D-Model