

# SCANDIC MEETING



# WELCOME TO SCANDIC

Whether you're booking a hotel room or taking part in a conference – we're bound to have the right Scandic Hotel for you. We currently operate over 230 hotels in the Nordic countries and northern Europe. Over the next few years, we plan to open further hotels in Scandinavia and Eastern Europe.

Our goal is to provide top-flight accommodations and the same high standards of service for you at all our hotels. Our team consists of app. 13,000 people who work every day to ensure that you can recharge your batteries during your stay and meet all your expectations.

We look after all the important details so that your meeting or conference is a complete success – from catering to leisure activities.

We clarify your technical requirements in advance and offer free Wi-Fi throughout the hotel. We also offer LAN connections for high-speed solutions. An LCD projector and flip chart are included in our conference packages. All our hotels feature work spaces that are equipped with PC and printers that you can use free of charge.



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DE-ÖKO-070  
Nicht-EU-Landwirtschaft



The Scandic Berlin Potsdamer Platz is currently the largest of all Scandic Hotels. With 2 receptions in the entrance area, we are well prepared for arrivals of both large groups and individual guests. The building is located right at Potsdamer Platz, one of the most popular sites in Berlin.

## HEJ AND WELCOME TO THE GERMAN CAPITAL OF BERLIN

When you enter the lobby, you'll find yourself in a fresh, winter-like atmosphere, surrounded by colors and forms that will remind you of the Scandinavian world of mountains. The elevator will bring you to the restaurant and up to the conference floor, equipped with lavish rooms for events and conferences of all types. The restaurant greets you with the ambient of a Scandinavian summer and its fresh green fields. The lounge bar designed with earth tones and natural materials represents the fall – a cozy area for those who wish to relax or work.

The Scandic Berlin Potsdamer Platz offers 16 meeting rooms for up to 550 people. We focus on conscious meetings, sustainability and accessibility are very important concepts to us and are pursued throughout the entire hotel.

Book your next conference:  
Scandic Berlin Potsdamer Platz  
Gabriele-Tergit-Promenade 19  
10963 Berlin, Germany  
Tel. +49 (0) 30 700 779 0  
Fax +49 (0) 30 700 779 2211  
meeting.potsdamerplatz@scandichotels.com  
scandichotels.de/potsdamerplatz

On the pages that follow, we'll provide you with a comprehensive overview of our entire hotel, culinary art, event, and technical portfolio. For your individual wishes, please feel free to contact us directly. We are happy to discuss your next event with you, and even exceptional ideas can become alive with us!

Your Meeting & Events Team

# YOUR HOTEL SCANDIC BERLIN POTSDAMER PLATZ

The 3rd floor represents the heart of our hotel with our gastronomic and conference area. We offer 1 large ballroom (for up to 550 people and 13 additional meeting rooms of various sizes. Our restaurant seats up to 280 guests. The adjoining a la carte restaurant featuring a bar and terrace are the perfect space for a barbecue or classic dinner.

### Why is the Scandic Berlin Potsdamer Platz the right conference hotel for you?

- Centrally located featuring a direct metro connection to the ICC, CUBE Berlin, and the Berlin exhibition fair
- Scandic is the market leader in the field of sustainability in the hotel business
- Free Wi-Fi throughout the entire hotel
- 2 Business Corners with printers free of charge
- Meeting concierge as a constant contact for your conference on site
- Separate check-in reception for (conference) groups
- 1 LCD projector and screen, flip chart, pinboard, and facilitator's toolbox are included in the room rent
- Coffee break station with several snacks

### Close by and easy to reach by foot

- 7 Event locations for up to 1,500 people
- Recording studio for your personal song for the conference
- Shopping center (Potsdamer Platz Arkaden)
- Blue Man Group theater (also for international guests)

### Hotel facts

- 561 rooms incl. 128 Superior and family rooms
- 16 conference rooms with daylight and a ceiling height of 2.50 to 4.00 m
- 1 main restaurant and an à la carte restaurant and bar with a canopied terrace
- Ballroom terrace with 297 m<sup>2</sup> (not canopied)
- Direct access to the Holmes Place Health Club & Spa (3,500 m<sup>2</sup>)

### Hotel rooms

- 561 rooms in various categories, including:
- 404 standard rooms sized 25-28 m<sup>2</sup>
- 60 rooms equipped for handicapped persons
- 99 superior rooms with a filled mini-bar and a view of the Potsdamer Platz
- 25 Superior Extra rooms (special features) with filled mini-bar and view of Potsdamer Platz
- 10 Junior suites app. 30-35 m<sup>2</sup> with separate shower and bathtub and filled mini-bar
- 1 Executive Suite app. 70 m<sup>2</sup>



### Services

- 56 fee-based, hotel-individual parking spots in the underground garage and surrounding subterranean garages
- Laundry, cleaning, and ironing service with a return on the same day (upon request)
- Babysitting (upon request)
- Free gym
- Free Wi-Fi

### Outlets and other facilities

- 1 Check-in desk for group arrival in the lobby
- 1 Buffet restaurant with 234 seats
- 1 Bar with an integrated à la carte area and a lounge featuring 116 seats, the outdoor terrace with 80 seats
- Fitness area including sauna (opened daily from 6:00 am – 10:00 pm)



# CONFERENCE PACKAGES

## Whole day packages (standard)

- Conference room included
- Standard conference technology: LCD projector with HDMI and VGA data access, screen, flip chart, and writing utensils, presenter's toolkit and pinboard
- Welcome coffee
- Lunch buffet chef's choice\* including Scandic water (unlimited) and organic-coffee served with food
- Coffee break in the morning and afternoon with snacks chef's choice and freshly brewed organic coffee as well as unlimited apple and orange juice
- Scandic water during your conference (unlimited)

From € 70 up

A half-day package is available with one less coffee break from 65.00 EUR per person and day.

## Full-board conference package (light buffet lunch)

- Conference room included
- Standard conference technology: LCD projector with HDMI and VGA data access, screen, flip chart, and writing utensils, presenter's toolkit and pinboard
- Welcome coffee
- Lunch with various sandwiches and a daily soup chef's choice\* including Scandic water (unlimited) and organic coffee
- Coffee break pre-noon and in the afternoon with snacks chef's choice\* and freshly brewed organic coffee as well as apple and orange juice (unlimited) / permanent coffee break
- Scandic water during your conference (unlimited)

From € 64 up

A half-day package is available with coffee break in the morning or in the afternoon from 59,00 EUR per person and day.

## Whole day package (Scandic snacks)

- Conference room included
- Standard conference technology: LCD projector with HDMI and VGA data access, screen, flip chart, and writing utensils, presenter's toolkit and pinboard
- Welcome coffee
- Standing snack buffet chef's choice\* including Scandic water (unlimited) and organic coffee served with food
- Constant supply of coffee with freshly brewed organic coffee, as well as unlimited apple and orange juice and snacks chef's choice\* in morning and afternoon
- Scandic water during your conference (unlimited)

From € 55 up

A half-day package is available with one less coffee break from 50.00 EUR per person and day.

## Other conference technology (per day)

Other conference technology (per day)	
Flip chart with 10 sheets of paper and pen set	35.00 EUR
Pinboard	35.00 EUR
Laser pointer	15.00 EUR
Presenter's toolkit	34.50 EUR
Lectern	90.00 EUR

Our conference packages can be booked for conferences with a minimum of 10 participants. The price is subject to change depending on number of attendees and date.

\*with a total number of guests as of 20 people in the hotel – otherwise lunch will be served as a 3-course meal chosen by the chef. Ask about our various lunch options.



# MEALS

## INCLUDED IN CONFERENCE PACKAGES

### Meals included in the conference packages

The set menu and buffet in our conference packages are specified by the kitchen and chosen by the chef 48 hours in advance. You are welcome to choose individual buffets or set menus from our banqueting brochure. These may, however, be subject to a surcharge. To ensure optimum quality and to make sure the conference runs smoothly, the kitchen will specify whether a set menu or buffet will be offered as part of the conference package.

### Coffee breaks in conference packages

Coffee breaks normally take place in the conference foyer and are open to all delegates.

### Dishes served as part of our conference packages

Our conference packages include a 3-course menu or buffet chosen by the chef. We offer buffets for groups of 20 or more.

### Lunch or evening buffets

- Mixed starters
- Crispy leaf and vital salad with various dressings
- 1 soup
- 2 side dishes
- Vegetable side dishes
- 1 vegetarian main course
- 1 meat main course
- 1 fish main course
- 3 desserts

### Set menu

- 1 starter or soup
- 1 fish or meat main course to choose from (1 vegetarian alternative is always offered)
- 1 dessert

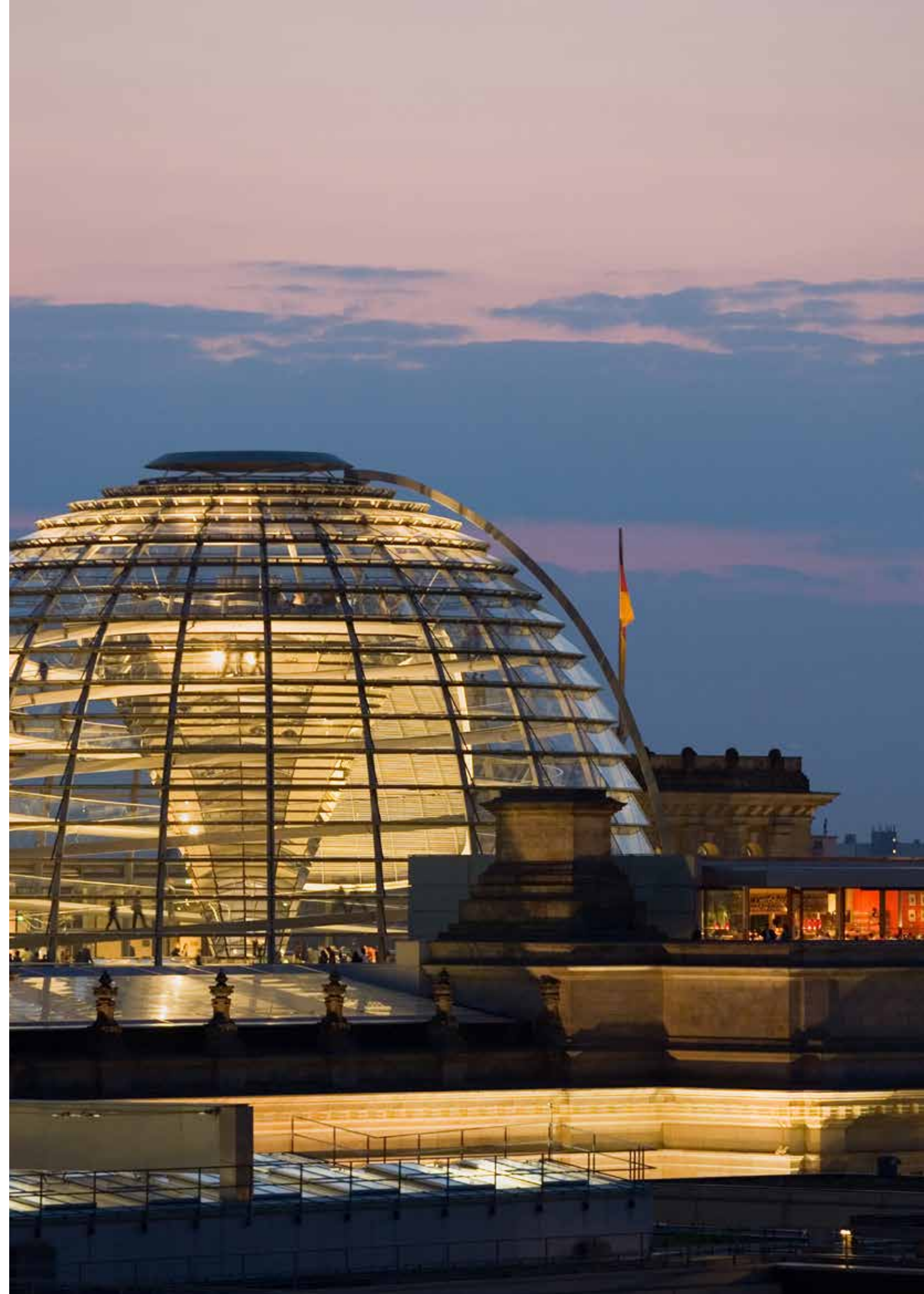
### Lunch package for conference packages

We are happy to offer our standard lunch package as an alternative to the lunch or dinner buffet with prior notice.

### Contents

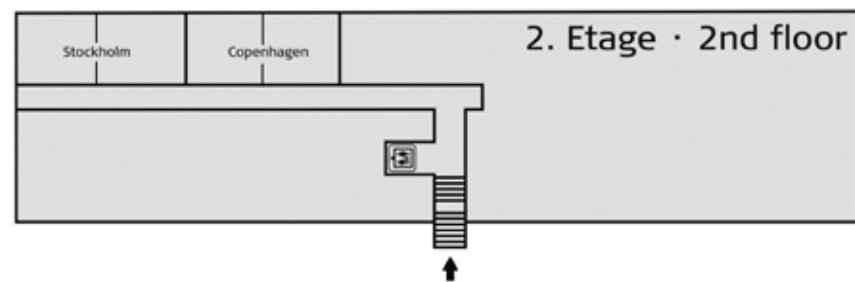
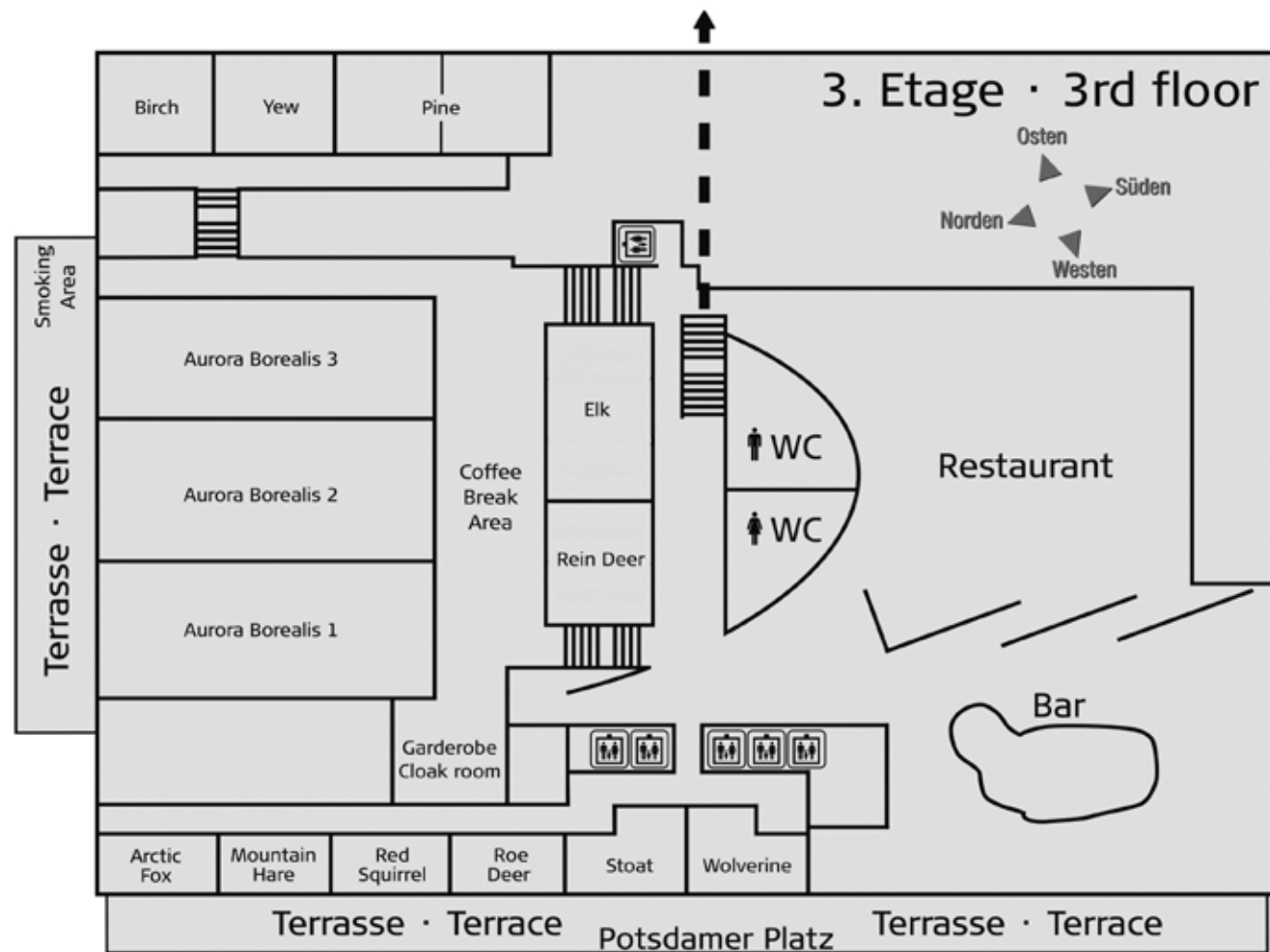
- 1 sandwich
- 1 apple, 1 banana
- 1 chocolate bar
- 1 juice

For hygiene and technical health-related reasons, food may not be kept at consumption temperature for longer than 2.5 hours.





# CONFERENCE OVERVIEW IN SCANDIC BERLIN POTSDAMER PLATZ



# CONFERENCE SPACES

Room name	s qm	Block	U-shape	Parliamentary	Theater	Caree	Round tables	Cabarett	Length x Width x Height in meters
Wolverine	33	12		8	25		10	6	7,8 x 3,8 x 2,7
Stoat	33	12		8	25		10	6	7,9 x 3,8 x 2,7
Roe Deer	27	12		8	20				7,9 x 3,7 x 2,7
Red Squirrel	27	12		8	20				7,9 x 3,7 x 2,7
Mountain Hare	27	12		8	20				7,9 x 3,7 x 2,7
Arctic Fox	22	10	8						7,3 x 3,7 x 2,7
Elk	78	20	20	49	64	24	40	28	11,6 x 7,1 x 2,9
Rein Deer	57	16	16	35	40	20	30	21	8,3 x 7,1 x 2,9
Birch	46	20	19	21	35	22	20	12	7,3 x 6,2 x 2,9
Yew	49	20	19	21	35	22	20	12	7,9 x 6,2 x 2,9
Birch + Yew	95	36	36	54	85	40	50	35	15,3 x 6,2 x 2,9
Pine I	46	16	15	18	28	19	20	12	7,2 x 6,2 x 2,9
Pine II	43	16	15	18	28	19	20	12	6,6 x 6,2 x 2,9
Pine I + II	90	36	36	54	85	40	50	35	14,4 x 6,2 x 2,9
Stockholm I	52	20	19	21	35	22	20	12	7,7 x 6,8 x 2,8
Stockholm II	50	20	19	21	35	22	20	12	7,8 x 6,8 x 2,8
Stockholm I + II	108	36	36	54	85	40	50	35	15,8 x 6,8 x 2,8
Copenhagen I	51	20	19	21	35	22	20	12	6,2 x 6,8 x 2,8
Copenhagen II	43	16	19	21	35	22	20	12	7,2 x 6,8 x 2,8
Copenhagen I + II	98	36	36	54	85	40	50	35	14,4 x 6,8 x 2,8
Aurora Borealis 3	164	46	51	100	180	60	90	63	19,7 x 8,35 x 4,0
Aurora Borealis 2	195	46	53	100	180	64	130	91	19,7 x 9,9 x 4,0
Aurora Borealis 1	162	46	51	100	180	60	90	63	19,7 x 8,3 x 4,0
Aurora Borealis 1-3	526	64	81	300	550	102	360	252	19,7 x 26,7 x 4,0
Aurora Borealis 2-3	360	46	55	200	380	84	230	161	19,7 x 18,3 x 4,0
Aurora Borealis 1-2	359	46	55	200	380	84	230	161	19,7 x 18,3 x 4,0



# MENU FALL/WINTER

January 1st to March 12th

## Menu I

Creamy parsley root soup with crayfish  
\*\*\*  
Beef medallion wrapped in pancetta  
with layered potato cake and saffron cabbage  
\*\*\*  
Tonka bean crème brûlée  
with blackcurrant sorbet

As of 10 people  
33.50 EUR per person

## Menu II

Pumpkin soup with maple syrup  
\*\*\*  
Havelland saddle of lamb with herb crust  
Beans with diced bacon and baked potatoes  
\*\*\*  
Berry torte with bourbon vanilla ice cream

As of 10 people  
36.50 EUR per person

## Menu III

Wild herb salad with walnut dressing  
and rabbit fillet  
\*\*\*  
Grilled fillet of sea bass on beetroot risotto  
and saffron sauce  
\*\*\*  
Spiced plum curd mousse

As of 10 people  
36.50 EUR per person

## 4-course menu

Carpaccio of Müritz grass-fed beef  
with truffle vinaigrette, rocket, and Parmesan  
\*\*\*  
Essence of forest mushrooms  
with aged Armagnac  
\*\*\*  
Medallions of herb-fed pork  
Pumpkin quince ragout and potato cep gratin  
\*\*\*  
Blueberry tart with vanilla foam

As of 10 people  
42.50 EUR per person

## Vegetarian

Grilled goat's cheese with lamb's lettuce  
and honey-thyme tomatoes  
\*\*\*  
Essence of meadow-grown mushrooms  
with wild herbs  
\*\*\*  
Forest mushroom lasagna with Parmesan  
and herb dip  
\*\*\*

Quark noodles with damson filling  
and vanilla cinnamon sabayon

As of 10 people  
As a 3-course menu  
33.50 EUR per person

As a 4-course menu  
42.50 EUR per person

# MENU SPRING/SUMMER

March 13rd to September 10th

## Menu I

Tomato mousse with crab ceviche  
and young frisée lettuce  
\*\*\*  
Fillet of pikeperch with potato crust  
served with tarragon velouté  
and mixed julienne vegetables  
\*\*\*  
Lime tart with mint and pomegranate sorbet

As of 10 people  
33.50 EUR per person

## Menu II

Cress foam soup with crispy sesame wafers  
\*\*\*  
Pomeranian veal topside, roasted pink  
with spring vegetables and polenta slices  
\*\*\*  
Honey-ginger tiramisu with berry compote

As of 10 people  
33.50 EUR per person

## Menu III

Creamy white Brandenburg turnip soup  
with green asparagus  
\*\*\*  
Veal steak with potato crust served  
on creamy Beelitz asparagus ragout  
\*\*\*  
Cheesecake on bed of citrus fruit salad

As of 10 people  
36.50 EUR per person

## 4-course menu

Salmon tartar with courgettes and herb salad  
\*\*\*  
Tomato essence with semolina dumplings  
and courgette pearls  
\*\*\*  
Involtini of grass-fed beef with  
fresh Beelitz asparagus and Linda potatoes  
\*\*\*  
Fresh fruit salad served au gratin with sabayon

As of 10 people  
42.50 EUR per person

## Vegetarian

Carpaccio of black carrot with  
white Balsamic and olive oil  
\*\*\*  
Essence of meadow-grown herbs with  
quark dumplings and diced peppers  
\*\*\*  
Boiled organic egg on tomato sugo and leeks  
\*\*\*  
Fruit biscuit with apple sorbet and mint pesto

As of 10 people  
As a 3-course menu  
33.50 EUR per person

As a 4-course menu  
42.50 EUR per person



# THEMED BUFFET

## Berliner Buffet

Extensive salad buffet with condiments, dressing, raw vegetables, and marinated salads from sustainable cultivation

•

Small homemade rissoles with pickled vegetables and mustard

Potato salad with bacon and fresh herbs

Saddle of suckling pig, sliced with remoulade sauce

Matjes salad „housewife-style“ with onions and apples

Berlin caraway cheese (prepared with herb vinaigrette)

•

Potato soup with bacon and spring onions

•

Pikeperch fillet in mustard sauce with Brandenburg turnips, steamed potatoes

Smoked roast pork neck on sauerkraut and roast potatoes from the cutting station

Cauliflower au gratin

•

Berlin white mousse

French toast

Red fruit jelly with vanilla sauce

Semolina flummery with cherries

As of 30 people

32.50 EUR per person

## Scandic Buffet

Extensive salad buffet with condiments, dressing, raw vegetables, and marinated salads from sustainable cultivation

•

Pumpernickel with reindeer ham, cranberry mousse and cloudberry confit

Curry matjes bites, herb sill, beetroot matjes

Swedish egg salad with fresh chives

Selection of breads: crisp bread, polarbröd

Aquavit herb crème, Toast Skagen

•

Creamy smoked fish soup with Polar Sea shrimp

•

Cod in sweet and sour mustard confit, with Balsamic lentils

Janssons frestelse, cress potatoes

Wild rice, root vegetables, honey crusted ham, caraway jus from the cutting station

•

Cinnamon bun

Swedish almond cake

Cloudberry mousse with pumpernickel

Honey crème with cranberries

As of 30 people

38.00 EUR per person

# THEMED BUFFET

## Vegetarian buffet

Extensive salad buffet with condiments, dressing, raw vegetables and marinated salads from sustainable cultivation

•

Carpaccio of carrot with Balsamic and olive oil

Mini pitas filled with hummus and mint

Live Station

Grilled salad with capers, Parmesan and pepper berries

Avocado crème with baked herbs

•

Corn soup with Daikon cress

•

Chickpea curry with fragrant rice and red pepper

Vegetable flan with fruity dip

Quiche with goat's cheese, dried tomatoes, leek and onion

Grilled Linda potatoes with salsa Verde

•

Pumpkin seed caramel mousse with egg liqueur wrapped in pyramid cake, fruit coulis

Variation on mousse au chocolat with caramel lattice

Fruit salad fragranced with maraschino

Oat cake with dark chocolate

As of 30 people

38.00 EUR per person





# FINGERFOOD SANDWICHES

## Sandwiches / rolls / canapés I

Mini bagels filled with tomato and mozzarella  
Whole meal baguette with grilled turkey breast and tomato confit  
Whole meal baguette with Emmental  
French baguette with Brandenburg ham  
Brie with grapes on pumpernickel  
Mini whole meal rolls filled with turkey salami and cucumber  
Berlin bread roll with juicy ham  
Mini seed rolls with Emmental

Various filled rolls (except salmon) chosen by chef

3.50 EUR per unit

## Sandwiches / rolls / canapés II

Trout fillet with creamed horseradish on pumpernickel  
French baguette with butter and Serrano ham  
French baguette with butter and Brie  
Berlin wholegrain sandwich with homemade liver sausage  
Brandenburg double-baked loaf with tomato and mozzarella

Various filled rolls with smoked salmon, Brandenburg country ham and Heumilchkäse cheese chosen by chef

4.50 EUR per unit

## Sandwiches / rolls / canapés III

Smörrebröd with fresh herb cheese, game ham, and cold-stirred cranberries  
Smörrebröd with fresh herb cheese and smoked brook trout from Brandenburg  
Smörrebröd with fresh herb cheese and Skagen  
Smörrebröd with fresh herb cheese, courgettes, and peppermint

Various filled rolls with gravadlax, air-dried ham, and Gruyère chosen by chef

5.50 EUR per unit

# COLD SNACKS

## Cold snacks I

Tomato and sheep's cheese salad on sour cream in preserving jar  
Fennel pearl barley salad with chorizo  
Bruschetta in preserving jar with bread chips  
Small Caesar salad  
Chickpea salad with strips of ham  
Meatballs on cold-stirred cranberries

Each 3.50 EUR

## Cold snacks II

Glazed Berlin smoked pork on bean salad  
Cubes of salmon pickled in horseradish  
Beetroot lassi  
Roast beef served pink on creamed horseradish  
Small Caesar salad with strips of bacon

Each 4.50 EUR

## Cold snacks III

Salmon praline on wakame  
Grilled salad with caper berries and virgin olive oil  
Smoked Rottstock trout on fennel pearl barley  
Brandenburg boiled beef in aspic served on mashed potato  
Couscous with chickpeas, fresh cheese cream and pesto  
Small Caesar salad with grilled spring chicken breast

Each 5.50 EUR

# HOT SNACKS HOT BOWL FOOD

## Hot snacks I

Vegetarian tarte flambée with sour cream  
Curry sausage skewer with fruity sauce and Berlin bread roll  
Prunes wrapped in bacon  
Albondigas in fiery tomato sugo  
Piccata of turkey in orange cocktail sauce  
Vegetarian spring roll in sweet chili sauce

Each 4.50 EUR

## Hot snacks II

Berlin meatballs with mustard and roast onions  
Baked quail leg on avocado crème  
Beef skewer with peanut sauce  
Chicken skewer on avocado tomato salad  
Meat loaf on pea purée  
Baked Linda potatoes with homemade herb quark and linseed oil

Each 5.50 EUR

## Hot bowl food

Havelland curried sausage skillet with Berlin bread roll  
Spicy goulash soup, sour cream, and whole meal bread  
Müritz grass-fed beef chili with cream cheese  
Mushrooms a la crème with bread dumplings  
Beef strips with beetroot and spaetzle  
Sorbian bean stew with Brandenburg bread

Hot bowl food as of at least 10 people

Each 8.50 EUR

# DESSERTS

## Desserts I

Mini doughnuts  
Mixed Danish pastries  
Mini chocolate cream puffs  
Chocolate or lemon mini muffins  
Cinnamon bun  
Red fruit jelly with vanilla sauce

Each 2.50 EUR

## Desserts II

Fresh fruit salad  
Swedish almond cake  
Chocolate pudding with brittle  
Orange crème brûlée  
Apple crumble  
Mini black carrot cake

Each 3.50 EUR

## Desserts III

Small elderberry crème  
Valrhona white chocolate mousse  
Valrhona dark chocolate mousse  
Basil panna cotta  
Cellar cake  
Mini macao

Each 4.50 EUR



# CREW CATERING

**Each crew catering menu has at least 1 vegetarian component.**

## Crew catering I

Spicy goulash soup with bread and baguette  
Bagels with various fillings  
Chicken thigh with vegetable salad  
Pasta al arrabiata  
Fruit salad

20.00 EUR per person

## Crew catering II

Potato soup with grilled sausages, bread and rolls  
Sandwiches and wraps with various toppings  
Curried sausage skillet with brown bread  
Pasta with fresh cheese and cherry tomatoes  
Fruit salad

20.00 EUR per person

# LIGHT LUNCH

## Light Lunch I

Asian chicken soup with coconut milk and lemongrass  
Rolls with various toppings (except salmon)  
Fruit salad with fresh mint

17.00 EUR per person

## Light Lunch II

Minestrone with fresh herbs and lots of vegetables  
Baguettes with various toppings (except salmon)  
Fruit salad with dried cranberries

17.00 EUR per person

# BBQ BUFFET

Extensive salad buffet with various dressings, noodle salad, potato salad, marinated vegetables  
Selection of fresh pastries, butter and olive oil  
Various dips (ketchup, mustard, salsa, garlic, curry, herb butter)  
Thuringian grilled sausage, marinated neck steaks, grilled beef steaks, turkey steak, grilled salmon  
Baked potatoes with herb quark, corn on the cob, grilled cheese  
Fruit salad with fresh mint, brownie & Blondie, ice cream box with various flavors, chocolate pudding

As of 30 people  
28.00 EUR per person incl. reception and antipasti

# BUFFET EXTRAS

The dishes described here are solely intended for application with lunch, dinner and themed buffets. The prices are applicable per person.

## From the carving station

Black Angus roast beef  
9.50 EUR  
Saddle of veal with morels in cream  
9.50 EUR  
Baked ham with caraway jus  
8.50 EUR  
Loin of suckling pig glazed with honey  
8.50 EUR  
Salmon in pastry with spinach stuffing and saffron sauce  
9.50 EUR  
Roast pork with black beer sauce  
7.00 EUR

## Live cooking station

Mushroom skillet with bread dumplings and herb cream  
5.50 EUR  
Noodle bar variation on pasta and sauces  
7.50 EUR  
Spaghetti with truffle, served from the loaf of Parmesan (as of 200 people)  
8.50 EUR  
Pork sirloin tips with crunchy turnips in cognac sauce  
8.00 EUR

## Live dessert station

Romanoff strawberries (depending on the season)  
7.50 EUR  
Ice pyramid „Baked Alaska“  
8.00 EUR  
Flambéed fruits  
8.50 EUR  
Popcorn machine  
4,50 EUR  
Large ice cream station with different flavours  
6,50 EUR





# GENERAL INFORMATION

## General Terms and Conditions

scandichotels.de/meetings-berlin

## Delivery and collection

Please send your event materials (delivery max. 3 days before the start of event), specifying the event date and name of event organizer, to the following address.

Letters  
Scandic Hotels Deutschland GmbH  
C/O Scandic Berlin Potsdamer Platz  
Gabriele-Tergit-Promenade 19  
10963 Berlin, Germany

Large deliveries  
Scandic Hotels Deutschland GmbH  
c/o Scandic Berlin Potsdamer Platz  
Incoming goods  
Köthener Strasse  
10963 Berlin, Germany

Please collect your materials within 3 working days following the end of the conference, or storage fees will be charged.

## Signage

Signs will appear on the electronic displays in the conference rooms, foyer and lobby. The following information will help you to implement your personal display requirements. If you have individual wishes with regard to the design of your signage, please discuss this with us in advance.

Hotel foyer / lobby

- Conference overview and logo are possible
- For logos, you can send PNG, JPEG or PowerPoint files, as well as films with no sound

Foyer area elevator landing / foyer Aurora Borealis

- Conference overview and logo are possible
- For logos, you can send PNG, JPEG or PowerPoint files, as well as films with no sound are possible right in front of the conference rooms
- Detailed signage is possible, e.g. workshop name incl. times
- For logos, PNG, JPEG or PowerPoint files can be displayed

## Exhibitions

For exhibitions, stand rental is 12.00 EUR per m<sup>2</sup> (incl. a table, 2 chairs, 3 x plug sockets and Scandic water). Additional exhibitor services are available on request.

## Stage / podiums

We would be happy to create an offer for individual customer requirements via our technical service provider.

## Business Centre

The Business Center is located in the lobby and on the 3rd floor and is equipped with 2 PCs, printer, and Internet connection.

## Ceiling height

4m in Aurora Borealis 1-3  
4.75m foyer in Aurora Borealis  
2.60-2.70m in all other conference rooms

## Flags (Hoisting flag)

You can attach flags on 2 poles.  
The measurements are as follows:  
Max. width: 160 cm  
on a telescopic pole featuring a loop width of 45 mm.  
Max. length/height: 240 cm  
Flagging per day 30.00 EUR

## Floral arrangements / Decoration

Floral arrangements can be organized via our in-house florists on request if required.

## GEMA

The event organizer is obliged to register any performances that are GEMA-liable.

## Suspension points in ballroom Aurora Borealis 1-3

Load tables for vertical loads:  
Single-point suspensions max. 25 kg  
Connection via snap hooks (for booking of at least 2 hall segments)  
Single-point suspensions max. 200 kg per hanging dispenser  
Connection pipe threads 1 ¼ inch  
Thread depth app. 40 mm

## No-stopping zone

This must be set up by the event organizer, if required. Incoming goods serve as an exception hereto. The no-stopping zone can be applied for via the following address depending on location requirements.

Central Berlin District / Front of the hotel  
(Gabriele-Tergit-Promenade 19)  
berlin.de/ba-mitte/org/sga/tiefbauamt\_index.html

Kreuzberg District / Rear of the hotel  
(Köthener Strasse / Incoming goods)  
berlin.de/ba-friedrichshain-kreuzberg/verwaltung/org/tiefbauamt/index.html

Or alternatively  
Kolb Verkehrsleitservice GmbH  
Colditzstrasse 28  
12099 Berlin, Germany  
Tel: +49 030 756 574 13  
Fax: +49 030 754 438 84  
<https://halteverbot.de>

## Hospitality Desk

We would be happy to provide a reception desk in accordance with your wishes, requirements and individual circumstances.

## Internet access

A speed of 200 Mbps is available throughout the event area. A faster modem speed is available on request. Please discuss this with us well in advance.

Individual Wi-Fi with Internet via DHCP available on request.

Free access to the hotel's Internet (Wi-Fi) is available throughout the hotel, in the Business Center, and in all hotel rooms.

## Air conditioning

All hotel areas are fully air-conditioned and individually controllable (between 19-25° Celsius).

## Photocopies

We would be happy to help you. Expense allowances for paper and toner are:

Black and white copies	
1-9 sheets free of charge	
10-499 sheets	0.30 EUR
As of 500 sheets	0.20 EUR
Color copies	
1-9 sheets free of charge	
10-499 sheets	0.50 EUR
500-999 sheets	0.40 EUR
Printing charges for overhead transparencies are the same as for paper plus 1.80 EUR per page	

## Storage rooms

Only limited space is available. Please get in touch with us. Delivery is a max. of 3 working days before start of event.

Use of goods lift and staircase for goods delivery 1 goods lift with a load capacity of max. 1'050 kg

Access (1.40m wide x 2.10m high), cabin (1.00m wide x 2.20m deep x 2.30m high)

All goods lifts may only be used following prior agreement with hotel, see also section „Incoming goods“.

## Menu and drinks menus

Black and white copies per unit	2.00 EUR
Color copies per unit	3.50 EUR

## Rubbish disposal

For events with increased rubbish disposal requirements, additional rubbish containers will be invoiced to the event organizer according to cost.

## Name tags

Name tags are prepared by arrangement before an event begins. The financial settlement is determined by the scope and expense/effort involved.

# GENERAL INFORMATION

## Parking

In-house underground garage with 56 parking spots

Per hour	2.50 EUR
Per day	22.00 EUR

In addition, the parking garages in and around Potsdamer Platz offer a total of 4'000 additional parking spots.

Underground garage Potsdamer Platz

Per hour	Starting at	1.00 EUR
Per day		20.00 EUR

Parking at the garage Gleisdreieck

Per hour	1.00 EUR
Per day	10.00 EUR

Call up more information on local parking garages at: [potsdamerplatz.de/de/anreise-parken](http://potsdamerplatz.de/de/anreise-parken)

The financial settling of parking costs from the parking garage at Potsdamer Platz can also be taken care of directly by Scandic Berlin. Feel free to ask us about it.

## Package service

For packages that arrive and need to be sent, we offer a shipping service and can provide you with consultation and information. Please denote that this does present an obligatory service once the material exceeds being one pallet (e.g. trade fairs, exhibitions, etc.). Please also denote the points: Ancillary and Storage Rooms as well as Personnel Costs. These costs naturally do not include packaging material and packing services.

We cannot assume any liability for property you may bring in.

## Personnel

(Per hour begun)

Cleaning or checkroom personnel	Starting at	31.00 EUR
Stockman or set-up (and take-down) workers	Starting at	33.00 EUR
House Security or fire brigade	Upon request	
Hostesses or Waiters/Waitresses	Starting at	33.00 EUR
Bartenders or cooks	Starting at	33.00 EUR
In-house technician or building site IT	Starting at	45.00 EUR

According to the applicable collective bargaining law, employees must be working for at least 4 hours. For night shifts (10:00 pm - 6:00 am) and work on Sundays and holidays, a 100% supplement charge will be charged.

As of 00:00 o'clock, an all-inclusive service charge is levied per employee / hour for servicing an event:

Service / Wardrobe worker	33.00 EUR
Banquet or service coordinator	35.00 EUR

## Prices

The currency of all of the prices listed here is 'EUR' and include the currently legal and applicable value added tax. We retain the right to make adjustments in accordance with any legal changes.

## Room rental

The room rent includes costs for set-up, electricity, and the provision of tables and chairs. The room rent is levied regardless of achieved turnover.

## Electrical connections

Aurora Borealis 1+2+3	400V, 16A - 63A are available
Foyer Aurora Borealis	16A
Additional conference rooms	16A
Electricity (per connection)	
Multi-way connection incl. normal consumption	5.00 EUR

## Security personnel

In addition to your event, we provide security personnel. The costs for this depend upon the costs/effort and type of security services.

## Telephone and faxing

Connections are available in every conference room. The assigned numbers are provided to you by an event employee before the conference or meeting begins. Accrued fees are displayed with the final invoice.

## Technical equipment

Comprehensive conference and presentation technology, a public address system, lighting, and other media technology as well as trussing and staging systems are offered by the technology partner according to your individual needs.

## Distributor / Guest gifts

The distribution of guest gifts	
General	starts at 2.50 EUR
The distribution of guest gifts individually	
Assigned according to name	starts at 3.50 EUR

## Consignment of goods

The consignment of goods is located at the rear of the hotel, namely Köthener Strasse, and is manned Monday - Friday between 7:00 am - 3:45 pm. Other time periods can be agreed to depending on the legal rest periods for local residents and the respective regulations. When deliveries are to be made on a Sunday or the presence of an employee is required, an additional fee of 35.00 EUR shall be charged for each commenced hour (possible upon discussed agreement).

## Other requirements

Generally applicable requirements for the safety of guests and the property are self-evident and must be observed. Non-compliance could lead to claims for compensation or recourse, and this not only from official channels. For damages caused by improper handling of hotel property, repair work shall be charged to the organizer.

Requirements of venue regulations, which we are happy to place at your disposal, must be observed. Fire-fighting equipment must be kept free and accessible, unhindered in their function. It is forbidden to park vehicles or place other objects on escape routes, installation surfaces, and movement areas intended for the possible use of the fire department. Fire gates and doors must remain free of hindrances, emergency exits must not be blocked, and emergency exit signs must remain uncovered.

Decorations, equipment units, and exhibition stands may only be constructed out of flame retardant substances. A disconnected battery is a prerequisite for exhibition vehicles. The tank must not contain more than 3 liters of fuel and must be refueled with nitrogen. Vehicles may only be moved indoors. An oil pan and a protective mat must fundamentally be placed under the engine compartment of a vehicle exhibition.

The framework conditions for pyrotechnics at Scandic Berlin Potsdamer Platz must be observed.





## KADEWE AND KU'DAMM RIGHT AT THE DOOR SCANDIC BERLIN KURFÜRSTENDAMM

The Scandic Berlin Kurfürstendamm is located only a few steps away from KaDeWe, in the immediate vicinity to Kurfürstendamm. The city hotel with a Scandinavian atmosphere offers 217 calm and light rooms, which were redesigned and renovated in 2012 according to a design-oriented concept. In the fitness area (6th floor) with a view of Berlin's skyline, you can relax and enliven your senses. The conference room „Berlin I & II“ (7th floor) is equipped with modern technology and high-speed Internet and thus serves as the perfect platform for successful congresses and events.

Book your next conference or meeting:  
Scandic Berlin Kurfürstendamm  
Augsburger Strasse 5  
10789 Berlin, Germany  
Tel: +49 (0) 30 212 42 0  
Fax: +49 (0) 30 212 42 731

meeting.kurfuerstendamm@scandichotels.com  
scandichotels.com/kurfuerstendamm

### Hotel rooms

- 217 rooms (of which 49 are single rooms)
- Free Wi-Fi, room safe, bas-relief TV
- Air conditioning and heating unit that is individually regulated
- Bath with cosmetic mirror, hair dryer plus rain and hand shower head

### Conference room Berlin

- 1 Conference room (176 m<sup>2</sup>) for up to 70 people
- Conference room that can be divided into 2 sections
- Exclusive conference breaks in the conference foyer with a view of the roofs above Kurfürstendamm
- Connected rooftop terraces
- Incl. Scandic technology package
- Daylight



## BETWEEN THE ELBE AND ALSTER SCANDIC HAMBURG EMPORIO

The Scandic Hamburg Emporio opened its doors in September of 2012 right in the center of Hamburg, at the famous Gänsemarkt, just a few walking minutes away from the renowned shopping streets as well as Jungfernstieg and the Alster lake. The CCH Congress Center is also only a few minutes away.

Your guests will experience a Scandinavian atmosphere full of warmth and friendliness when they enter the elegant lobby of the Scandic Hamburg Emporio. Rent a conference room for your company meeting or an event room for your reception.

Book your next conference or meeting:  
Scandic Hamburg Emporio  
Dammtorwall 19  
20355 Hamburg, Germany  
Tel: +49 (0) 40 4321 87 2122  
Fax +49 (0) 40 4321 87 499

meeting.hamburg@scandichotels.com  
scandichotels.com/hamburg

### Hotel rooms

- 325 rooms on 7 floors / 67 Superior rooms
- 33 handicapped accessible rooms
- Free Wi-Fi access / Bas-relief LCD TV
- Large work desk / Laptop-sized safe
- Air conditioning and heating / Iron and ironing board
- Mini refrigerator / Coffee and tea station
- One bottle of water upon arrival

### Conference rooms

- 8 conference rooms (7th floor) for 10-112 people
- Ceiling height 3.00 m
- Surface-low windows
- Some rooms feature parquet flooring
- Incl. Scandic technology package

# HOW TO REACH US CONTACT

Book your next conference or meeting:  
Scandic Berlin Potsdamer Platz  
Gabriele-Tergit-Promenade 19  
10963 Berlin, Germany  
Tel: +49 (0) 30 700 779 0  
Fax: +49 (0) 30 700 779 2211

[meeting.potsdamerplatz@scandichotels.com](mailto:meeting.potsdamerplatz@scandichotels.com)  
[scandichotels.com/potsdamerplatz](http://scandichotels.com/potsdamerplatz)

Become a fan of Scandic Berlin Potsdamer Platz  
at Facebook:  
[facebook.com/scandic.berlin.potsdamer.platz](https://facebook.com/scandic.berlin.potsdamer.platz)

Additional information about conferences in  
Berlin: [scandichotels.de/meetings-berlin](http://scandichotels.de/meetings-berlin)

