**Example Email regarding hotel requirements:**

Dear XXX,

I hope this mail finds you well.

Regarding our upcoming Faculty Education Program in your hotel on DD-DD MONTH YEAR I hereby send the complete requirement list for the two meeting rooms during the two days.

**Meeting rooms:**

**Main Meeting Room:** Approx. 80m2—big enough to create two chair circles.

**Break-out Room:** Approx. 40m2—next to the main meeting room, for 10 persons

**General room requirements:**

**Acoustics:** Meeting room should be soundproof to avoid distraction from other meeting rooms.

**Air conditioning:** Should be controllable to support overall comfort.

**Lights:** Meeting room should preferably have natural light and further adjustable lighting.

**Free internet access**

**Catering:**

Catering in the main meeting room: coffee, soda, water (still and sparkling)

**Coffee breaks**: 3 each day (before the training, 1 in the later morning, 1 in the afternoon)   
**Lunch:** one on DD MONTH from XX:XX-XX-XX and one on DD MONTH from XX:XX-XX:XX

**Precourse Dinner**: on DD MONTH at XX:XX for 4 persons in the hotel restaurant

**Group Dinner**: on DD MONTH outside the hotel– Do you have any suggestions for good restaurants close to the hotel?

**Main meeting room set-up – for both days**   
20x Chairs placed in U-shape

1x Data projector & screen & laser pointer   
1x Table in the front with a laptop on it  
3-4x Tables for the course material and the FEP organizer to sit

2x Flipcharts  
  
**Break out room set-up – for both days**10x Chairs placed in U-shape

1x Data projector & screen & laser pointer  
1x Table in the front with a laptop on it  
2x Tables for the course material

2x Flipcharts

**Second Day:** Same as day 1 but with an additional Laptop in each room (total of 4 laptops)

**Airport transfer**

Airport-pick up for all participants is needed. Is it included in the offer? If not, how much do you charge?

In case you need any further clarification or information, please feel free to contact me.

Thank you very much.

Best regards,

XXX