

### HOTEL/VENUE LISTING - APPLICATION Form

**PLEASE NOTE THE FOLLOWING:**

* Type details where applicable and only within the boxes provided (Additions will be disregarded)
* Return completed submissions to: info@meetinireland.com
* Please contact 01-884 7754 with any queries

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Hotel Name** |      |
| **Hotel Rating** |  |
| **Address** |                      |
| **Telephone** | +353       |
| **E-mail** |       |
| **Website** |       |
| **Conferencing Contact**  | Name:      Phone: +353      Email:       |

**DESCRIPTION**

|  |
| --- |
| **Description of your conference facilities and services for the corporate client** (max 60 words) |
|  |

**CONFERENCE FACILITIES**

(MAX 8 ROOMS)

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| **MEETING ROOM NAME:** |
| **Theatre capacity** | **Boardroom capacity** | **Classroom capacity** | **Banquet capacity** | **Cocktail capacity** | **Interpreting equipment** | **Natural daylight** | **Blackout facilities** | **Air Con** | **Wheelchair access** |
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**Services & attributes**

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| --- | --- |
| **CONFERENCE SERVICES** | **ADDITIONAL INFORMATION** |
| Breakout Rooms  |   |  |
| Number of Breakout Rooms |       |  |
| Car Parking  |   |  |
| Dedicated Business Centre |   |  |
| Delegate Coach Access |   |  |
| Floor Plans Available |   |  |
| Laptop connection to LCD projector |   |  |
| Lectern |   |  |
| Max Conference Capacity  |   |  |
| Projection 35mm |   |  |
| Screen  |   |  |
| Sound system |   |  |
| Teleconferencing Capability  |   |  |
| Stage  |   |  |
| IT Technician |   |  |
| Car Parking |   |  |
| Wheelchair Accessible |   |  |
| Video Conferencing Capability |   |  |
| WI FI |   |  |

**please select the area which best describes your target market:**

(if more than one please rank them in order – 1 most important )

|  |  |  |
| --- | --- | --- |
| **Association Conference** |  |  |
| **Incentive** |  |  |
| **Corporate Meeting** |  |  |
| **Exhibition**  |  |  |
| **Reception & Gala Event** |  |  |

**PROXIMITY TO HOTEL:**

|  |  |  |
| --- | --- | --- |
| **Nearest Airport** |       | Kms:       |
| **Nearest Seaport** |       | Kms:       |
| **Nearest City / Town** |       | Kms:       |

**additional information required**

* Please attach your conference floor plans and conference brochure with this submission
* Please include up to 6 jpeg landscape images (sized 300x 200) related to your property and conference/meeting facilities.

***The image must be your copyright or you must have received written permission from the copyright holder to allow the image to be used by Fáilte Ireland***

**Disclaimer:**

*I/We accept that the accuracy of all particulars given on this form is the responsibility of the person or organisation completing and Fáilte Ireland will have no liability for inaccurate particulars which are submitted to it. I/We hereby agree to indemnify Fáilte Ireland from all liability arising from the use of information supplied on this form or from any inaccuracy in such information. Fáilte Ireland reserves the right to edit material supplied to us for inclusion on our website.*

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**