MEETING ROOMS INFORMATION

“TORRE” (102 SQM)

The biggest meeting room located inside the ancient Tower of the Villa, with a view on the wonderful Gallery frescoed by G.P. Pannini on 1736.

Possible features:
- 120 seats theatre style
- 40 seats U-shape
- 60 seats desks
- 40 seats one table
- 44 seats cabaret style

Technical base equipment:
- Audio system with microphones
- Screen 3x2
- Podium
- 12 channels mixer
- DVD player, laser pointer, stationery, flipchart, mineral water

Any technical services on request:
- Beamer
“ROMANA” (75 SQM)

Located at the 1st floor, day lighted and with a breathtaking view on Rome.

Possible features:
- 75 seats theatre style
- 28 seats U-shape
- 40 seats desks
- 32 seats one table
- 30 seats cabaret style

Technical base equipment:
- Screen portable
- DVD player, laser pointer, stationery, flipchart, mineral water

Any technical services on request:
- Beamer
“ODESCALCHI” & “MONTALTO” (32 SQM)

located in front of the meeting room “Romana”, both day lighted and ideal for small meetings and breakout rooms.

Possibile features:
- 24 seats theatre style
- 14 seats U-shape
- 16 seats one table

Technical base equipment:
- Screen portable
- DVD player, laser pointer, stationery, flipchart, mineral water

Any technical services on request:
- Beamer
“CARAFA” (29 SQM)

Located along the adjacent corridor of the meeting room Romana. It enjoys day light and be used for meetings or as narrow breakout rooms.

Possible features:
- 20 seats theatre style
- 12 horseshoe seats
- 14 single table seats

Technical base equipment:
- Screen portable
- DVD player, laser pointer, stationery, flipchart, mineral water

Any technical services on request:
- Beamer
TECHNICAL EQUIPMENT ALL MEETING ROOMS

- Flipchart
- Slide projector
- Plasma screen 42’
- Tv
- Dvd player
- Laser pen
- Sound system with microphones (Meeting Room “Torre” only)
- Podium

STANDARD SERVICES

- Telephone with direct external line
- Hospitality desk
- Fax, copies
- WI-FI connection
- Transfer service with private cars, mini-van or bus

SERVICES ON DEMAND

- Beamer
- Laptop
- Technical assistance
- Hostess
- Interpreter
- Simultaneous translation box
- Specific set up and branding
- Live music entertainment
- Theme entertainment
LIGHT COFFEE BREAK
Tea, American coffee, milk, juices, fresh fruit and handmade biscuits and cookies.

COFFEE BREAK
Tea, American coffee, milk, juices, fresh fruit, handmade biscuits and cookies, warm croissants and small sandwiches.

COFFEE STATION
Tea, American coffee, milk, juices, fresh fruit, handmade biscuits and cookies, warm croissants and small sandwiches.
The coffee station could be located inside the meeting rooms or outside and will be refreshed twice a day.