

## Conference Organizer Guidelines

*Please inform your group on the subjects of checking in and out, and also about the opportunities for entertainment! Thank You!*

### **1. Information about accommodation (Please ask the reception for the list of rooms available).**

The capacity of the Conference Center (availability upon reservation)

#### Maranatha Lodge (room bathroom)

- 10 four bed room (2 sets of bunk beds)
- 23 twin bed room
- 13 queen bed room

#### Castle

- 2 four bed room (2 sets of bunk beds)
- 9 six bed room (3 sets of bunk beds)
- 7 eight bed room (4 sets of bunk beds)

To make final room reservation the completed guest register is required. This must be sent to Conference Center **7 days** prior to conference dates. The completing of the guest register is the duty of the conference organizer.

### **2. Check-in and registration**

a) Check-in hours are between **3.00pm and 5.00 pm on the day of arrival** at the Castle Reception or in front of the Maranatha Lodge. The exact location will be determined during our communication together. In order to make the registration process as smooth as possible, please inform your group about the location of check-in! Thank You!

#### ***Important!***

***We ask the Conference Organizer to make sure that the conference guests do not arrive before the given check-in time.***

***In the event that they arrive later than the given time, the Conference Organizer is asked to give out their room keys and handle late arrivals.***

b) The Organizer/Contact person is asked to arrive **at least 2 hours before** the check-in times to assist with the following:

#### ***-Keys***

Keys will be released to the Conference Organizer on provision of a **5000 Ft deposit**. The key deposit will be returned after all of the keys have been accounted for. A 1000Ft replacement fee will be charged for each lost key.

The distribution of the keys to the conferees is handled by the Conference Organizer.

#### ***- Plastic bracelets (usually during summer time)***

Non replaceable bracelets will be given to the Conference Organizer for distribution according to the number of conference guests. Conference Organizer is responsible for making sure all conferees are wearing these during the conference.

### **3. Check-out and departure:**

The conference guests must vacate their rooms with their luggage by 9.00 am and they are asked to leave the campus the same day by 10.00am at the latest (other alternates upon agreement).

### **4. AV information**

If using your own sound system, the Conference Organizer is responsible for providing the set up, the necessary equipment (cables, microphones, stands ect.) and a sound technician. The Conference Center only provides those in case the equipment is rented from the Center.

We do not provide musical instruments and projector. Therefore please bring your own instruments and additional necessary equipments.

### **5. Entertainment opportunities:**

Internet access is available at the Kastély Café, where time codes can be purchased. We also have a pool table and futsal table which are available in this area. During the summer our Cappuccino Bar offers ice cream, coffee and tea specialties and homemade desserts. Table tennis is available on the ground floor.

The Castle grounds provide the following: basketball, volleyball and soccer and for these we provide accessories in a wooden storage chest located next to the courts or at the reception.

During the summer the swimming pool is available for the guests and we also have a children's pool. The playground is also accessible for the children all year long.

### **6. Additional Information:**

- Conference Center has rooms available for childcare, but it is the Organizer's responsibility to provide helpers.
  - Conference Center does not provide office supplies (pens, paper, etc.) to the Conference, we ask the Organizer to take care of those needs.
  - Conference Center provides room cleaning for 10 nights and over conferences only.
  - Conference Center does not provide laundry services.
  - Any of the phones on the property work with the codes purchased at the Kastély Café.
  - Conference Center provides one big towel per guest which can only be used in the rooms.
- During the summer conference guests have opportunity to rent towels at the pool for outside use.

### **7. Vajta transportation**

If needed, the Conference Center can provide transportation for the conferees from the Vajta train station and back for an additional fee. The Conference Center requires the following information, the number of people, time and date of arrival, in advance, *prior to arrival*.

*Thank you for cooperation!*

Tamás Szabó  
Conference Coordinator