

POLIS CONFERENCE CENTRE

POLIS offers

- an excellent location for networking
- 2 fully equipped meeting rooms
- a spacious relaxing lobby for coffee breaks, lunch, and receptions

Our facilities are accessible to mobility impaired persons.



Lobby



Reception area

POLIS offices are located

- next to the European Parliament
- close to the Committee of the Regions & the European Commission

Layout of the meeting rooms

Big meeting room		Small meeting room
<p>U-Shape 24 people</p>		<p>U-Shape 16 people</p>
<p>Classroom 35 people</p>		<p>Classroom 18 people</p>
<p>Auditorium 50 people</p>		<p>Auditorium 25 people</p>
<p>Round Table 28 people</p>		<p>Round Table 20 people</p>

Information & reservation

Alexia Collignon, Office & Events Manager

Phone: +32 494 89 04 56

Email: acollignon@polisnetwork.eu

Meeting room prices – without catering

Room Hire	Price per half day Including welcome coffee and one coffee break	Price per day Including welcome coffee and two coffee breaks
Big meeting room (Equipment: chairs and tables, beamer with audio, PC, WIFI, flipchart, state-of-the-art hybrid meeting facilities)	€ 400	€ 600
Small meeting room (Equipment: chairs and tables, beamer, WIFI, flipchart)	€ 250	€ 350

Seminar packages - with catering

Base: Room hire + Unlimited coffee & water + Equipment (beamer, WIFI connection, PC, flipchart)

		Half day	Full day
1	<u>Base</u> + Lunch: Sandwich	€ 40 / per person	€ 46 / per person
2	<u>Base</u> + Salades & Salty tarts	€ 45 / per person	€ 50 / per person
3	<u>Base</u> + Lunch Buffet “de luxe”	€ 50 / per person	€ 55 / per person

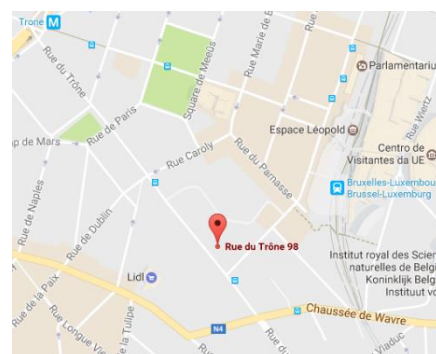
R	<u>Cocktail Reception</u> : Room hire + Hot & cold canapés + White & Red wine + Orange juice & water	€ 50 / per person
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Please note that our prices are excluding VAT.

POLIS location

POLIS offices are easily accessible & located next to:

- bus stop of the airport shuttle (Bus n° 12 & n° 21)
- Luxembourg train station
- taxi station
- “Trône” metro station (direct line to Midi train station for Eurostar and Thalys train)



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