



Conference rooms for successful meetings

In Luxembourg - Kirchberg

Conference management – Simply focus on your meeting.



Are you planning to hold an important meeting?

Relax and let us do the organization.

Our stylish and state-of-the-art equipped conference and meeting rooms are situated in a prime location in Luxembourg-Kirchberg, just a few minutes away from the airport Findel.

You can rent them by the hour, for half a day or a whole day with the equipment you require.

We will support you and offer advice in all matters relating to your event. We will organise travel and accommodation, find interpreters and arrange qualified catering.

International business? Save time and money with videoconferencing.

You can avoid unnecessary travel and accommodation charges by using our video conferencing system. For one person or more – we are optimally equipped and cooperate with partners worldwide.

Equipment

- > High speed Internet access
- > Video projector
- > Video conferencing system
- > Speakersdesk
- > Overhead projector
- > Flip chart
- > Copier
- > Telephone
- > Fax machine

Administrative services

- > Reception
- > Accomodation / travel management
- > Conference management
- > Telephone-, fax-, mailing services
- > Video-conference
- > Secretarial support (Power Point presentations, invitations, documentation)
- > Interpretation and translation services
- > Teleconference online

Catering

- > Coffee break
- > Snacks
- > Finger food
- > Appetizer (hot and cold)
- > Lunch and dinner in surrounding restaurants

Security

- > Access to offices only with access badge
- > Security guards and building surveillance

The meeting and conference rooms are air-conditionned.



**Have we aroused your interest?
Then let's get down to business.**

We will be pleased to submit an offer on a non-commitment basis.
Call, write or simply stop by. We look forward to meeting you!

Office City S.A.
5, rue Jean Monnet
L-2180 Luxembourg
Grand-Duché de Luxembourg

Tel +352 264 20 264
Fax +352 264 20 664

info@officecity.lu
<http://www.officecity.lu>