



Dear Ladies and Gentlemen,

We are delighted to finally welcome you again at the Hotel am Steinplatz.

The world as we knew it has changed tremendously during the past months and we have used the time to prepare the new hygiene and social distancing standards.

Antibacterial hand sanitizers are available in all public areas of the hotel and signage highlighting the applicable hygiene and social distancing regulations have been installed throughout the hotel. Our public areas are meticulously cleaned using the strongest cleaning and high-grade disinfectant products proven effective against COVID-19.

## 1. MEETING CAPACITIES

We have adjusted the capacities of our conference rooms to ensure a minimum distance of 1,50 m between participants.

For the maximum capacity and the different seating styles, please refer to the following table.

Please be aware that it is possible to add one more person (trainer, presenter, etc.) if they do not require an extra table or seat within the room.

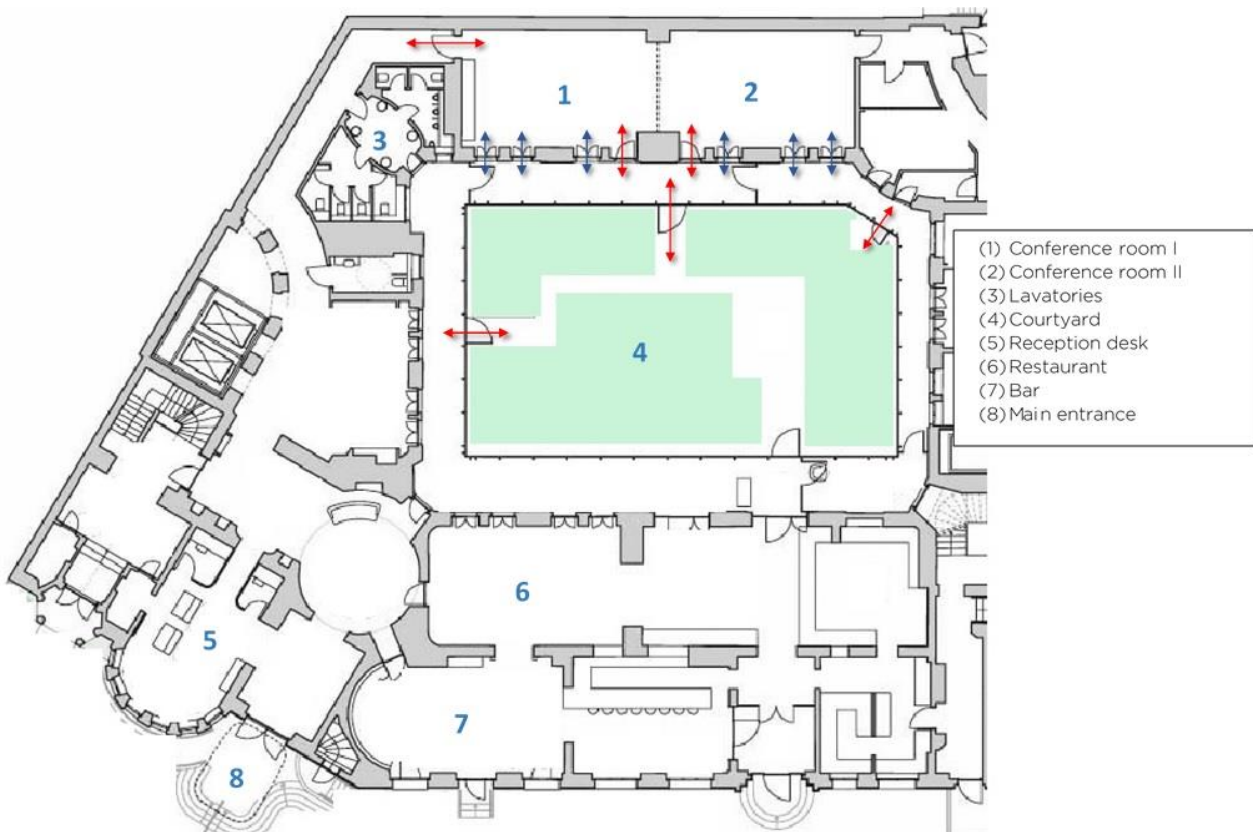
ROOM	ROOM I	ROOM II	ROOM I & II
SIZE	45 m <sup>2</sup>	45 m <sup>2</sup>	90m <sup>2</sup>
THEATRE	12	12	23
CLASSROOM	8	8	15
U-SHAPE	7	7	15

## 2. CONFERENCE AREA

The location of our conference rooms on the ground floor with direct access to our courtyard ensures limited guest traffic and maximum privacy.

All windows can be opened completely, be used as exit and entry points, and guarantee optimum ventilation during breaks.

We are happy to prepare an individual room- and direction concept as per your wishes and possibilities.



## 3. FOOD & BEVERAGE

Our courtyard offers a safe and spacious retreat to relax during breaks.

In compliance with the current regulations to contain the Coronavirus we offer packaged snacks for your coffee breaks that can be served individually in the conference room or as a to go snack for in the courtyard.

Depending on the size of your group, lunch will be served as a plated meal in the restaurant (with a pre-selection of the main course).

Large bottles of water are placed on every desk and are only to be used by a single person. Further beverages can be ordered through our staff. Coffee and tea are also available at any time. Please contact your event planner should you require anything further on the each individual desks.

#### 4. HYGIENE

We take pride in the excellent and the individual service we provide, and we will do our best to keep maintaining these high standards. To ensure the safety of our guests and staff, all associates with direct guest contact and/or food will wear a facemask or will be shielded by Perspex screens.

We refrain from placing our pens and paper on the each desks to minimize ways of infection and to protect our environment. Should you require those for your meeting please do not hesitate to contact us and we will make sure you receive a set for each participant.

As a further hygiene measure, disinfecting wipes are available at any time.

All items that cannot be disinfected, as well as items that have not been specifically requested and are used by multiple people will be removed from the rooms for the time being.

#### 5. TECHNICAL EQUIPMENT

Our conference rooms are equipped with an 83" screen and a white board that is integrated into the wall.

ClickShare is our wireless presentation system and is available free of charge.

Further meeting and audiovisual equipment can be obtained upon request. If you are interested in holding a virtual/hybrid event, we are more than happy to assist you select a suitable conference technician. Standard equipment such as a conference telephone, speakers and a microphone are also available on site.

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Since all physical social contacts have been very limited, we are delighted to re-open the Hotel am Steinplatz as a safe place to meet and celebrate while complying with the current regulations.

We would kindly ask you to make all necessary and possible arrangements with your event planner ahead of time to ensure a smooth running. Please be informed that in Berlin there is an obligation to keep attendance documentation with information on contact tracking of guests and service recipients. As the organizer, you have to meet this obligation.

Your sales and event team is available for you on site should you require anything or have any questions.

We are at your disposal for all details regarding arrangements, procedures and possible restrictions.

We look forward to seeing you again!



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