





Checklist for preparing a press conference (PC)



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 Booking a room		
Question	Answer	Contact
Can non-exhibitors also book rooms?	No, only ITB Berlin exhibitors are able to book rooms.	
Where is the registration form for booking a room?	The registration form is available on request.	Ramona Zaun, zaun@messe-berlin.de
Which details are required to book a room?	Hall & stand number, Date & time of the PC, Duration of event, Number of participants, Special requests (e.g. round tables)	Ramona Zaun, zaun@messe-berlin.de
When should I book a room?	As quickly as possible once you have decided to have a press conference, at the very latest by Jan 10, 2019. Space is limited and demand is very high. The first rooms were already booked in summer.	Ramona Zaun, zaun@messe-berlin.de
What is included in the usage fee?	Room rental, basic technical equipment (chairs, projector, screen + microphone if required). Please note that costs arise for personnel when using the technical equipment.	Ramona Zaun, zaun@messe-berlin.de
How long can I use the room?	A maximum of 2 hours are allowed for the press conference. In addition, one hour is allocated for set-up (before the PC) as well as one hour afterwards (for clean-up). A longer usage is possible on request and costs will apply.	Ramona Zaun, zaun@messe-berlin.de
Is it possible to visit the room prior to the PC?	Yes, please schedule a meeting beforehand.	Rainer Zerell, zerell@messe-berlin.de
 Equipment details		
Question	Answer	Contact
Does the room rental include a laptop?	No, please order this separately.	Please mention when submitting the room registration.
Is there an internet connection in the room?	An internet connection can be ordered separately.	Please mention when submitting the room registration.
Where can I order special furnishings and/or decorations (e.g. lounge furniture, easychairs, etc.)?	Please order these separately.	Please mention when submitting the room registration.
Is catering allowed in the room?	Yes, catering is generally allowed – please contact Capital Catering. Please note that the size of the room depends on the extent of Catering.	projekte@capital-catering.de
Am I allowed to bring my own caterer?	Please talk to Capital Catering.	projekte@capital-catering.de
Where do I get the key to the room?	Colleagues will open the room before the PC.	Rainer Zerell, zerell@messe-berlin.de
 Press-Service		
Question	Answer	Contact
Can I use the ITB distribution list to send invitations to the PC?	Unfortunately, it is not possible due to strict data protection laws.	Julia Sonnemann (Press), sonnemann@messe-berlin.de Mirjam Priemer (Press), priemer@messe-berlin.de
Where can I rent a pigeonhole?	You can order a pigeonhole online under Press Service for Exhibitors.	www.itb-berlin.com/exhibitorspr
Can I indicate the press contacts for journalists in the Press Guide?	Yes, you can list up to the three contacts.	www.itb-berlin.com/exhibitorspr
How can I publish our PC / Event in the ITB Event Calendar?	If you would like, we would be happy to include your PC in the event database. Please contact us directly.	Ramona Zaun, zaun@messe-berlin.de
 Press conference at the stand		
Question	Answer	Contact
Am I required to officially register an event which takes place at the stand?	Yes, please submit your application via the BECO Webshop. There are fees for events taking place outside of official trade fair operating hours.	www.itb-berlin.com/webshop
How can I publish our stand event in the ITB Event Calendar?	If you would like, we would be happy to include your PC in the event database. Please fill in the information about Title and description of your event in the BECO Webshop.	www.itb-berlin.com/webshop
Is catering allowed at the booth?	Yes, catering is generally allowed – please contact the Capital Catering team.	projekte@capital-catering.de
Am I allowed to bring my own caterer?	There is no service fee for providing your own catering, but the sales of food & drinks is not allowed.	projekte@capital-catering.de
When are events at the stand allowed to take place?	Events can be hosted from 10am until 6pm. For events from 7pm until 10pm additional fees will be charged. Events are only allowed to take place in the assigned area – not in the aisles.	Christina Mestrom, mestrom@messe-berlin.de
Are musical performances allowed on the trade visitor days?	On trade visitor days, musical performances are only allowed after 6pm. Advance arrangements with your stand neighbors are required for all presentations which make use of amplified sound or music.	