



# FINANCIAL OFFER

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CITY OF ATHENS  
CONVENTION & VISITORS BUREAU



[www.triaenacongress.gr](http://www.triaenacongress.gr)

Athens, 24 September 2015

To:  
Department of Materials Science & Engineering,  
University of Ioannina

Attention:  
Mr. Simeon Agathopoulos  
Ph. D. Associate Professor

**Ref: 31st Symposium & Annual Meeting of the International Society for Ceramics in Medicine (ISCM) : Bioceramics, September or October 2019, Royal Olympic Hotel, Athens, Greece**

Dear Prof. Agathopoulos,

Further to your request, dated 07/09/2015, & your correspondence with Mrs. Vana Damaskou regarding the organization of the above Congress, please find attached our Company's offer, which is based on **"Itemized Services Quotation"**, under the following terms and conditions:

1. Our company is certified by TUV HELLAS (TUV NORD) S.A. ISO 9001:2008.
2. The quoted, in the present offer include all taxes and services charges. **Should taxes change; the rates will be adjusted accordingly.**
3. Our company has included at its services new technologies such as:
  - Barcode system
  - Automatic information of the hours of attendance
  - RFID technologies
  - Personal Digital Assistance
  - Voting system
  - Live Streaming
  - Live Web-casting
  - E- posters
  - Abstract Scoring through the website
  - Mobile application
  - Uploading of the video recorded lectures (on demand)

Above services are some of the most modern technological invasion at the conference field, which are offered at very competitive rates and produce smart, fast and effective solutions since we have a supporting IT department.

This department can take over entirely the construction of the congress website providing the following capacities:

- Prompt service without the need for intermediaries
  - Specialized in conference web software
  - Unlimited ability to create any web application
  - User friendly environment
  - Advertising banner on medical interest sites
  - Advertising through facebook
  - Advertising through Google
  - Newsletters massive mailing (mailing lists)
  - Direct communication with the participants with SMS marketing
4. The costs of the present offer are based on our company's suppliers' tariff.
5. **Please be so kind to note that the Organizing Committee may select all or part of the services mentioned in the present offer.**

We thank you for entrusting our Company in submitting this proposal.

Sincerely yours,

Dinos Astras  
President

Dimitris Tsertos  
Managing Director

Maria Kokosi  
Project Financials Manager

cc. Maira Astra – Congress Department Director  
Vana Damaskou – Director of Congress Sales

# 31st Symposium & Annual Meeting of the International Society for Ceramics in Medicine (ISCM): Bioceramics

LOCATION: ATHENS, GREECE

CONGRESS VENUE: ROYAL OLYMPIC HOTEL

CONGRESS DATES: **A)** 25 – 29 SEPTEMBER 2019

**B)** 02 – 06 OCTOBER 2019

**C)** 09 – 13 OCTOBER 2019

CONGRESS DURATION: 5 DAYS (WEDNESDAY - SUNDAY)

1<sup>st</sup> DAY PRE CONGRESS DAY,

2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> DAY MAIN CONGRESS,

5<sup>th</sup> DAY POST CONGRESS DAY

NUMBER OF PARTICIPANTS: 200 PARTICIPANTS

EXHIBITION COVERAGE: 12 EXHIBITORS

CURRENCY: EURO

**OFFER'S COST VALIDITY:** The quoted, in the present offer rates are expressed in EURO, they are applicable for the year 2016, (with an annual increase of 3.5 %) and include all taxes and service charges. Should taxes change; the rates will be adjusted accordingly.

## α. CONGRESS SERVICES FIXED EXPENSES

### α1. SECRETARIAT HANDLING FOR PRE & POST CONGRESS PERIOD

<b>TOTAL</b>	<b>2.600,00 €</b>
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#### DESCRIPTION OF THE SECRETARIAT HANDLING SERVICES

The experienced, multilingual and multi-staff of our company, which will deal with the Secretariat handling, will ensure the financial and organizational success of your conference. Our fully computerized system, gives you immediate comprehensive information and a current picture of all conference services. Continuous tracking of the conference development and the submission of periodic income and expenditure budgets creates the foundation of a reliable imaging.

Furthermore we give you a reference, some of the services of the Secretariat:

- Invitation letters to participants
- Contact, agreements and contracts with the respective suppliers of the Congress
- Preparation of Congress material for distribution to participants
- Printing supervision of all congress editions
- Submission to Hellenic Drug Organization for congress organization approval and approval request to Union of pharmaceutical companies (SFEE) (if necessary)
- Application Procedures for Conference Accreditation (if necessary)
- Supervision of mailing of letters or material (as dispatched from the offices of the Organizing Committee).
- Supervision of postal or electronic sending of documents
- Handling of all payments on behalf of the Organizing Committee and handling of all revenues against official receipts.
- Periodical budget Report during pre-congress period
- Supervision of Conference Signage
- Preparation and supervision of the congress timetable.
- Correspondence with all sponsors and exhibitors thanking them for their support

### α2. ON SITE SECRETARIAT HANDLING

<b>TOTAL</b>	<b>2.250,00 €</b>
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**TRIAENA TOURS & CONGRESS S.A.** will cover the onsite conference secretariat for 4 - 5 days, with experienced staff, responsible for the smooth and successful conduct in the following areas

- Conference management
- Preregistration
- Onsite registration
- Invited speakers
- Sponsors / Exhibition
- Cashier
- Secretariat & Exhibition night security
- Information desk
- Land transportation coordination
- Ticket office
- Poster area
- Leisure services desk

#### **Note:**

- The cost of installation in the Congress Center of a full scale Computer System which can communicate with any Data Bank, if necessary, is included.

### **α3. ABSTRACT HANDLING**

up to 300 abstracts

<b>TOTAL</b>	<b>400,00 €</b>
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#### **ABSTRACT HANDLING (DESCRIPTION OF SERVICES)**

**TRIAENA TOURS & CONGRESS S.A.** will take over the abstract handling as follows:

1. Process of ABSTRACTS as well as mailing of acknowledgments
2. Correspondence with abstract Authors before and after the selection of their Abstracts, according to the instructions of the Scientific Committee
3. Selection of all abstract forms per topic
4. Correspondence for abstract before and after their selection according to the instruction of the Scientific Committee.
5. Abstract submission according to the Scientific committee instructions as follows:
  - Title of Abstract
  - Full Name and Title of Authors(s)
  - Full Address and Institution of Author(s)
  - Country of Origin
  - Separation of Oral or Poster Presentation
  - Sessions

### **α4. TOURIST SERVICES HANDLING**

<b>TOTAL</b>	<b>Complimentary</b>
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#### **TOURIST SERVICES (DESCRIPTION OF SERVICES)**

The over fifty-five (55) years of existence of TRIAENA TOURS & CONGRESS S.A., the quality of services offered, the personal touch of qualified personnel, the successful long cooperation with airlines, hotels, cruise companies and other tour operators, allows to obtain special prices for every budget, to ensure complete success in Tourist Services.

Fully rich featured congress software ensures immediate results in reporting and audit. Below we mention some of the services that **TRIAENA TOURS & CONGRESS S.A.** can provide:

- Supervision of Cocktails, Dinners, Lunches, Coffee Breaks, Receptions and other social events.
- Supervision and handling of all tourist services
- Issue of receipts to the Participants
- Handling of all room reservations in the selected congress Hotels.
- Supervision of Transportation of the Participants on the day of arrival, from the airport to the hotel or any other transportation during the congress (if requested)

### **α5. COMMUNICATION EXPENSES**

TRIAENA TOURS & CONGRESS S.A. is responsible for communication with the Organizing Committee, delegates, abstract authors, exhibitors, sponsors, invited speakers, etc.

<b>TOTAL</b>	<b>250,00 €</b>
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#### **a6. PRINTINGS**

QUANT.	DESCRIPTION	SIZE	COLOURS	PAGES	QUALITY	COST
-	<b>CONGRESS CREATIVE CONCEPT</b>	A4	4	1	-	150,00 €
200	<b>POSTERS</b>	35 x 50	4	1	Illustration 115 gr	415,00 €
1	<b>1<sup>st</sup> ANNOUNCEMENT</b> (electronically, for e mail use)	Half of A4	4	4	-	215,00 €
500	<b>FINAL PROGRAMM</b>	14 x 21	4	20	Velvet or illustration	1.640,00 €
300	<b>CD OF ABSTRACTS / PROCEEDINGS</b> (in plastic folder with graphic design & installation of software program for easy finding of files)	-	4	-	-	750,00 €
500	<b>CERTIFICATES OF ATENDANCE</b>	32 x 23	1	1	150 – 170 gr marmarize	170,00 €
500	<b>BADGES</b> (perforee)	-	1	1	Bristol 180 gr	170,00 €
250	<b>BOOK OF PROCEEDINGS INCL. CD &amp; ON LINE ACCESS</b> (by Trans Tech Publications ltd) (estimated cost)	-	1	450	-	8.300,00 €

<b>TOTAL</b>	<b>11.810,00 €</b>
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**Notes:**

- If the printings requirements change, the cost will be readjusted accordingly.
- In case the Organizing Committee prefers USB sticks of 4 GB, with congress logo & installation of software program for easy finding of files instead of CD of proceedings, the cost for 300 pieces will be 1.650,00 €

#### **a7. MAILING & PACKING**

QUANT.		
	<b>VARIOUS MAILINGS (estimated)</b>	

<b>TOTAL</b>	<b>150,00 €</b>
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## **a8. WEBSITE**

**TRIAENA TOURS & CONGRESS A.E.** in house Web Development Department will design the conference website based on the elements below:

- 2 years housing in European server
- **Continue support and maintenance for 2 years period (material and software update)**
- One (1) language
- Immediate changing and correcting ability from the user or the organizer
- One (1) web design proposal with changing ability for the website creation
- Online abstract submission
- Online registration
- Online payment with digital certificate of security (**SSL**)
- SEO (Search Engine Optimization)
- **The content is accessible from mobile phones and tablets**
- **Changes updating and in very short time**
- **Advanced Technology and Design**
- Entry in main searching machines
- Domain name ending [gr, com, net, org, etc.]
- Ability to raise statistical information about trafficking in daily basis
- Event newsletter

<b>TOTAL</b>	<b>1.100,00 €</b>
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### **Notes:**

- For every additional language version of the website there is an extra charge of 30% on the cost
- Additionally, abstract scoring software could be provided with real time online scoring system, with an extra cost of €800 including infinitive number of abstracts to be scored offering the below services:
  - Infinitive number of judges
  - Abstract Scoring marking system and optional choice to update your submitted scoring
  - 24 hours direct and real time scoring software checking
  - Full statistics report
  - Export of data to Excel and mass e-mail reports if necessary

## **a9. POSTERS (ONLY ON THE 2<sup>ND</sup> & 3<sup>RD</sup> DAY)**

**Poster Panels** aluminum profiles with hardboard panel in light gray, beige or white, 2,50m (height) X 1,00m (length) without lighting: 30 double faced

**POSTER NUMBERS, NECESSARY MATERIAL & POSTER SUPERVISOR**

<b>TOTAL</b>	<b>1.300,00 €</b>
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### **Note:**

- If instead of Poster panels, you prefer e poster presentations, the cost for 6 Plasma Screens with base, 6 laptops, 1 technician & relative software program for 2 days, the above cost will be increased by 980,00 €.



#### **α10. VARIOUS EXPENSES**

<b>FLOWER DECORATION</b> in the presidencies	100,00 €
<b>2 ROLL UP BANNERS</b> in total for the meeting rooms	390,00 €
<b>TRANSPORTATION OF CONGRESS MATERIAL</b>	250,00 €
<b>POSTER SESSION MUSIC PROGRAM</b> (estimated cost)	550,00 €

<b>TOTAL</b>	<b>1.290,00 €</b>
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#### **α11. RENTALS OF PRECONSTRUCTED CONGRESS MATERIAL**

**Secretariat** with 3 - 4 working positions, of modern specifications

<b>TOTAL</b>	<b>850,00 €</b>
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#### **α12. SIGNAGE**

**2 PLASMA SCREENS** for the daily program

**IN PRESIDENCIES** (names of presidents in plexi glass)

<b>TOTAL</b>	<b>160,00 €</b>
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#### **α13. SPONSORSHIPS**

**TRIAENA TOURS & CONGRESS A.E.** through its extended large data bank and its sales and marketing system, is able to make your Congress organization known to the trade, and to raise funds from the sponsors with the support from the Organizing Committee as well.

Alongside undertakes the production, management and sending of the sponsorship opportunities package to all possible sponsors.

<b>TOTAL</b>	<b>Complimentary</b>
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## **α14. MEETING ROOMS, EXHIBITION AND POSTER AREA**

### **Meeting Rooms**

HALL	CAPACITY IN THEATRE STYLE	DAYS
1 MEETING HALL	300 (School or half school type)	4
EXHIBITION & POSTER AREA : FOYER OF MAIN MEETING ROOM		
2 MEETING ROOMS	150 (School or half school type)	3

<b>TOTAL</b>	<b>10.280,00 €</b>
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## **α15. VISUAL EQUIPMENT**

### **IN 1 MEETING ROOMS FOR 4 DAYS**

### **IN 2 MEETING ROOMS FOR 3 DAYS**

#### **QUANTITY EQUIPMENT PER MEETING ROOM**

- |   |  |
|---|--|
| 1 | ● Monitor (size 2X2)   |
| 1 | ● Data Video projector   |
| 1 | ● Laptop with Power Point  |
| 1 | ● Laptop with Power Point for MAC Presentations  |
| 1 | ● Laser pointer  |
| 2 | ● TFT screens (presidency)   |
| 1 | ● Splitter VGA (for visual distribution at the Congress' monitor, to the TFTs' of the podium and presidency) |
| 1 | ● Switcher   |

#### **VISUAL EQUIPMENT OPERATORS**

1 technician in the main meeting room for 4 days & 2 technicians in the parallel rooms (one for each room), for 3 days

#### **PREVIEW ROOM**

Office manned by 1 expert technician – operator responsible for the speakers presentation and equipped by 1 laptop.

#### **WIRELESS TRANSFER OF THE PRESENTATIONS to the Meeting Halls for 4 days**

<b>TOTAL</b>	<b>6.075,00 €</b>
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#### **Notes:**

- The above cost is for the basic visual equipment. The cost will be adjusted according to the final specific Congress needs
- In the above cost, we have taken into consideration that for some of the above services, the hotel's equipment will be used

## **a16. AUDIO EQUIPMENT**

**MICROPHONIC / MEGAPHONIC INSTALLATION IN 1 MEETING ROOM, WITH CAPACITY OF 300 PERSONS, FOR 4 DAYS & IN 2 MEETING ROOMS, WITH CAPACITY OF 150 PERSONS EACH, FOR 3 DAYS WITH THE FOLLOWING EQUIPMENT:**

- Necessary number of desktop microphones
- 1 microphone at the podium
- Amplifier
- Necessary number of loud speakers

**WIRELESS MICROPHONES** for questions & 1 associate responsible for distributing it (2 microphones for 4 days in the main meeting room & 2 microphones for 3 days (one in every parallel room)

**2 LAPEL MICROPHONES** for the speakers (2 for each meeting room) (for 4 days in the main meeting room & 3 days in the parallel rooms)

<b>TOTAL</b>	<b>2.590,00 €</b>
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### **Notes:**

- The above cost is for the basic audio equipment. The cost will be adjusted according to the final specific Congress needs
- In the above cost, we have taken into consideration that for some of the above services, the hotel's equipment will be used

## **a17. INVITED SPEAKERS**

<b>AIR TRANSPORTATION</b>	1.800,00 €
From Europe for 4 persons (economy class, estimated)	
From USA & other countries for 1 person (economy class, estimated)	1.300,00 €
<b>HOTEL ACCOMMODATION</b> for 4 overnights at the conference venue, in single room with breakfast, for 5 speakers	2.800,00 €

<b>TOTAL</b>	<b>5.900,00 €</b>
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## b. VARIABLE EXPENSES PER PARTICIPANT

### β1. SOCIAL EVENTS (included in the registration fees)

<b>WELCOME RECEPTION &amp; DINNER</b> at "Tsakos" local restaurant with Greek drinks including round trip transfer from / to the Royal Olympic Hotel , from	60,00 €
<b>COFFEE BREAKS</b> with cookies: 5 breaks X from 6,00 €	30,00 €
<b>LIGHT LUNCHESES</b> standing buffet with soft drinks: 2 light lunches X from 26,00 €	52,00 €
<b>CHEESE &amp; WINE</b> standing, during evening poster session: 1 x from	20,00 €

<b>TOTAL per participant from</b>	<b>162,00 €</b>
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### β2. CONGRESS MATERIAL (included in the registration fees)

<b>BAG</b> (with 1 color Congress logo)
<b>PAD</b> (A5 size without cover & without Congress logo)
<b>PEN</b> (without Congress logo)
<b>PLASTIC HOLDER</b>
<b>LANYARD</b> (without Congress logo & without clip )

<b>TOTAL per participant from</b>	<b>7,00 €</b>
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### **Β3. OPTIONAL PRE & POST CONFERENCE TOURS & SOCIAL EVENTS**

<b>PRE CONGRESS TOUR ON THE 1ST DAY</b> : Sounio half day	39,00 €
<b>GALA DINNER</b> in the Congress Venue (seated buffet with beverage package, from	60,00 €
<b>GALA DINNER</b> at Vorres Museum (seated buffet with beverage package, round trip transfer& escort fees from	80,00 €
<b>OPTIONAL CONFERENCE TOUR ON THE 4TH DAY (a +b +c)</b>	90,00 €
<b>a) ATHENS SIGHT SEEING</b> (1 hour guided Athens City Tour by bus)	
<b>b) ANCIENT ATHENS: ACROPOLIS &amp; KERAMIKOS</b> (2 ½ hours on foot with guide including entrance fees)	
<b>c) GREEK NIGHT</b> (in local tavern in Athens) on foot	
<b>POST CONGRESS TOUR ON THE 5th DAY:</b> Delphi	90,00 €

### **Β4. VARIOUS OPTIONAL TOURS**

<b>1 DAY TOUR:</b> Mycenae – Korinthos with lunch	90,00 €
<b>½ DAY TOUR:</b> Marathon (with minimum participation 25 persons)	33,00 €
<b>1 DAY TOUR:</b> Olympia (with minimum participation 25 persons) with lunch	97,50 €
<b>1 DAY CRUISE:</b> Aegina, Poros & Hydra with lunch	95,00 €
<b>1 DAY TOUR:</b> Nafplio – Epidaurus – Mycenae with lunch	90,00 €
<b>3 DAY – 2 NIGHTS AIR TOUR TO RHODES OR CRETE ISLANDS</b> , including round trip air ticket, 2 nights in 4* hotel accommodation with breakfast, transfers from – to the airports & 1 city tour	upon request
<b>3 DAY – 2 NIGHTS BOAT TOUR TO MYKONOS OR SANTORINI ISLANDS</b> , including round trip ferry boat ticket, 2 nights in 4* hotel accommodation with breakfast, transfers from – to the ports & 1 city tour	upon request

## c. VARIABLE EXPENSES PER ACCOMPANYING PERSON

### c1. SOCIAL EVENTS FOR ACCOMPANYING PERSONS

#### (Included in the registration fees)

<b>COFFEE BREAKS</b> with cookies: 5 breaks X from 6,00 €	30,00 €
<b>LIGHT LUNCHESES</b> standing buffet with soft drinks: 2 light lunches X from 26,00 €	52,00 €
<b>CHEESE &amp; WINE</b> standing, during evening poster session: 1 x from	20,00 €

<b>TOTAL per accompanying person from</b>	<b>102,00 €</b>
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### c2. TOUR FOR ACCOMPANYING PERSONS (optional)

<b>WELCOME RECEPTION &amp; DINNER</b> at "Tsakos" local restaurant with Greek drinks including round trip transfer from / to the Royal Olympic Hotel , from	60,00 €
<b>HALF DAY ATHENS CITY TOUR</b> for Accompanying persons, including visit to the New Acropolis Museum & lunch in Plaka	90,00 €

## d. ACCOMMODATION

HOTEL NAME	CATEGORY	SINGLE ROOM RATE	DOUBLE ROOM RATE
ROYAL OLYMPIC executive rooms	5*	140,00 €	140,00 €
ROYAL OLYMPIC deluxe rooms	5*	170,00 €	170,00 €

#### Notes:

- Above rates are per room / per overnight and include all taxes and American buffet breakfast
- The rate of the hotel Royal Olympic (140, 00 € daily, breakfast & taxes included, is substantially discounted.
- At a later stage, accommodation rates for 2\*, 3\* & 4\* hotels, located close to the congress venue, will be announced. The rates for single room with breakfast & taxes are approximately estimated as follows:
  - 4\* 95,00 €- 105,00 €
  - 3\* 80,00 € - 95,00 €
  - 2\* 55,00 € - 70,00 €

## e. EXHIBITION

**Exhibition floor marking:** including design, engraving and power supply (500 W)

<b>TOTAL per m<sup>2</sup></b>	<b>13,00 €</b>
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**Notes:**

- The cost of the preconstructed stand installation as well as power supply more than 500W, is debited to the exhibitor and does not affect the congress expenses.
- The design and location of the exhibition will be made by a professional electrician engineer NTUA
- The exhibition plan will be designed by a professional electrician engineer NTUA and sent to all potential sponsor companies with all the technical details. Our company will handle communication with potential sponsors
- Staff transportation, accommodation & board expenses is not included in the above cost

## f. UNFORESEEN EXPENSES

**Estimated cost, depending on below scenario (page 17)**

**2.700,00 €**

## g. PROPOSED CONGRESS RATES

### g1. PROPOSED REGISTRATION FEES

Registration Type	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	Onsite Registration
ISCM Members	480,00 €	590,00 €	645,00 €
ISCM Non Members	590,00 €	645,00 €	695,00 €
Young Researchers	340,00 €	390,00 €	445,00 €
Accompanying	180,00 €	205,00 €	235,00 €

#### Important Note:

- The above fees assume that all participants will have a book of the Conference Proceedings in their congress bag (the cost of the proceeding printing for 250 pieces, is estimated to 8.300,00 €, which amount is included in the section A6.)

### g2. ADVERTISEMENT PAGES

Back cover page	2.000,00 €
Front cover inside page	1.750,00 €
Back cover inside page	1.750,00 €
Inside page	1.200,00 €

### g3. INSERTIONS

For each insertion, which will be placed in the participant's bags, the proposed rate is 900,00 € **per type of insertion.**

### g4. EXHIBITION AREA

- Average space rental (only) 500,00 € per square meter m<sup>2</sup>

### g5. SATELLITE SYMPOSIA/ LECTURES

Per satellite symposium: from 5.000,00 €  
 Per satellite lecture : from 2.500,00 €



## h. ESTIMATED FINANCIAL RESULT

### h1. REVENUES

SOURCE OF INCOME	AMOUNT FOR 165 PARTICIPANTS & 25 ACCOMPANYING	AMOUNT FOR 250 PARTICIPANTS & 30 ACCOMPANYING	AMOUNT FOR 330 PARTICIPANTS & 35 ACCOMPANYING
REGISTRATION FEES	82.200,00 €	122.600,00 €	161.500,00 €
VARIOUS SPONSORSHIPS	20.000,00 €	20.000,00 €	20.000,00 €

<b>TOTAL INCOME</b>	<b>102.200,00 €</b>	<b>142.600,00 €</b>	<b>181.500,00 €</b>
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### h2. SUMMARY TABLE OF EXPENSES

SOURCE OF EXPENSES	AMOUNT FOR 180 PARTICIPANTS & 25 ACCOMPANYING	AMOUNT FOR 270 PARTICIPANTS & 30 ACCOMPANYING	AMOUNT FOR 355 PARTICIPANTS & 35 ACCOMPANYING
1. FIXED EXPENSES	24.860,00 €	24.860,00 €	24.860,00 €
2. MEETING ROOMS	10.280,00 €	10.280,00 €	10.280,00 €
3. AUDIOVISUAL	8.665,00 €	8.665,00 €	8.665,00 €
4. INVITED SPEAKERS	5.900,00 €	5.900,00 €	5.900,00 €
5. SOCIAL EVENTS (BANQUET SERVICES)	31.710,00 €	46.800,00 €	61.080,00 €
6. CONGRESS MATERIAL	1.260,00 €	1.890,00 €	2.485,00 €
7. EXHIBITION EXPENSES FOR 72 M <sup>2</sup>	936,00 €	936,00 €	936,00 €
<b>TOTAL EXPENSES (C)</b>	<b>83.611,00 €</b>	<b>99.331,00 €</b>	<b>114.206,00 €</b>

#### Notes:

- The above calculations are based on actually paid participants & accompanying persons, depending on the scenario.
- The above calculations have taken into consideration the following free registration:
  - 1st scenario: 10 free participants
  - 2nd scenario: 15 free participants
  - 3rd scenario: 20 free participants
- The above numbers include the 5 invited speakers.
- Since there might be some unforeseen expenses, the budget has also considered an amount of 2.700,00 €
- The above quoted rates are valid for 2016 and a 3.5 % annual increase is expected

## SERVICES

TRIAENA TOURS & CONGRESS S.A. will offer additionally to the Organizing Committee, the following services:

- One special meeting room at the TRIAENA TOURS & CONGRESS S.A. premises, including an experienced secretary for the meeting of the Organizing Committee.
- Coffees, refreshments, snacks etc., during the above meetings.
- Free parking in stations near the TRIAENA TOURS & CONGRESS S.A., for the cars of the members of the Organizing Committee.
- 2 free rooms for 4 overnights, during the Congress period.

### **Note:**

The above special operational offers are allowed to the Organizing Committee, regardless the turnover of the Congress.

## GENERAL INFORMATION

### **VAT**

All rates of the current offer include tax charges, services and respective VAT.

The exhibition selling rates as well as the sponsorship rates are subject to VAT 23%. For payments with credit card there will be a deduction of 2% - 2,8 %

### **STATEMENT OF ACCOUNTS**

TRIAENA TOURS & CONGRESS S.A. will submit to the Organizing Committee detailed statement of accounts, the latest 45 working days after the end of the Congress.

### **PAYMENT**

TRIAENA TOURS & CONGRESS S.A. will reimburse the Organizing Committee ant credit amount of the Congress, 75 working days after the final approval of the statement of accounts, against official receipt. The reimbursement will be accomplished under the condition that all revenues are settled.

### **TAXATION POLICY**

The costs of the present offer are based on our company's supplier's tariff,

## ROYAL OLYMPIC HOTEL

A short walk from the Acropolis, 5-star Royal Olympic Hotel is centrally located by the Temple of Olympion Zeus. The luxurious rooms overlook Zeus's Temple, or the swimming pool garden. All air-conditioned rooms at the Royal Olympic Hotel are soundproofed and feature work desks, bathroom amenities and bathrobes. Satellite TV, cable TV and radio are standard. Ioannis Restaurant, located on the 7th floor, serves breakfast and traditional Greek cuisine and enjoys views over the Acropolis. Guests can enjoy cocktails at the Roof Garden Bar overlooking many Athenian landmarks. On-site leisure facilities include a swimming pool and a hotel library. The Royal Olympic features a gym. Free Wi-Fi is available in the entire hotel. The hotel features shops such as a jewellery shop and a gift shop. The Royal Olympic is within walking distance from restaurants and shops and just across the picturesque Plaka neighborhood. Athens International Airport is at 33 km.

