



香港會議展覽中心
Hong Kong Convention and Exhibition Centre

Meeting Package 4

Half day meeting with a coffee & tea break with refreshments

HK \$480 per person per half day
(plus 10% service charge)

- Use of meeting room(s) between 8:00am and 1:00pm or between 1:00pm and 6:00pm
- 1 coffee and tea break with light refreshments
- Free Wi-Fi service available
- Mint drops placed on meeting tables (not available for theatre set-up)
- Other complimentary equipment:

	Quantity
Flip charts	2 units
White boards	2 units
Built-in screen	1 set
DVD player with a 32" LCD TV	1 set
Wireless microphone (tie-clip or hand-held)	1 unit
Wired microphones	6 units

* 1 LCD projector for video or data projection will be provided to meetings of 300 persons or above

Minimum Attendance (per single venue per half day)	Venues
75 persons	Meeting Room N102-112, N202-212, S222-230, S423-430
100 persons	Meeting Room N101A/B, N201A/B, S221, S421
170 persons	Theatre 2
200 persons	Meeting Room N101, N201
350 persons	Theatre 1

Effective from 1 January – 31 December 2022

*Meeting room allocation is subject to availability and
Hong Kong Convention and Exhibition Centre (Management) Limited's final confirmation.*