



Meeting and congress administration

With a view to enjoying to the level of service you dream of

Contact us to hear how we can help with the administration of participant registration. Conference Manager™ is our professional tool for managing conferences and similar events. From planning, invitations and registration to subsequent follow-up and evaluation.

At Nyborg Strand, we've got it covered.

Key functions:

- Check lists and calendar
- Handling of special requirements on an individual or group level
- Extras
- Differentiated agenda
- Fully automatic, online invitation and registration
- Name cards/conference badges*
- Admin area for speakers, for uploading material and displaying lists of participants
- Questionnaire function which can be printed out or completed online*
- Evaluation forum
- Extraction of lists to Excel
- Possibility of communicating with groups, e.g. those signed up for a particular activity

Conference Manager™ is a perfect tool, adapted to your own personal needs, from event to event, ensuring a strong basis for holding a professional event – regardless of size.

So relax – we've got it covered! **DKK 150 PER PARTICIPANT**

Conference Manager
Advanced and easy



EXTRA SERVICES*

- Name cards/congress badges for participants (signs + holders)DKK 10
- Questionnaire/evaluationDKK 25 (Create and send out questionnaire, view answers and statistics, set up discussion forum, send out forum invitation)
- Sending out of name lists to all participants postage + DKK 5
- Issuing of reminders to participants in connection with overdue paymentsDKK 5
- Packing and sending of material..... postage + DKK 10
- Photocopying, per copy.....DKK 1.25
- Packing of conference folders, secretarial assistance, etc. per hour.....DKK 650
- Distribution of materials in rooms per hour DKK 650
- Preparation of seating plans for meetings, banquets, etc..... per hour DKK 650
- Production of place cards per hour DKK 650

The prices are valid from 1 January 2021.
We reserve the right to make changes.

All prices are per person, unless stated otherwise, and include VAT.

LET US COORDINATE YOUR EVENT...

Whether you are in the process of planning your first meeting/course/conference or a festive event, you are always assured of the helpful assistance of one of our conference coordinators.

At Nyborg Strand, we have space for everything under one roof. More than 30 meeting rooms that can accommodate from two to 1,000 people. Our restaurant and function rooms can cater for up to 1,000 covers, and the hotel can accommodate approx. 750 overnight guests in 422 rooms.

But our high capacity does not mean that the atmosphere at the hotel is any less cosy – we make every effort to ensure that even the smallest of gatherings are made to feel welcome and comfortable.

And the hotel offers the most fantastic views over the Great Belt or its delightful grounds.

In the conference department, we are always on hand to provide helpful advice and guidance with regard to events. We can also help to arrange overnight accommodation elsewhere if, in spite of our many rooms, we do not have enough for your event. We work together with a number of competent suppliers within marketing, technology, transportation, team-building, innovation and entertainment (see special brochure).

AVOID CONGRESS STRESS...

Leave the “donkey work” to us. It is your guarantee that everything will go smoothly, and it allows us to ensure that the organisers get the best out of the congress.

IT'S THE LITTLE THINGS THAT COUNT...

Our staff have everything under control, down to the last detail. Everything is tailored to your event, so there is no need to worry – even about the smallest of details.

DESTINATION NYBORG

A unique collaboration between Nyborg's 7 hotels/accommodation providers allows us to offer a total of 95 conference rooms, 1,350 beds, 1,540 free parking spaces and thousands of experiences! A meeting place within just 2.5 km (see special brochure).

LIKE TO KNOW MORE?

– then call one of our conference coordinators directly on tel. +45 6515 0551 and possibly arrange a meeting in person at the hotel.

NYBORG STRAND is an active partner of:

DESTI
NATION FYN
PARTNER


Destination NYBORG
- konferencehoteller centralt i Danmark



The meeting place for the whole of Denmark

NYBORG STRAND®
HOTEL OG KONFERENCECENTER