



ITB
BERLIN

The World's
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Q&A ROOM BOOKING

Booking a Room	
Question	Answer
Can non-exhibitors also book rooms?	No, only ITB Berlin exhibitors can book rooms.
Where is the registration form for booking a room?	The registration form is available on request.
Which rooms can be booked?	There are various rooms in the CityCube Berlin and hub27 as well as on the rest of the exhibition grounds: <ul style="list-style-type: none"> • CityCube Berlin: rooms A, M, R, S • hub27: rooms "Beta" and "Gamma" • exhibition grounds: <ul style="list-style-type: none"> – Meeting Bridges (Lindau, Dessau, Weimar) – Großer Stern (VIP 1+2, Hong Kong, Istanbul)
Which details are required to book a room?	<ul style="list-style-type: none"> • Hall-/stand number, exhibitor name, confirmation of the stand offer + order number (can be found in ITB exhibitor portal) • Date & time, Duration of event • Number of participants • Special requests (e.g. round tables) • Type of event (press conference, workshop, presentation etc.) • Planned use of interpreters and need for interpreter booth • Required technical equipment • Space for catering
What is included in the usage fee?	Included is a 4-hour usage and the basic equipment, own set-up and dismantling if required, energy, cleaning and the promotion of the event. The included equipment, in accordance with the technical possibilities and relative to the size of the respective room, consists of: <ul style="list-style-type: none"> • Row seating • Presidium • Lectern • 1 handheld microphone or headset • Data projector + screen / 55" monitor (16:9, HDMI/DVI) • Audience microphone • Speakers • Laptop connection (HDMI/DVI, VGA not available) Please note that additional costs for personnel will be incurred when using the basic technology.
How long can I use the room?	The room is regularly accessible to you for up to 4 hours. Please plan enough time for the preparation and follow-up of your event. Prices for all-day use are available upon request.
Is it possible to visit the room prior to the event?	Yes, please schedule a meeting beforehand.
Can I also host an evening event in the rooms?	Generally yes. Please inquire about this separately.
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 12, 2023. Space is limited and demand is very high. The first rooms were already booked in summer.
Is a ticket required to access the rooms?	Yes, each attending person needs a valid ITB Berlin ticket. Please be aware of the different admission times. For example: Persons with a trade visitor ticket can enter the ITB Berlin grounds from 9:30 am onwards.



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Equipment Details	
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Does the room rental include a laptop?	No, please order this separately.
What format is the projection screen?	16:9
Is there an internet connection in the room?	An internet connection can be ordered separately.
Where do I get the key to the room?	Colleagues will open the room before the PC.
Which seating styles are available?	Most rooms come pre-arranged with theater-style seating, others with classroom-style. Please specify your preferred seating arrangement when booking the room. Changes to the seating are only possible upon request and for a fee. Additionally, this alters the maximum capacity of the room.
Where can I order special furnishings and/or decorations (e.g. lounge furniture, armchairs, etc.)?	Please order these separately.
May I prepare the room on the evening before or prior to the official booking?	Only by arrangement and upon timely request. Fees may apply.
Is catering included in the room rental, or is it possible to order catering?	Catering is not included but is generally permitted. Please note that the choice of room size should be made according to the extent of the catering. Therefore, let us know at the time of the room inquiry that you require/are planning for catering. Catering should be placed directly with our colleagues from Capital Catering. Contact: ✉ projekte@capital-catering.de
Am I allowed to bring my own caterer?	Yes, after arrangement with Capital Catering and payment of a corkage fee. Contact: ✉ projekte@capital-catering.de

For further questions or missing information please contact the ITB Berlin team:

✉ ITB-roombooking@messe-berlin.de