

# 会议服务选单

## Conference Service Menu

### 1. 会议室租赁 / Meeting Room Rental

- 宴会厅（可容纳 200 人） / Banquet Hall (Capacity: 200 pax)
- 小型会议室（可容纳 50 人） / Small Meeting Room (Capacity: 50 pax)

### 2. 会议设备 / Conference Equipment

- 投影仪及屏幕 / Projector and Screen
- 音响系统 / Sound System
- 无线麦克风 / Wireless Microphone
- 白板及记号笔 / Whiteboard and Markers
- 视频会议设备 / Video Conferencing Equipment
- 高速无线网络 / High-Speed Wi-Fi

### 3. 茶歇服务 / Coffee Break Service

- 咖啡、茶及矿泉水 / Coffee, Tea, and Mineral Water
- 西式甜点 / Western Desserts
- 新鲜水果拼盘 / Fresh Fruit Platter

### 4. 会议布置 / Room Setup\*\*

- 剧院式布置 / Theater Style
- 课堂式布置 / Classroom Style
- 圆桌式布置 / Round Table Style

- U 型桌布置 / U-Shape Setup

- 董事会式布置 / Boardroom Style

#### 5. 其他服务 / Additional Services\*\*

- 礼仪接待 / Reception Services

- 同声传译 / Simultaneous Interpretation

- 会议资料打印 / Document Printing

- 停车服务 / Parking Services