

## HOTEL AND MEETING VENUE – SELECTION CRITERIA AND TECHNICAL CAPACITY

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**Name of the event:**

**Dates:**

**Country/City:**

**Hotel Name:**

### Technical Capacity - Selection criteria:

#### **In public and common areas:**

- Designated accessible car park places with a priority location in the parking area,
- Step-free access (level or ramped) and/or lift access to the main entrance, to the meeting rooms, to the hotel rooms, to the restaurants, and in between the areas listed,
- Automated door opening,
- Ground level/lobby level wheelchair-accessible toilet,
- Elevator to above-ground wheelchair accessible accommodation,
- Level or ramped access to public areas.

#### **Meeting venue:**

- Spacious Meeting rooms accessible for wheelchair users, preferably with natural airflow and light
- Sound system and A/V equipment,
- Independent wired and a wireless high-speed Internet connection and powerful bandwidth,
- The technical possibility for installing hearing loops (adapted equipment to install hearing loops),
- wheelchair accessible break-out rooms,
- Table and wireless microphones,
- Office for logistics up to 10/15 people,
- Air conditioning with manual control
- Cleaning during the lunch break,
- Spacious coffee-break area with wheelchair-accessible tables.

**Accommodation:**

- Standard single rooms, including breakfast and Wi-Fi
- 3 or more fully wheelchair accessible rooms:
  - doors width and bathroom doorways that are easy to access
  - manoeuvring space on each side of the bed
  - roll-in/walk-in shower
  - grab bars in the bathroom
- If possible 3 adaptable semi-accessible rooms with roll-in/walk-in shower,
- Accessible phone in the bathroom.

**Restaurant:**

- Dedicated restaurant for breakfast, lunch, and dinner with enough capacity to respect social distancing and Covid – 19 measures
- Open buffet flexible for accommodating different dietary requirements (allergies, lactose-free, gluten-free, vegetarian, halal, kosher ...)
- All restaurants accessible for wheelchair users and accessible toilets in close vicinity.

**Transportation:**

- Wheelchair accessible transportation to and from the airport,

**Other general requirements:**

- Hotel must have easy access from and to the airport,
- Hotel must have easy access from pharmacies, supermarkets, and hospitals,
- Hotel must have fast and easy access to emergency medical services
- Manual clean and functioning wheelchairs at disposal,
- Secured safe box,
- Hotel entrance must be fully accessible for wheelchair users,
- Security exits must be fully accessible for wheelchair users.

**Technical Capacity**

INFORMATION	DESCRIPTION
<p>Meeting room capacities (capacity in different room setups – cabaret-style, u-shape, emergency exits, size of the meeting rooms in m<sup>2</sup>, proximity to the wheelchair-accessible toilets, proximity to the restaurants, etc....)</p> <p>See the selection criteria attached for reference.</p>	
<p>A total number of guest rooms and description of the type of rooms (suite, deluxe, standard, king size bed...) with features (King size beds, desk, minibar, etc. ...).</p> <p>Specify the room types of wheelchair-accessible rooms and describe them.</p>	
<p>Number of emergency exits from each level of the hotel</p>	
<p>What is the number of fully wheelchair accessible toilets in public and common areas (proximity to the restaurant, to the reception/lobby, to the meeting room, etc....)</p>	
<p>Number of restaurants in the hotel and their capacity (please notify if there is any restaurant that is not wheelchair accessible)</p>	
<p>Other facilities available, such as wellness and spa zone, indoor and/or outdoor pool, outside garden, walking areas, A la carte restaurants, shops, bars, etc. (Please note if there are some facilities that are not wheelchair accessible).</p>	

INFORMATION	DESCRIPTION
<p>Audio/Visual equipment in the meeting rooms, See the selection criteria attached for reference:</p> <ul style="list-style-type: none"> <li>• Large screens</li> <li>• Video Projectors</li> <li>• Wireless microphones</li> <li>• Table microphones</li> <li>• Hearing loops system</li> <li>• Sound system</li> <li>• Headsets</li> <li>• Interpretation booths</li> <li>• Translation console</li> </ul> <p>Please notify if you are outsourcing any of these services.</p>	
<p>Specify the internet connections within the public areas, guest rooms and meeting rooms? Does hotel have the possibility for independent internet connection in the meeting rooms? Are there options for both wired and wireless connections?</p>	
<p>For airport transfers, please describe the types, sizes, and accessibility of the vehicles for wheelchair users.</p>	

Please add anything that you consider relevant to the technical capacity of the hotel: