Dear Sirs,

I work in a company in Norway, and we have been recommended by Novamont in Novara to use Novarello hotel in connection with our yearly partner meeting with business partners from all over the world.

We will need approximately 25 single rooms, arrival Monday 24th June 2019 and departure Thursday 27th June 2019. There will be people from approximately 16 countries present at the meeting, and since we also have people coming in from Canada, USA and New Zealand, it might be that we will need approximately 6 out of the 25 rooms already from Saturday 22nd  until Friday 28th.

We would also need a fully equipped meeting room Tuesday 25th  June and Wednesday 26th with a whiteboard and beamer as well as notepads and pencils. Many of the participants will need to use their computer in the meeting room.

The conditions for the meeting rooms are:

* Speakers’ table
* Microphones
* Writing table layout
* Internet connection
* Wireless zone
* Flipchart
* Folders and pencils

We also need mineral water in the meeting room for all the participants, and you will also see from the enclosed program that we would like 2 coffee breaks.

Please do not hesitate to contact me if you should have any questions.

Looking forward to hearing from you with a proposal.

Sincerely yours