

TECHNICAL GUIDANCE FOR MEETINGS & EVENTS

We customize every event to your needs, please find the technical guidance for your event below and let us know how we can assist in making your event a success.

Our meeting rooms are equipped with audio and visual systems with inputs, a microphone and a control panel at the podium, or otherwise easily accessed by a presenter or speaker. Our high-speed wireless internet is easily accessible and free of charge for our hotel- and conference guests.

We can arrange live streaming, interpretation equipment, remote conferencing, printing, audio/video solutions and much more. Our sales representatives and IT department will work with you to arrange and provide the solutions and equipment you need for your event.

Do you need presenter tools?

Laptop from _____	96	EUR
Presentation switcher with laser pointer _____	8	EUR
Wireless microphone, hand-held _____	56	EUR
Wireless microphone, w/boom _____	80	EUR

Our conference and IT staff will help you set up for your event, if needed.

Do you need IT personnel present during your event?

IT assistance per hour (weekday from 8 am – 5 pm) _____	46	EUR
IT assistance per hour for evening/weekend _____	75	EUR

IT assistance and additional equipment is required to be ordered well in advance upon booking.

You can find a copy of the floorplan here:

<https://www.radissonblu.com/en/sagahotel-reykjavik/meetings/floorplans>

Prices include VAT. Changes must be made with 48-hour notice. For bookings please contact sales department +354 525 9930 or at hotelsaga@hotelsaga.is.

[radissonblu.com/sagahotel-reykjavik](https://www.radissonblu.com/sagahotel-reykjavik)

