

# CONFERRNCING



Conferencing



Hotel



Events



Dining



Leisure



## Conference Packages

### Full Day Conference Package

Plenary Room Venue Hire  
Arrival Tea, Coffee & Snacks  
Mid-Morning Tea, Coffee & Snacks  
Three-Course Buffet Lunch (Non-Private)  
Mid-Afternoon Tea, Coffee & Snacks  
Notepaper & Pen Per Person  
Flipchart & Screen  
Bottled Water (2 Per Person) & Sweets  
Free Wi-Fi (Subject to Requirements)

**R550** Per Person Per Day

### Half-Day Plus Lunch Package

Plenary Room Venue Hire  
Arrival Tea, Coffee & Snacks  
Mid-Session Tea, Coffee & Snacks  
Three-Course Buffet Lunch (Non-Private)  
Notepaper & Pen Per Person  
Flipchart & Screen  
Bottled Water (1 Per Person) & Sweets  
Free Wi-Fi (Subject to Requirements)

**R500** Per Person Per Day

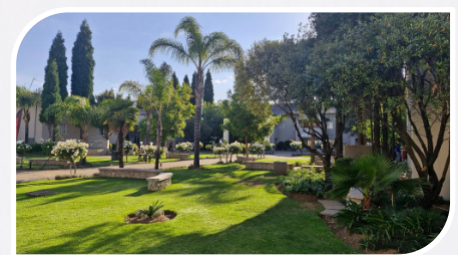
### Half Day Excluding Lunch Package

Plenary Room Venue Hire  
Arrival Tea, Coffee & Snacks  
Mid-Session Tea, Coffee & Snacks  
Notepaper & Pen Per Person  
Flipchart & Screen  
Bottled Water (1 Per Person) & Sweets  
Free Wi-Fi (Subject to Requirements)

**R320** Per Person Per Day

#### Equipment Rates

**Data Projector:** R1000 per day • **PA System ind. Microphone:** R1500 per day • **Additional Microphone:** R450 per day • **Laptop:** R850 Per Day



Rates valid from 1 January 2025 - 31 December 2025. Rates include VAT. Rates are subject to availability at the time of confirmation.  
Audio-Visual Equipment excludes OR Tambo, Terminal A & B & Serengeti Lapa. Free Wi-Fi Based on Limited Usage (Browsing, Social Media & Emails).



**BIRCHWOOD**  
HOTEL & OR TAMBO CONFERENCE CENTRE

Relax, *do* business!