



HOTEL  
DES MILLES COLLINES

**PLANNING A MEETING**

There are many factors to consider when planning a meeting or event. The tips and checklists outlined below will help you plan and create a successful event.











- Set objectives: creating the meeting's framework
- Determine the meeting general requirements
- Clarify the budget
- Organize your meeting

- Schedules
- Budget
- Rooming list
- List of participants
- Invitation and badges
- Ground transportation
- Audiovisuals
- Meeting room set-ups
- Food and Beverage
- Recreation
- Speakers
- Entertainment
- Spouse programs
- VIPs
- Letter of instruction to the participants
- ...



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**MEETING CAPACITY CHART**

MEETING CAPACITY CHART	 SURFACE (m <sup>2</sup> )	 ROOM SIZE	 CEILING HEIGHT	 THEATRE	 CLASSROOM	 U-SHAPE	 H-SHAPE	 CONFERENCE	 COCKTAIL	 BANQUET
AKAGERA	337.44	22.20 x 15.20	3.47	450	200	80	120	82	500	220
AKAGERA I	231.04	15.20 x 15.20	3.47	300	120	70	90	82	300	170
MONT JARI	96.52	15.20 x 6.35	3.47	100	60	30	36	32	100	56
LAC KIVU	133.00	15.20 x 8.75	3.47	170	80	36	54	32	150	80
KIGALI	106.40	7.00 x 15.20	3.47	N/A	N/A	N/A	N/A	N/A	100	N/A
KARISIMBI	30.92	6.65 x 4.65	2.60	25	20	18	20	20	25	18
MUHUNGWE	34.64	7.45 x 4.65	2.60	30	25	20	22	22	30	18
BISOKE	35.25	7.58 x 4.65	2.60	30	25	20	22	22	30	18
TERRASSE INT	108.47	7.30 x 14.86	3.00	100	60	33	36	32	100	70
TERRASSE EXT	121.39	7.30 x 16.63	3.00	N/A	N/A	N/A	N/A	N/A	200	80
TERRASSE	229.86	Connected	3.00	N/A	N/A	N/A	N/A	N/A	300	150

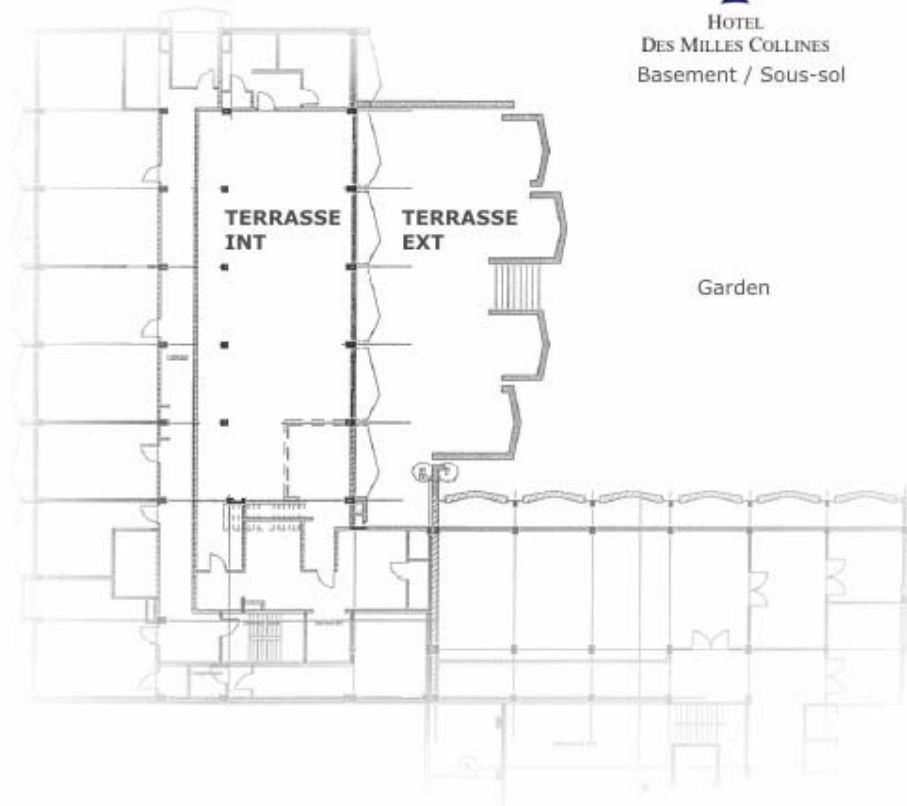


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**FLOORPLAN - BASEMENT**



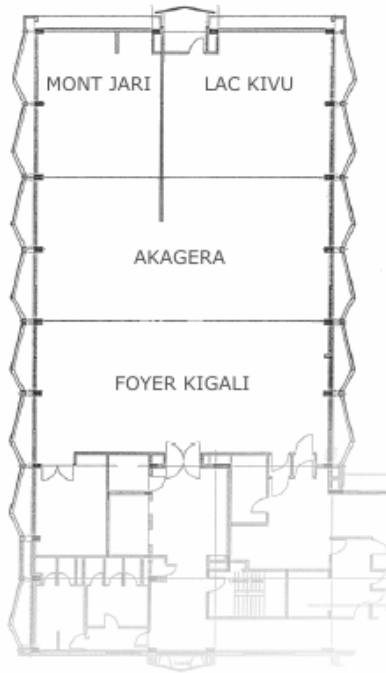
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Basement / Sous-sol





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FLOORPLAN - 4th FLOOR



  
HOTEL  
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4th floor / 4ème étage

