

## CONFERENCE ROOMS CAPACITY CHART

Function Room	Room Size (Length Width)	Ceiling high	Capacity						
			Class Room	U-Shape	Theatre	Hollow Sq	Cocktail	Buffet	Banquet
Da Nang	18x8=144	4	80	80	110	40	100	100	80
Hue	9x8=72	4	30	24	40	24	50	40	30
Hoi An	9x8=72	4	30	24	40	24	50	40	30
Hue-Hoi An	18x8=144	4	80	60	100	X	120	100	80
Da Nang-Hue-Hoi An	36x8=288	4	150	X	220	X	200	150	180
Saigon	17.5x18=315	5	200	120	300	70	250	200	200
Halong	17.5x18=315	5	200	120	300	70	250	200	200
Saigon -Halong	35x18=630	5	450	250	850	140	700	450	550
Nha Trang	18x5.5=99	2.4	40	40	50	32	X	30	40
Sapa	4x6=24	2.4	X	X	X	10	X	X	X



### ***Audio visual equipment:***

Central sound amplifier, wireless hi-speed internet or ADSL Wi-Fi, wireless microphone, telephone & fax, full air-conditioning, intelligent light system.

### ***Additional available equipment:***

LCD projector with screen , CD&MP3 player, simultaneous translation system, laptop, photocopier, printer, shredder stage, lectern, tape recorder. White board, flipchart, markers, fresh water, writing blotter, pad& pen for each delegate signboard out side the meeting room, personalized place cards on require, message board or reception desk placed out side the meeting room.