

КОНКУРСНОЕ ЗАДАНИЕ
Всероссийской олимпиады профессионального мастерства
обучающихся по специальностям среднего профессионального образования
43.02.10 «Туризм» и 43.02.11 «Гостиничный сервис»

I ЭТАП

ПРАКТИЧЕСКИЕ ЗАДАЧИ

Task 1: You work as a manager dealing with organization of business conferences. You have received an email asking about hotel's conference facilities. Read the letter and the information about key features of Eastside Grand Hotel attentively. Write a reply to the customer, offer Eastside Grand Hotel including the information about the conference centre and using Microsoft Office Word at your computer.

Dear Sir/Madam,

On behalf of the International Organization for Science and Technology Education (IOSTE), I am writing this email to make a conference room booking in the hotel for the 15th of March from 8 am to 5 pm. We are holding a seminar on "The future of Technology" for our employees. The activity would involve a gathering of 100 individuals.

We would require basic furnishing like chairs and tables, a projector and a good sound system. We would also like the hotel to arrange for breakfast and lunch.

Please feel free to reach me by Email alexblum@gmail.com or phone +39 329 728 91 07 to decide on a face to face meeting in order to discuss everything in detail like charges and other requirements and get all queries solved. We hope to get the venue for those dates and information regarding the terms and conditions too.

Thank you very much. I am looking forward to hearing from you soon.

Yours faithfully,

Alex Blum

Eastside Grand Hotel

Key features

8 meeting rooms spanning more than 217 m²

Dedicated Meetings & Events coordinator

LCD and overhead projector

Flip charts, stationery and white boards

Free high-speed, wireless Internet access

Largest room spanning 100 m²

Natural light in 4 meeting rooms

Nespresso[®] coffee machines in all boardrooms

Personalized menus from the hotel's experienced chef

Professional entertainment, music and lights upon request

Video conferencing available upon request

Task 2 : Complete the venue request form for your organization in accordance with the request of the client.

Full Name :	
Email Address and Phone Number (include area code):	
Organization or Department :	
Date of Event :	
Start Time of Event (include set up time):	
End Time of Event (include clean up time):	
Anticipated Attendance :	
Description of the event and required facilities.	