

# BROCHURE

NBC Conference Centre





## THE CONFERENCE CENTRE THAT PUTS YOU FIRST

The NBC Conference Centre is a modern conference and event location in Nieuwegein, founded by the Van Hooijdonk family in 1992. With two event halls, each of 1,800 m<sup>2</sup>, 34 meeting rooms and a huge dose of hospitality and commitment, we facilitate business meetings such as conferences, trade fairs, meetings, training courses and corporate events.

Our staff work hard to make sure our guests have a perfect meeting. From a warm smile on arrival, to the enormous flexibility and knowledge at hand in every department: everyone does their best to give our guests a great day.

Thanks to our many years of experience, we also know better than anyone what's needed for a successful meeting. We are passionate about sharing this knowledge, and are happy to contribute ideas to make your meeting even better. This may include the use of technology and audiovisual tools, or putting together the ideal culinary line-up.

In this brochure, we'll explain more about the possibilities at the NBC Conference Centre. But that's not all. We have almost everything in house, which means we're very flexible. Do you have wishes that aren't covered in this brochure? Please let us know. We'll do all we can to make your meeting a great success.

**This is our clients' opinion of us in 2020:**

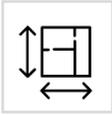
**9.0**  
Service

**8.6**  
Spaces

**8.9**  
Accessibility

**8.4**  
Food

# 10 REASONS TO CHOOSE THE NBC



## Large and small spaces

With 34 meeting rooms and 2 large event halls, we have plenty of space for your meeting. This means a corporate event with multiple sub-sessions is no problem for us.



## Innovative projections

You can really make an impression on your guests with our 3D or 4K screens. Blow your guests away with a presentation on a 28-metre-wide screen, which also shows content in 3D.



## Technical support

We have almost all audiovisual equipment available in house. Based on your wishes, we are happy to make sure you have all the equipment you need.



## Contributing ideas

Our team would be happy to work with you to plan the exact contents of your event. Thanks to our many years of experience, we know exactly what's needed for a successful meeting.



## Open all year round

We are open 365 days a year and have flexible opening times. Do you want to plan a meeting early in the morning or in the evening? Almost anything is possible.



## Great coffee

We believe that great coffee is very important. That's why we only serve Nespresso coffee, prepared by the cup.





### **Free Wi-Fi**

Guests can use our fast open Wi-Fi network free of charge. We can offer a cabled or secure internet connection for an extra fee.



### **Own kitchen team**

The NBC has its own kitchen team, led by our executive head chef, Vincent van der Wal. From breakfast to the drinks reception: we make sure your guests want for nothing.



### **Central location**

Thanks to our location next to the main highways A2, A12 and A27, we're easy to reach by car. The tram from Utrecht Central Station also stops in front of our door.



### **Free parking**

Your guests can park for free, there is always plenty of parking space available. We have around 1,000 parking spaces, and 12 charging points for electric cars.

#### **NBC STAFF IN THE SPOTLIGHT**

“There's one reason why we want to organise your event: we just really enjoy doing it.”



## HOW WE WORK



### Introduction and visit to the location

Together, we have just one goal: organising the perfect meeting. Of course, the best way to let us know how you see your perfect event or conference is to tell us in person. That's why we always start with a face-to-face meeting. During the introduction with our project managers and account managers, you'll be given a guided tour of the location and we'll get to work identifying your wishes. Of course, we will be happy to advise you about the content of your event, and can help you – if needed – to make decisions.



### Quotation process

At the NBC, every day and every meeting is different. As such, we don't work with standard quotations. You always receive a tailor-made quotation. Once we receive a copy signed by you for acceptance, we start the preparatory phase. And what if you have questions at this stage? Your personal project manager will be happy to answer them. You are also welcome to visit us as often as you like. You can even work here on location. You won't get closer to the action than this. ;-)



### Preparatory phase

Two months before the date of the meeting, you'll receive an invoice for the first instalment. Because proper preparation is half the work, we also arrange a meeting to discuss the playbook during the preparatory phase. This helps ensure that everyone is on the same page, and that we know what needs to happen to organise the perfect meeting. Following this discussion we will – if necessary – amend the quotation for you.



### Day of the meeting

Although you might wake up slightly tense on the day of the meeting, our operational manager – who will welcome you – remains impeccably calm. After all, we do this every day. The operational manager is also your contact person throughout the day. We discuss the programme prior to the meeting. Needless to say, you can count on the entire NBC team throughout the day: because organising a good meeting takes teamwork.



### Evaluation

While we hope that you will have had an extremely successful meeting, we are always open to feedback. Because we want to know about your experience, we would like to plan a personal evaluation after the event.

**At the NBC Conference Centre, we know better than anyone that organising a meeting isn't always easy. As the organiser of an event, the fact is you have to face a number of challenges. Thankfully we have an entire team of 'problem solvers' ready to help you. Click on the image to view the video.**



# LOCATION AND HOSPITALITY PACKAGES

You want to organise a successful meeting: nothing more and nothing less. That's why you're looking for a location where everything is just right and where the hard work is done for you. A location where the guests are welcomed by a friendly team and are taken care of. Where the spaces and meeting rooms have all the conveniences you could wish for, and of course where you won't face any unpleasant surprises.

We have adapted our product offer to fulfil these wishes. We have chosen to work with fixed packages, so that we can always offer you and your guests the best possible service, without surprises later.

## Example location package

Our location package contains all matters related to our location, from the internet connection to the complete set-up, and from the sanitary facilities to the technical service. Because with us you don't just rent a space: you can be sure that everything possible is done to make your meeting a success.

The location packages are offered at a fixed, all-in price for the location and associated services.

### LOCATION PACKAGE EVENTS STANDARD

	<b>PLENARY ROOM INCL. SETUP</b> Sufficient chairs are set up in the plenary room for the number of guests.		<b>COMPLETE SETUP</b> The room is set up with buffets, coffee and catering points, and standing and sitting facilities.
	<b>PROFESSIONAL LIGHTING SYSTEM</b> Professional lighting system incl. rigging, dimmers, front and back-facing lights on the stage and 100 LED PARs for atmospheric lighting in any colour in the room.		<b>PROJECTION/AUDIO PACKAGE</b> Sound system incl. wireless microphones (6) and all necessary accessories and a Full HD large-screen 16:9 aspect ratio projector.
	<b>INTERNET AND POWER</b> Guests can use our 250 MB WiFi network, and there are sufficient power points.		<b>TECHNICIAN</b> There is one technician on hand to help out with the presentation
	<b>DIGITAL SIGNAGE</b> Your company or event logo next to the name of the meeting, are displayed on a narrow casting screen. This information is also displayed on the signage screens in the building so your guests always know where to go.		<b>SOCIAL WALL</b> A social wall will be displayed on the 65 inch LED screen which is located in the entrance. The social wall will show all the Twitter and Instagram messages which include the event hashtag.
	<b>REGISTRATION DESKS</b> Our registration desks in the entrance can be used for the check in of your guests and will display your company or event logo.		<b>WASTE AND RECYCLING SERVICE</b> We take care of the separation of all waste and the recycling process.
	<b>SANITARY SERVICE</b> The location is maintained and cleaned before, during and after the event.		

### OPTIONAL

	<b>STAND CONSTRUCTION</b> For the construction and placement of stands at our venue, we charge an additional price and labor rate.
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## PREMIUM HOSPITALITY PACKAGE



### PARKING ASSISTANCE

The guests are directed to available parking spaces in the car park.



### NBC TAXI SERVICE

Guests are collected from the car park in an NBC taxi and brought to the entrance.



### RECEPTION SERVICE

Our front office welcomes the guests and is available to answer your questions throughout the day.



### STAFFED CLOAKROOM

We provide a staffed cloakroom, where guests can leave their bags and coats.



### POST AND WAREHOUSE SERVICE

We would be happy to receive your goods and place them where needed in the room.



### HOSPITALITY TEAM

A dedicated event manager will act as a contact person, and a complete team of staff will be ready to welcome your guests.



### NESPRESSO COFFEE AND TEA

During the reception and break times, we serve the guests unlimited Nespresso coffee and tea.



### SOFT DRINKS

Guests are able to enjoy soft drinks at any time.



### FLAVOURED WATERS AND FRUIT JUICES

We serve a selection of flavoured waters and fruit juices throughout the meeting.



### FRESH FRUIT

Guests can enjoy unlimited fruit during the event.



### SWEET TREATS

During the breaks we serve sweet treats, seasonal sweets and candy bars.



### HOSPITALITY CORNERS NEXT TO SUB-ROOMS

Coffee, tea or soft drinks are available from the hospitality corners next to the sub-rooms.

## LUNCH



### LUXURY SANDWICH SELECTION

Our kitchen provides a varied selection of luxury mini sandwiches, served on étagères.



### WARM SNACK

We serve a warm snack, such as sausage rolls or cheese pastries during lunch.



### SALAD BAR

Choose your own salad with ingredients such as tomato salad, cucumber salad, mesclun and pasta salad.



### YOGHURT BAR

Unlimited use of the yoghurt bar with farm-style yoghurt, Greek yoghurt and various toppings.



### DRINKS SELECTION

During lunch, the drinks selection includes milk and buttermilk.

## Example hospitality package

Our hospitality packages contain everything related to services and the culinary arrangements.

For our hospitality packages, we charge a price per person, depending on the chosen package. There are three different 'flavours' to choose from.

- Basic
- Standard
- Deluxe

Regardless of the number of guests and the chosen package, you can rest assured that everything will be organised optimally for your guests.

# OUR SPACES

Our meeting rooms are rented for three periods. These are arranged as follows:

Morning: 07:30 – 12:00  
 Afternoon: 13:00 – 17:00  
 Evening: 18:00 – 23:00

The layout and area for each room may deviate slightly from the average.



**EVENT HALL** 1x

1.500 m<sup>2</sup>

1.800 800 900 400



**BOARDROOM** 4x

+/- 30 m<sup>2</sup>

- 12 - -



**MEETING ROOM MEDIUM** 13x

+/- 50 m<sup>2</sup>

+/- 50 +/- 24 +/- 20 +/- 40



**GRAND HALL** 1x

1.800 m<sup>2</sup>

1.600 800 800 400



**MEETING ROOM SMALL** 3x

+/- 30 m<sup>2</sup>

+/- 30 +/- 16 +/- 13 +/- 6



**MEETING ROOM LARGE** 9x

+/- 80 m<sup>2</sup>

+/- 70 +/- 28 +/- 24 +/- 48

**MEETING ROOM EXTRA LARGE 4x**

± 143 m<sup>2</sup>

± 120	± 40	± 34	± 72

**CONFERENCE ROOM MEDIUM 3x**

± 160 m<sup>2</sup>

± 130	± 30	± 120	± 50

**CONFERENCE ROOM EXTRA LARGE 1x**

± 400 m<sup>2</sup>

± 390	± 74	± 240	± 120

**BUSINESS RESTAURANT 1x**

± 195 m<sup>2</sup>

± 150	204	-	-

**CONFERENCE ROOM SMALL 4x**

± 135 m<sup>2</sup>

± 130	± 30	± 30	± 72

**CONFERENCE ROOM LARGE 4x**

± 250 m<sup>2</sup>

± 200	± 48	± 150	± 60

**WINEBAR THE Y 1x**

± 50 m<sup>2</sup>

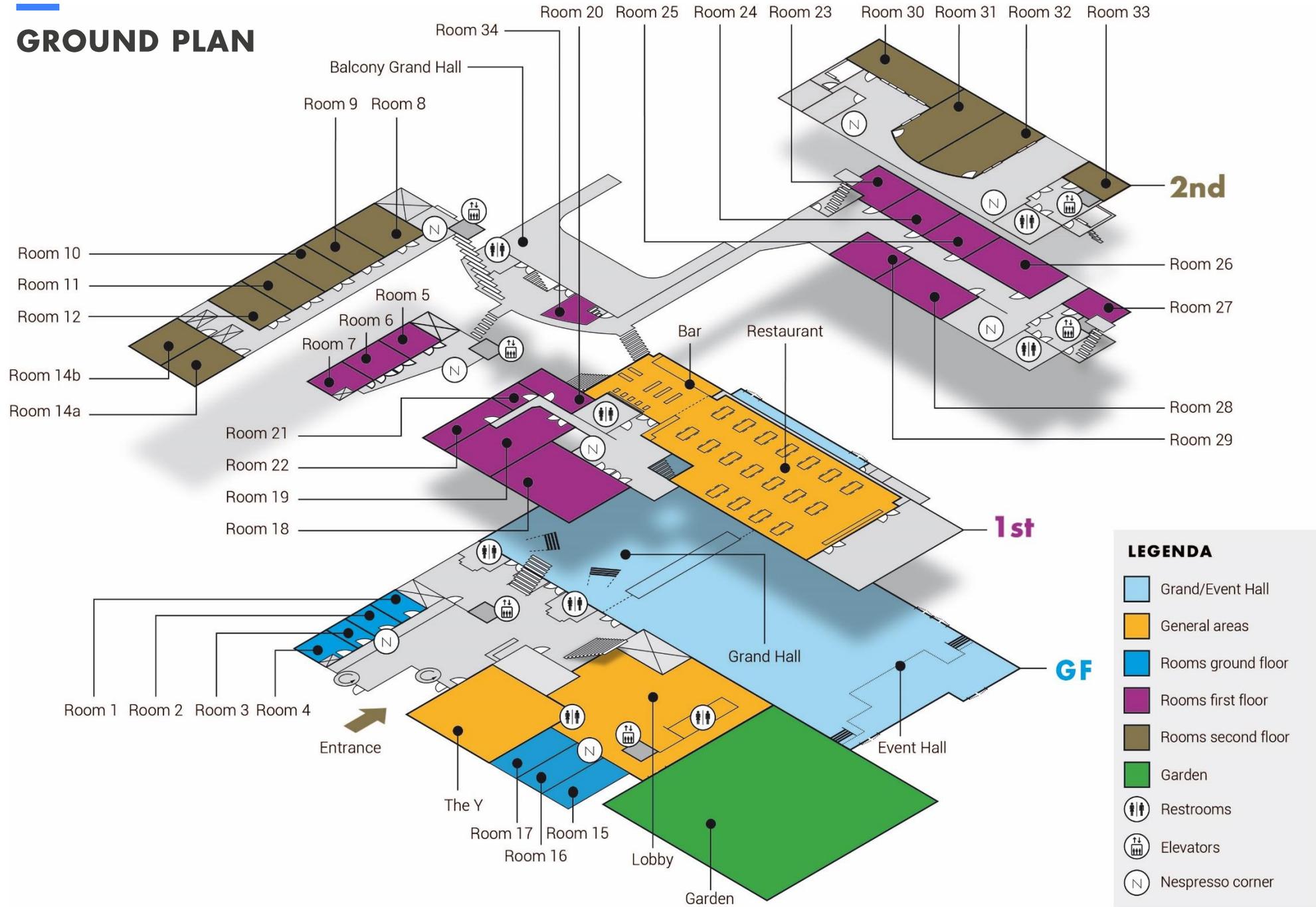
± 70	95	-	± 12

**TUIN 1x**

1.800 m<sup>2</sup>

± 1.000	-	-	-

# GROUND PLAN



**LEGENDA**

- Grand/Event Hall
- General areas
- Rooms ground floor
- Rooms first floor
- Rooms second floor
- Garden
- ♿ Restrooms
- ⬆ Elevators
- N Nespresso corner

## PROJECTION SCREENS & INTERNET

To make your meeting a success, we always ensure that we have the most innovative equipment and the best products available. All our meeting rooms are equipped with the most comfortable furniture, and are also fitted with large plasma screens or projector and screen facilities. In both the Grand Hall and the Event Hall, you have access to the latest LED lighting, projection facilities and audiovisual equipment. We will be happy to provide you with more information about the rental options and associated prices.



### 3D projection

Giving a projection on a 28-metre-wide screen: that is sure to impress your guests. And this is even more so if the content is also displayed in 3D. On the innovative screen in the Event Hall, we can transform all your wishes into crisp, life-sized projections. Whether it's live streaming, picture in picture, video mapping or other innovative display methods: everything is possible.



### 4K projection

The 4K projection screen at the NBC Conference Centre gives a whole new meaning to the word presentation. With a total area of around 184 m<sup>2</sup>, and 4K projection, your guests will have a unique, crisp and detailed experience at your event, even if they're sitting right at the back of the Grand Hall. We can project all types of content on this huge screen, and we would be happy to produce a tailor-made background together with our partners.

## Internet

Do you want to be sure of an excellent network connection during your meeting? The NBC has a high-density Wi-Fi network with a 1 gigabit line. With 69 access points throughout our building, guests are assured of a good connection everywhere. We offer various options:

- You can choose our free wireless internet service.
- You can choose your own wireless network. In this case, your guests will have access to a special, secured network with its own password. There are various broadband packages available. Our account managers will be happy to inform you about the best option.
- We can provide a cabled ADSL connection directly to a workstation or server.

Do you have specific networking needs? Our IT partner will be happy to join in the discussion to assess your wishes and arrange an appropriate solution.

## FOOD & BEVERAGES

At the NBC, we never stop thinking about how to improve our culinary offer, and we're always developing new ways of providing good, fair food. In recent years, we have fully updated both the presentation and content: we have a completely new culinary line-up, which focuses on fair, seasonal products. We believe that good and delicious food will contribute to the success of your meeting. Why? Because food brings people together.



### Breakfast

At the NBC Conference Centre, your guests can get the day off to a good start with breakfast, sweet treats or just a great cup of coffee. We only serve Nespresso coffee, freshly prepared by the cup. All coffee breaks during your meeting can also be combined with sweet treats.

We offer breakfast packages consisting of a meeting room breakfast, a breakfast buffet in the restaurant, or a breakfast buffet in our event halls. The buffets consist of a selection of warm and cold dishes. A few examples include:

- Croissants, raisin bread and other bread varieties
- Cold meats, cheese and sweets
- Boiled eggs, scrambled eggs and fried bacon
- Muesli and various types of yoghurt
- Fresh fruit

### Lunch

We can serve lunch for your guests in many different ways. For example, we offer a buffet lunch every day in our Business Restaurant. This is ideal in combination with a meeting in one of our meeting rooms. We offer various packages for this.

We also offer various lunch suggestions. The lunch suggestions are perfect for larger events, and are served from buffets. Our kitchen team adds the finishing touches to the dishes or sandwiches 'in front of the scenes', and are thus able to tell your guests more about the food on offer.





### Afternoon break

Towards the end of the afternoon, most guests appreciate a 'booster'. That's why we offer various types of afternoon breaks. For example, we can offer your guests various sweets, fruit or snack vegetables, etc. Would you prefer something savoury? Of course, this is also possible. We serve many different mini sandwiches, from pulled pork to hamburgers with truffle mayonnaise.

### Drinks reception

For many guests, the drinks reception is the ideal moment to discuss the meeting and to take part in some networking. Of course, this is best done with a tasty bite and a drink. That's why we offer various drinks specials. These vary in price and content. With us, the sky is the limit. We also offer various snacks and appetisers. In this way, your guests will always be able to find something they like that won't break your budget.

We can serve various drinks, including alcohol-free cocktails, a variety of wines, or we can set up a juice bar for you. It's up to you.



### Dinner

We also offer dinner packages, and there are various dinner buffets available. From Dutch 'stamppot' to Asian cuisine, our kitchen team is passionate about preparing the tastiest dishes for your guests. During the summer months, you can also choose a barbecue in the garden. Would you prefer a sit-down dinner or à la carte dining? No problem. Our executive head chef Vincent would be happy to join in during a meeting to discuss a tailor-made menu.

## CONTACT AND ROUTE DESCRIPTION

NBC Congrescentrum  
Blokhoeve 1  
3438 LC Nieuwegein

+31(0)30 – 602 69 00  
[info@nbconferencecentre.com](mailto:info@nbconferencecentre.com)  
[www.nbconferencecentre.com](http://www.nbconferencecentre.com)

### By public transport

Take the tram from Utrecht Centraal/Jaarbeursplein to Nieuwegein-Zuid or IJsselstein. It leaves every 7 minutes. After around 15 minutes, get off at Zuilenstein. Cross the road immediately, and the NBC is right in front of you.

> PLAN YOUR ROUTE WITH 9292.NL

### From Amsterdam (A2)

At the Ouderijn intersection, follow the signs for Arnhem (A12). Take the exit for Nieuwegein (exit 16). After the exit, turn right onto the AC Verhoefweg. Turn left at the second traffic lights (after the Shell station, at the 'Blokhoeve-Zuid/Huis de Geer/Noorderveld' exit). Turn left at the first traffic lights, and the NBC is right in front of you.

### From 's Hertogenbosch (A2)

Take the exit for Nieuwegein/IJsselstein/Schoonhoven (exit 9). After the exit, turn right at the traffic lights. Then turn left onto the AC Verhoefweg at the second traffic lights. Turn right at the third traffic lights (at the 'Blokhoeve-Zuid/Huis de Geer/Noorderveld' exit). Turn left at the first traffic lights, and the NBC is right in front of you.

### From The Hague (A12)

Take the exit for Nieuwegein (exit 16). After the exit, turn right onto the AC Verhoefweg. Turn left at the second traffic lights (after the Shell station, at the 'Blokhoeve-Zuid/Huis de Geer/Noorderveld' exit). Turn left at the first traffic lights, and the NBC is right in front of you.

### From Arnhem/Hilversum/Amersfoort

At the Lunetten intersection, take the A12 towards Nieuwegein (keep right). You will pass the Amsterdam-Rhine Canal. Then take the exit for Nieuwegein (exit 16). After the exit, turn right onto the AC Verhoefweg at the traffic lights. Turn left at the second traffic lights (after the Shell station, at the 'Blokhoeve-Zuid/Huis de Geer/Noorderveld' exit). Turn left at the first traffic lights, and the NBC is right in front of you.

> PLAN YOUR ROUTE WITH GOOGLE





**IMPRESSION**

**You can rely on us to facilitate a meeting with everything arranged. We're only satisfied if your guests go home satisfied.**



**NBC**

[nbcconferencecentre.com](http://nbcconferencecentre.com)



**THE PLACE  
TO BUSINESS**

[info@nbcconferencecentre.com](mailto:info@nbcconferencecentre.com)