



## Welcome to Your Conference Plan

**BCP** = Your meeting begins with dinner on the night of arrival, continues with overnight guest suite accommodations, and includes breakfast, lunch, refreshments, meeting space, and audiovisual for your meeting the following day.

**SCP** = Your meeting begins with overnight guest suite accommodations, and includes breakfast OR lunch, refreshments, meeting space, and audiovisual for your meeting the following day.

### Conference Plan Meals

All meals on the BCP and SCP are conference dining. Conference dining is a casual dining experience where your attendees dine in a restaurant setting, at their own pace. Conference dining meals at Hotel Contessa are primarily served in our Las Ramblas Restaurant, located on the River Level of the Hotel.

### Highlights of Conference Dining at Hotel Contessa:

**Meal Service:** Conference plan meals in Las Ramblas are full service buffets for breakfast and lunch, and limited option pre-fix menus for dinner. Conference dining for your attendees simplifies your meal planning. With conference dining, no menu choices are required of you. All Conference Dining meals and refreshment breaks are chef's choice, and rotate daily so your attendees experience a variety of food items.

**Breakfast:** Served 6:30am – 10:00am, your attendees are encouraged to arrive to breakfast at their leisure in the morning.

**Lunch:** Served 11:30am – 2:00pm. In order to effectively serve you, and other groups, we request that you indicate an 11:30am or 12:45pm dining time preference to your Conference Planning Manager.

**Dinner:** Served 5:30pm – 10:00pm. Dinner service for conference dining is served as buffet style or limited option pre-fix menu. Meal service style is determined based on the number of attendees in your group, and other groups participating in conference dining that evening.

**Arrival:** Upon arrival to the Las Ramblas Restaurant, attendees should indicate the name of the meeting / group to the hostess, and they will be seated in your group's reserved section.

**Seating in Las Ramblas** – Groups are seated together in various sections of the restaurant. In addition to restaurant seating, conference dining also utilizes the outdoor River Walk Patio, the indoor Atrium and the River level Cypress Room for group seating. Seating location accommodations and special seating requests are welcome, however are ultimately at the discretion of your Conference Planning Manager.

**Private Meals:** As a standard the meals on the *Plan* are conference dining in our Las Ramblas restaurant. However, we are delighted to *upgrade* you to a private meal *at an additional surcharge*. Surcharge Catering Menus are available from your Conference Planning Manager. Surcharge menus are discounted menu prices for groups on a *Plan* Rate. Discounted rates apply only to meals currently included in your contracted rate plan. These menus are available for private breakfast, lunch, dinner and refreshment break enhancements.

### Continuous Refreshment Break

Included in your *Plan* is access to our Continuous Refreshment Break. Refreshments are offered on the day of your meeting beginning 30 minutes prior to your meeting time. Refreshments are set on our permanent Refreshment Island located in the 2<sup>nd</sup> floor common area of the hotel (Magnolia Foyer). Refreshments are served community style, and are available at the Island for all groups participating in a *Plan*. Private Refreshment breaks and Menu enhancements are available through your Conference Planning Manager. The morning menu features fresh fruit, breakfast pastries, yogurt, coffee, assorted juices, soft drinks and bottled water, with a mid-morning hot snack item. The afternoon menu continues with coffee, soft drinks, bottled water, iced tea, lemonade, and a variety of sweet and salty snack foods such as cookies, potato chips, and fresh vegetables. Refreshment breaks are chef's choice, and rotate daily so your attendees experience a variety of food items.