

# A MEMORABLE RETREAT IN THE ALPS

## BUILDING STRONG AND READY TEAMS

Meeting spaces, meals, child programs, audio visual, force protection, relaxation and recreation all in one incomparable setting.



Long revered as one of the most desirable destinations in the Bavarian Alps, the Garmisch-Partenkirchen area is an idyllic location nestled at the foot of sweeping Alpine vistas and home to the Edelweiss Lodge and Resort. A destination where stunning mountains form the dramatic backdrop for **gatherings rich with potential and productivity**. Further, imagine this remarkable facility staffed by the most attentive conference professionals, poised to **deliver impeccable service** and an abundant array of meeting assets. Your group attendees will quickly discover that this gathering place is unlike any they've been to before.

Our **complete meeting packages** come standard with our superior technical features like app-controlled LED lighting systems, BOSE conference PA sound system and drop down ceiling projectors. The **flexible meeting spaces** allow for multiple floor configurations, from small groups to large banquets. Recreation is an integral part of any effective meeting and we can custom design a variety of extra activities for your group. With our retreat packages, the reservation process is fast and easy, **priced to maximize participation** for your unit funds. At the Edelweiss Lodge and Resort you will find all your meeting needs provided for, while you concentrate on your goals.

## FEATURES AND AMENITIES

- Conference Center with 17,000 sq. ft of technologically advanced function space • Meets all force protection guidelines
- 254 spacious guest rooms including loft suites and junior suites • Wellness Club with Saunas, Steam Room, Massage Therapy, Outdoor Hot Tub and Fitness Center • Leisure Activities and Guided Tours with 23 seasonal guided tours and 30 seasonal outdoor activities • Kids programs • DSN phone lines



## CONTACT US

Sales@EdelweissLodgeandResort.com

+49 08821-944-4244

DSN: 440-2850

St. Martinstrasse 120 / Garmisch, Germany

Instagram.com/EdelweissResort

Facebook.com/EdelweissResort





### RETREAT PACKAGES INCLUDE

- 2 overnights in a standard room
- 2 breakfasts, 2 dinners
- 1 conference room
- Dedicated conference coordinator support
- Audio / Visual equipment (except laptops)
- Coffee breaks during your meeting

### ADD ON OPTIONS

- Lunch or Youth Meals
- Child Care for a half day, full day and/or evenings
- Additional Conference Space
- Recreation and Tour Activities (must be funded separately)
- Upgraded Coffee Breaks / Group Catered Dinners
- Bus Transportation to / from unit location
- Any additional ideas you might have!

### 10 STEPS TO PLAN A RETREAT

1. Identify dates and funding source for your event.
2. Contact Edelweiss Sales Office for a proposal request.
3. When you make the tentative booking, please identify as many requirements as possible like estimates on child care, lunch added on certain dates, transportation, and any add on options.
4. The Sales office will tentatively book your event and provide you a proposal that outlines your requirements and cost estimates.
5. Review our proposal, request any desired changes, sign and email back to our Sales office. A statement of intent is a permissible substitute for a signature on the proposal.
6. Once we receive your signed proposal or statement of intent, your conference booking will be passed to a dedicated Edelweiss Conference Coordinator. The coordinator will work with you on all the details of your event, billing, room setup, rooming lists, child care, meeting times, audio/visual requirements, etc.
7. We will require the final rooming list and draft agenda two weeks prior to arrival. For rooms that are double occupancy, please reflect who is sharing rooms. Rooming lists should also include children and their ages.
8. If your event is not funded, we will coordinate directly with you for alternate funding sources. If the retreat is approved with a purchase order, it is recommended that appropriate paperwork is submitted through your channels as early as possible due to the processing times.
9. You will receive a room registration form for your participants to fill out prior to arrival. This form will greatly reduce the check-in wait time experienced at the front desk when you arrive giving you more time to focus on your goals. If the group is traveling by bus to the Resort, it works well to have them fill out the forms during the ride. Upon arrival, please provide these forms to your Conference Coordinator.
10. Have great stay and fulfill your goals! Please note final bill will be forwarded at a later date to your contracting department.



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