**<<Meeting\_MERC\_Name>>**

<<Meeting\_MERC\_Date\_of\_Event\_MERC\_\_s>>

<<Meeting\_MERC\_City\_of\_Meeting\_MERC>>

**Joining Instructions**

Dear Delegate

We are looking forward to welcoming you to this meeting. Kindly review this

information carefully to ensure its accuracy. Should you have any changes please

contact us at your earliest convenience so that we can make the necessary logistical

adjustments.

**Meeting Venue**

**Meeting Agenda**

The meeting will take place in the meeting room: <<Agenda\_Item\_MERC\_Room\_MERC>> and will commence on *<<Meeting\_MERC\_Start\_Time\_In\_Meeting\_Time\_Zone>>* with registration and refreshments available from <<Form\_RegdeskTime1>>.

The meeting will close at *<<Meeting\_MERC\_End\_Time\_In\_Meeting\_Time\_Zone>>*.

**Dinner**

Dinner will be served in <<*Form\_DinnerLocation*>> at <<*Form\_DinnerTime*>>.

**Travel (train)**

<<Form\_NameClosestRailStation>>

<<*Form\_WalkingInstructionsfromRailStationtoVenue*>>

<<Form\_LinkVenueWebsiteDirectionsPage>>

**Travel (car)**

<<Form\_ParkingInstructions>>

<<Form\_LinkVenueWebsiteDirectionsPage>>

**Accommodation**

Hotel reservations have been made on your behalf on <<Form\_DateofHotelReservation>> at the:

**<<Travel\_Itinerary\_MERC\_Hotel\_Name\_MERC>>**

**<<Account\_MERC\_Primary\_Addr\_Line1\_GLBL>>**

**<<Account\_MERC\_Primary\_Addr\_Line2\_GLBL>>**

**<<Account\_MERC\_Primary\_Addr\_City\_GLBL>>**

Please ensure you settle any incidentals on departure.

**Check In:** <<Meeting\_Participant\_MERC\_Date\_of\_Check\_In\_MERC>>

**Check Out:** <<Meeting\_Participant\_MERC\_Date\_of\_Check\_Out\_MERC>>

Breakfast is from <<Form\_BreakfastStarttime >> until <<Form\_BreakfastEndtime >> in the <<Form\_BreakfastLocation >>.

**Certificate of attendance**

<<Form\_CPDaccreditationWording>>

Certificates of Attendance will be available at the close of the meeting.

**Expense Reimbursement Form**

Please note you will receive an Expense Claim Form. Lilly will reimburse rail travel

expenses for standard rail travel only, claims for mileage and local taxi’s not exceeding £100.00 in total.

Please note NO subsistence will be reimbursed.

Expense claim forms must be accompanied by original receipts and returned within 30 days of the meeting.

**Contact details**

If you require any additional information prior to the meeting please contact:

**<<User\_Name>>**

Email: Lilly\_UK\_CMS@lilly.com

Tel: +44 20 3684 0772

We look forward to seeing you in <<Meeting\_MERC\_City\_of\_Meeting\_MERC>>.

With kind regards

Lilly Customer Meeting Services