|  |  |  |
| --- | --- | --- |
| <<Account\_Sfx\_Nm\_GLBL>> <<Account\_Name>>  <<Address\_GLBL\_Line\_1\_Adrs\_Txt\_GLBL>>  <<Address\_GLBL\_Line\_2\_Adrs\_Txt\_GLBL>>  <<Address\_GLBL\_Zip\_Postal\_Code\_GLBL>>  <<Address\_GLBL\_City\_GLBL>> | | |
|  |  | <<Today\_\_s>> |

<<Meeting\_MERC\_Name>>

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

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

Dear <<Account\_Title\_Desc\_Glbl>> <<Account\_Sfx\_Nm\_GLBL>> <<Account\_LastName>>,

We are looking forward to welcoming you to the <<Meeting\_MERC\_Name>>. The following final information details your stay in <<Meeting\_MERC\_City\_of\_Meeting\_MERC>>. Please review this information carefully and should you have any changes, please contact us at your earliest convenience so we can make the necessary adjustments.

**Congress Programme and Venue**

The congress will commence on <<Meeting\_MERC\_Date\_of\_Event\_MERC\_\_s>> at <<Meeting\_MERC\_Date\_of\_Event\_MERC\_\_s>>. The congress will close on <<Meeting\_MERC\_End\_Date\_of\_Event\_MERC\_\_s>> at <<Form\_endtimemeeting>>. Agenda updates are posted regularly by the official congress bureau on their website. For further information about <<Meeting\_MERC\_Name>> please refer to the Congress Website at:

<<Form\_CongressWebsite>>

**Accommodation**

Accommodation has been booked on your behalf 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>>

Check-In: <<Meeting\_Participant\_MERC\_Date\_of\_Check\_In\_MERC\_\_s>>

Check-Out: <<Meeting\_Participant\_MERC\_Date\_of\_Check\_Out\_MERC\_\_s>>

Distance from Airport: <<Form\_HotelDistancefromAirport>>

Distance to Congress Centre: <<Form\_HotelDistancefromCongressCentre>>

Accommodation has been booked from <<Meeting\_Participant\_MERC\_Date\_of\_Check\_In\_MERC\_\_s>> - <<Meeting\_Participant\_MERC\_Date\_of\_Check\_Out\_MERC\_\_s>> (5 nights, unless otherwise requested and/or previously indicated). All hotel rooms have been prepaid on your behalf. The cost for incidental supplements will be at your own expense.

Please note this invitation is for you and is not transferable. Accompanying persons or spouses are not invited or permitted to attend this meeting.

**Breakfast**

Breakfast is in the << Form\_BreakfastRoomHotel>> located <<Form\_BreakfastLocation >>.Open daily from <<Form\_BreakfastStarttime >>.

**TRANSPORTATION:**

Arrival and Departure transfers have been arranged between the hotel and the <<Travel\_Itinerary\_MERC\_Dprtr\_Trmnl\_Nm\_MERC>> airport for you based on your travel dates.

<<Form\_DetailsOfPickUp>>

Arrangements for departure transfers will be communicated onsite in your welcome pack.

Should you wish to make any changes to your travel prior to departure please contact <<User\_Name>> from the UK Lilly Customer Meeting Services Team . Should any emergency changes be needed onsite, we will be pleased to assist you. For this you will be asked to provide the name and contact number of your travel agency.

**ARRIVAL AT THE HOTEL:**

Upon arrival at the hotel please proceed to check-in at the main reception desk. You will need to provide your passport and a credit card to guarantee incidental room charges. You will be responsible for paying any incidental charges, extra nights and double occupancy supplements directly with the hotel.

**LILLY INFORMATION DESK:**

After hotel check-in please proceed to the Lilly Information Desk to collect your welcome pack and congress registration bag. Additionally the onsite team will be available to assist with any questions you may have.

The Lilly Business Suite will be open on arrival for those who would like to utilise it.

**Welcome Pack Contents Include:**

<<Form\_Welcompack>>

Please find below a listing of the standard hours of operation; however please note that although there are official hours of operation the Lilly Customer Meeting Services Team will be available to assist you at any time.

Day 1: <<Form\_HCDate1>> Operating Hours: <<Form\_HCTime1>>

Day 2: <<Form\_HCDate2>> Operating Hours: <<Form\_HCTime2>>

Day 3: <<Form\_HCDate3>> Operating Hours: <<Form\_HCTime3>>

The Lilly Information Desk in the lobby will be open during departures.

<<Form\_InformationDeskLobbyInformation>>

**TRANSPORTATION TO THE CONGRESS CENTRE:**

(add if relevant to form fields).

Hotel – Congress Centre

<<Form\_HCDate1>> <<Form\_HCTime1>>

<<Form\_HCDate2>> <<Form\_HCTime2>>

<<Form\_HCDate3>> <<Form\_HCTime3>>

Congress Centre – Hotel

<<Form\_CHDate1>> <<Form\_CHTime1>>

<<Form\_CHDate2>> <<Form\_CHTime2>>

<<Form\_CHDate3>> <<Form\_CHTime3>>

**CONGRESS REGISTRATION:**

We have registered you as requested. Your name badge and congress bag will be available at the <<Form\_LillyRegistrationDeskLocation>> on <<Form\_DateandTimeofBadgeandMeetingdetailsAvailability>>.

Registration includes the following:

<<Form\_RegistrationDetails>>

**LILLY SPONSORED ACTIVITY:**

<<Form\_LillySponsoredActivity>>

**CERTIFICATE OF ATTENDANCE:**

A Certificate of Attendance can be obtained from the registration area of the Congress Centre during the last two days of the congress or afterwards online with your registration number provided on your name badge. <<Form\_CertificateAttendenceInfo>>

**PASSPORT, VISA AND ESTA REQUIREMENTS:**

<<Form\_PassPortVisaEstaRequirements>>

**EXPENSES:**

An expense form will be provided for any out of pocket travel expenses incurred. Lilly will reimburse rail travel expenses for standard rail travel only, mileage and local taxis not exceeding £100.00 in total. These must be accompanied by original receipts and claimed within 30 days of the meeting date. Please note no additional subsistence will be reimbursed.

**24 HOUR EMERGENCY ASSISTANCE:**

<<Form\_Emergencycontantdetails>>

**CONTACT DETAILS PRIOR TO THE CONGRESS:**

If you require any additional information prior to the Congress please contact the Lilly Customer Meeting Services Team:

<<User\_Name>>

Tel: <<User\_Phone>>

Fax: <<User\_Fax>>

<<User\_Email>>