|  |  |  |
| --- | --- | --- |
| <<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>> |

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

We are delighted to have the opportunity to welcome you to <<Meeting\_MERC\_City\_of\_Meeting\_MERC>> for the <<Meeting\_MERC\_Name>>.

The scientific agenda has been planned by the organisers of the Congress. For detailed information on exhibits, symposia topics, times and locations please refer to your

Congress booklet. We hope that you will enjoy the scientific sessions.

We have enclosed important information which we hope will help you make the most of your time during the congress.

**Congress Venue**

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

**Congress Program**

The most updated congress program is available in the congress pack. You can also check the program on the official website: **<<Form\_CongressWebsite>>**

**Certificate of attendance**

Please refer to the congress organiser booklet or final program of the congress

**Accommodation**

A room for single use has been booked for you at:

<<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>>

**Check out procedure:** On departure day we kindly ask you to settle any personal

charges

**Please find enclosed other useful logistic information**