**Other Logistics General Information**

**Hotel**

Hotel check in time: <<Form\_CheckInTime>>;

Hotel check out time: <<Form\_CheckOutTime>>

Breakfast will be served in the <<Form\_BreakfastLocation>> of the hotel from <<Form\_BreakfastStarttime >> to <<Form\_BreakfastEndtime >>

Wireless internet access <<Form\_WifiAccess>>is available throughout the hotel.

**Lilly sponsored activities – *if applicable and according to local guidelines***

**Exhibit Booth - *if applicable***

The Lilly booth is located in <<Form\_LillyBoothDetails >>

The official exhibition opening hours are <<Form\_LillyBoothOpeningHours>>

**Congress registration**

<<Form\_TypeOfCongressRegistration>> has been purchased on your behalf.

Your name badge and congress bag will be available at the **Lilly Information Desk**

located in the lobby of the hotel starting <<Form\_LobbyDateandTimeofBadgeandCongressbagAvailability>>

Or

Your name badge and congress bag will be available at the congress venue starting

<<Form\_VenueDateandTimeofBadgeandCongressbagAvailability>>

Registration includes the following:

<<Form\_InsertRegistrationBenefit>>

**Distance to the congress venue:**

The hotel is approximately<<Form\_HotelCongressDistanceinMiles>> from the congress centre. It is reachable via public transportation as follows: << Form\_PublicTransportIndicationsForKongress >>

or on foot: (if applicable)

<<Form\_InsertOnFootIndicationsForKongress>>

**Transfers to and from congress venue - *if applicable***

Lilly has organized a private shuttle service to get to the congress venue with the following schedule:

Hotel – Congress Venue:

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

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

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

Congress Venue – Hotel:

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

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

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

**Assistance on site (if applicable)**

If you have any questions, specific needs or requests during your stay, please contact the **Lilly Information Desk** where our staff will be pleased to assist you.

Hours of Operation:

<<Form\_InfodeskDay1>> <<Form\_InfodeskOT1>>

<<Form\_ InfodeskDay2>> << Form\_InfodeskOT2>>

<<Form\_ InfodeskDay3>> << Form\_InfodeskOT3>>

Your onsite contact will be:

<<Form\_KongressOnsiteContactName>>

<<Form\_KongressOnsiteContactDetails>>

Your onsite Lilly contact will be:

<<Form\_LillyOnsiteContactName >>

<<Form\_LillyOnsiteContactDetails>>

**Departure transportation *- if applicable***

A Departure Notice has been included in your Welcome Pack. Please review all

information to make sure it is accurate. If you have any changes or need further assistance, please contact us on <<FormOnsiteContactDetailsDeparture>>.

For your transfer, please meet in the lobby 10 minutes prior to your pick up time.

A representative holding a Lilly sign will meet you. Please note that for all Domestic

departures youmust be at the airport at least 1 hour prior to your scheduled flight time.

**Pharmaceutical Guidelines**

Please note that in line with the Pharmaceutical Guidelines and local Code of Conduct, Eli Lilly and Company does not allow any additional hospitality outside the meeting

agenda.

This invitation is for you and is not transferable, accompanying persons or spouses are not invited or permitted to attend this meeting.

**Emergency assistance**

In the event of an emergency or any problems while you are in <<Meeting\_MERC\_City\_of\_Meeting\_MERC>> attending the congress our onsite team will be available around the clock. <<Form\_ Emergencycontantname>> can be

contacted at <<Form\_Emergencycontantdetails>>

**Medical, Police and Fire emergencies**

Police: Dial 112

Ambulance/Medical Emergency: 112

Fire Department:112

**Personal safety and security**

Please be aware of your own personal safety and security by taking the time to review the emergency fire and evacuation procedures at your hotel.

Should you have any questions or need any further assistance, please contact staff on site available at the Lilly Registration desk <<Form\_LillyOnsiteContactName >> <<Form\_LillyOnsiteContactDetails>>

or myself

**<<User\_Name>>**

Tel: **<<User\_Phone>>**

**We hope that you find the congress informative**