



EVENT INFORMATION

FAIR & CONFERENCE VENUE

SHERATON LISBOA HOTEL & SPA
Rua Latino Coelho, 1, Lisbon 1069 Portugal
Tel.: +351 21 312 0000

EVENT ORGANIZER

Idea & Marketing
Jedności 118, 05-506 Janczewice, Poland
Tel.: + 48 508 399 182
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www.ideamarketing.pl

ORGANISERS' DESK

Opening hours:
Thursday 20th October 2022: 08:00 – 17:00
Friday 21st October 2022: 08:00 – 19:00

REGISTRATION

Both pre-registered delegates and those wishing to register on the day may collect their badges and register by visiting the Organisers' Desk.

FAIR

Opening hours:
Thursday 20th October 2022: 10.00 – 18.00 - Exhibition set-up
Friday 21st October 2022: 10.00 – 16.00 - Fair
Friday 21st October 2022: 16.00 – 20.00 - Dismantle

CONFERENCE & WORKSHOPS

The Conference and Workshops will be held on Thursday 20th October 2022: 09.00 - 16.00 in SHERATON HOTEL LISBON.

The official Conference language is English.

GALA DINNER

The Gala Dinner and Aqua Awards will be held on Thursday 20th October 20:00 – 24:00. The venue is SUD Lisboa, MAAT, etc. Coaches will be available at the Sheraton from 19:30 for delegate transfer (approximately 20 minutes).

NAME BADGES

Participants are requested to wear their name badges at all times during the Fair, Conference and Workshop sessions.

RESTAURANTS, BAR AND COFFEE SHOP

Food and drink are available at SHERATON HOTEL LISBON

CLOAKROOMS

Are located at SHERATON HOTEL LISBON

FIRST AID

Contact the Organisers' desk for medical assistance.

REGISTRATION & PAYMENT

Please complete the registration form and return it as soon as possible to Idea & Marketing. Registration will be accepted and confirmed if payment is received by 1st October 2022. Should payment be made after this date, registration confirmation will take place on the day of the opening of the event if proof of payment can be shown.

CHANGES TO THE PROGRAMME

The Organiser retains the right to make changes to the Conference programme including speakers and content. In such an event the registration fee is non-refundable.

HOTEL BOOKINGS

Hotel bookings should be made direct to the hotel of your choice. Payment for your accommodation should be made to the given hotel, pursuant to the payment principles established by the hotel. If you depart early, cancel or fail to honour a booking, you are required to cover all your financial obligations in relation to the hotel. Idea & Marketing shall not be liable for hotel room availability or any financial liabilities of participants towards the hotel on account of room bookings.

CITY TOUR

The fee for the tour is payable in advance. A minimum number of participants is required for it to proceed. If this minimum is not reached, the Organisers reserve the right to cancel and the fee will be refunded. However, if a pre-registered participant cancels, the fee is non-refundable. There is a maximum number of places on the tour, therefore bookings will be accepted on a first come, first served basis.