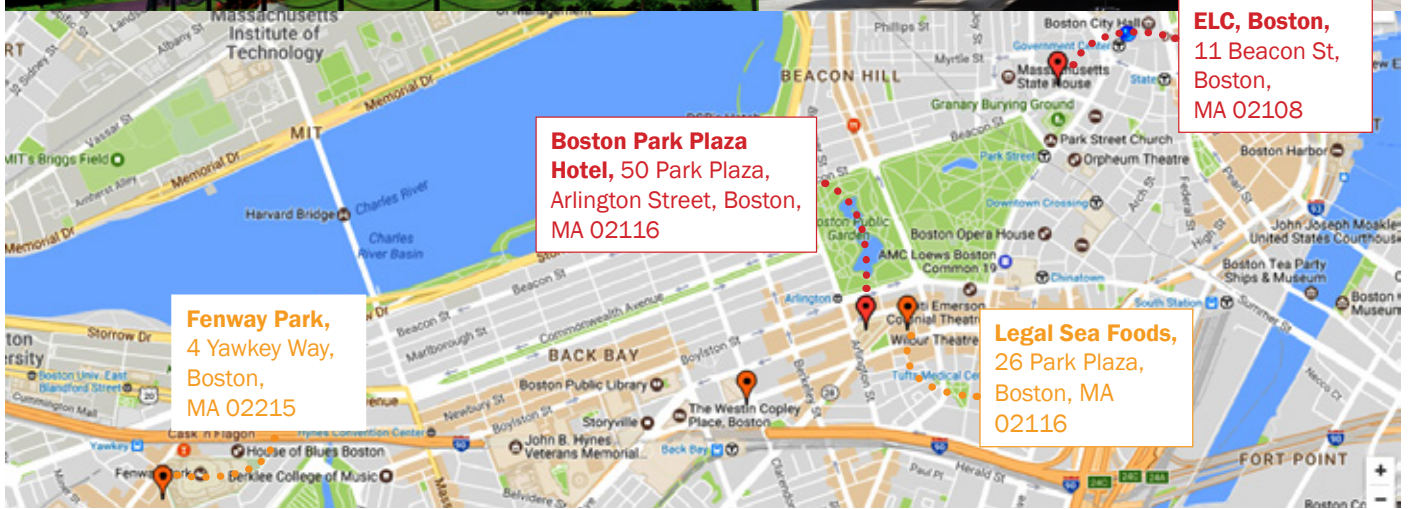




Delegate information pack



Fenway Park,
4 Yawkey Way,
Boston,
MA 02215

**Boston Park Plaza
Hotel, 50 Park Plaza,**
Arlington Street, Boston,
MA 02116

ELC, Boston,
11 Beacon St,
Boston,
MA 02108

Legal Sea Foods,
26 Park Plaza,
Boston, MA
02116

Exhibitors

BEFORE THE WORKSHOP:

Bag inserts: Send 300 bag inserts to ELC Boston by 13 March. Max size A4

The workshop manual: Check and update your company profile and image in Marcom by **10 March** to guarantee that the correct details are included in the manual.

Online appointment making: Appointments are made in advance through Marcom eSchedule PRO.

ON ARRIVAL: Register at the IALC registration desk: You'll receive your welcome pack, workshop manual and name badge. This badge is your passport to all events. Please wear it throughout the Workshop.

Stand location: Your stand number will be allocated on Marcom.

Stand equipment: Stand space includes a 6ft table, 4 chairs, power socket and WIFI. Pop up stands and other materials should be within a 300x130cm area.

Meeting format: Exhibitors can arrange appointments with agents and educators. Appointments are 25 mins long with a 5 min break between appointments. A digital timer will signal the end of each appointment.

Internet access: WIFI access will be available.

Contact us

workshop@ialc.org
Boston:
1-617-571-9244
1-617-477-3485



Itinerary:

All events are located at Boston Park Plaza Hotel except where indicated.

Thursday 23 March

08.00 - 21.00 Delegate registration - Ballroom Foyer (Mezzanine level)
14.15 - 18.00 Seminars
19.00 - 23.30 Welcome Reception at **Fenway Park** No backpacks.
Dress code: smart casual. Please wait in the foyer for a shuttle bus

Friday 24 March

08.00 - 18.00 Delegate registration and help at Hospitality Desk
08.30 - 10.30 Business appointments
10.30 - 11.00 Coffee break sponsored by islBooking
Free time to visit Exhibition stands
11.00 - 13.00 Business appointments
13.00 - 14.00 Lunch
14.00 - 15.30 Business appointments
15.30 - 16.00 Coffee break sponsored by islBooking
Free time to visit Exhibition stands
16.00 - 17.20 Business appointments
19.30 - 22.30 ELC Boston Party at **ELC Boston**.
Dress code: Wild West or smart casual. Walking guides or shuttle bus from the foyer

Saturday 25 March

08.00 - 18.00 Hospitality desk
08.30 - 10.30 Business appointments
10.30 - 11.00 Coffee break sponsored by islBooking
Free time to visit Exhibition stands
11.00 - 13.00 Business appointments
13.00 - 14.00 Lunch
14.00 - 15.30 Business appointments
15.30 - 16.00 Coffee break sponsored by islBooking
Free time to visit Exhibition stands
16.00 - 16.50 Business appointments
19.00 - 02.00 IALC Gala Dinner, sponsored by Guard.me
Dress code: formal

Sunday 26 March

Morning Departure, Fam-trips depart - USA & Canada

View your personal itinerary in [My Registration](#) (log in: email & confirmation)

Location

Accommodation, registration, workshop and seminars:
Boston Park Plaza Hotel, 50 Park Plaza at Arlington Street, Boston, MA 02116

Evening events

All packages include evening events, except:

- Exhibitors who chose day attendance
- Companions who chose the 'no evening event' option.

Special dietary requirements

Email workshop@ialc.org if you didn't tell us about your dietary requirements during registration.

Companions

There is no organised program for companions. Companions can ask the hotel concierge for help and advice on local tourist sites.

Fenway Park

No backpacks due to security issues.

PLANNING YOUR TRIP:

Hotel confirmation: You will receive confirmation from Boston Park Plaza by next week.

Additional rooms or nights:

Extra rooms and nights are paid directly to the hotel: Doubles - \$263 including taxes.

View your current request in [My Registration](#) (log in: email and confirmation) . Email workshop@ialc.org to make changes before 13 March 2017. There will be a €25 fee per change.

Credit card: You will be required to present a credit card on check-in to cover any additional expenses.

Visa information: Some nationalities must apply for a visa to enter the [USA](#) and [Canada](#).

It is your responsibility to check the most up to date visa regulations, determine if they are applicable to you and apply in plenty of time.

You can request a visa support letter in [My Registration](#) or by emailing workshop@ialc.org.

Location

Accommodation, registration, workshop & seminars:

Boston Park Plaza Hotel, 50 Park Plaza at Arlington Street, Boston, MA 02116

Contact us

workshop@ialc.org
Boston:
1-617-571-9244
1-617-477-3485

Getting there:

FLIGHTS:

Logan International Airport is 3 miles (4.8 km) east of downtown Boston.

- A Taxi service is available from each Terminal (arrival level) curbside. Approx. \$25-30 USD (15-20 minutes' drive).
- Hotel Shuttle service at <http://www.gobostonshuttle.com/hotels>

ARRIVING BY TRAIN:

- AMTRAK connects Boston with many cities in the USA. For more information go to www.amtrak.com/home

ARRIVING BY CAR:

- The Park Plaza Hotel offers on-site [Valet Parking](#) for an overnight fee of approx. \$48 USD.
- Valet Parking Entrance Address: 34 Columbus Ave, Boston 02116.
- For more information contact the Concierge at +1 617 654 1912
- Self-parking at the [Motor Mart Garage](#) is also available across the street from the Boston Park Plaza Valet Entrance.
- Address: 201 Stuart St, Boston, MA 02116. Phone: +1 617 482 8380

Local info

Time zone: EST (GMT -5)

Weather: 1-10 °C

Power: USA: 110V, Canada: 120V



Money: USD & CAD
Credit cards are widely accepted.

Smoking: Boston: smoking is banned in bars, restaurants and workplaces. Canada: smoking is banned in indoor public spaces and workplaces

Discounts

IALC and **oneworld®**

oneworld® is pleased to be the **official airline alliance of the IALC 2017 Workshop Boston**

As a registered attendee, you can access discounted flights for travel to this event. Take advantage today

Visit www.oneworld.com/events, select '**Attendee**' and enter event code **OW63E16** to access our on-line booking tool or [Book Here](#)

Our sponsors



Shipping

Stand materials and promotional items: Shipping labels are attached below. Please arrange for all items to arrive at ELC Boston **no later than 13 March 2017**



To: **ELC, Boston,**
11 Beacon St,
Boston,
MA 02108,
USA

Tel: +1 (617) 536-9788
email: elcboston@elc.edu

Sender / Company Name:

Delegate name:

Table / stand number:

Event: 2017 IALC Workshop

Box no. _____ of _____

WORKSHOP - Promotional items

Place one on the top and one on the side of each piece shipped to ensure proper delivery.

Please ensure delivery before **13 March 2017**



2017 WORKSHOP 23-26 March

Sender / Company Name:

To: **ELC, Boston,**
11 Beacon St,
Boston,
MA 02108,
USA

Tel: +1 (617) 536-9788

email: elcboston@elc.edu

Event: 2017 IALC Workshop

Box no. _____ of _____

EXHIBITOR – Bag Insert

Place one on the top and one on the side of each piece shipped to ensure proper delivery.

Please ensure delivery before 13 March 2017.



2017 WORKSHOP 23-26 March

Sender / Company Name:

To: **ELC, Boston,**
11 Beacon St,
Boston,
MA 02108,
USA

Tel: +1 (617) 536-9788

email: elcboston@elc.edu

Event: 2017 IALC Workshop

Box no. _____ of _____

EXHIBITOR – Bag Insert

Place one on the top and one on the side of each piece shipped to ensure proper delivery.

Please ensure delivery before 13 March 2017.

Bag inserts: All exhibitors are entitled to one welcome bag insert (up to A4 size) per delegate bag. 360 bag inserts must be sent to ELC Boston by **13 March**. The package address label is attached.