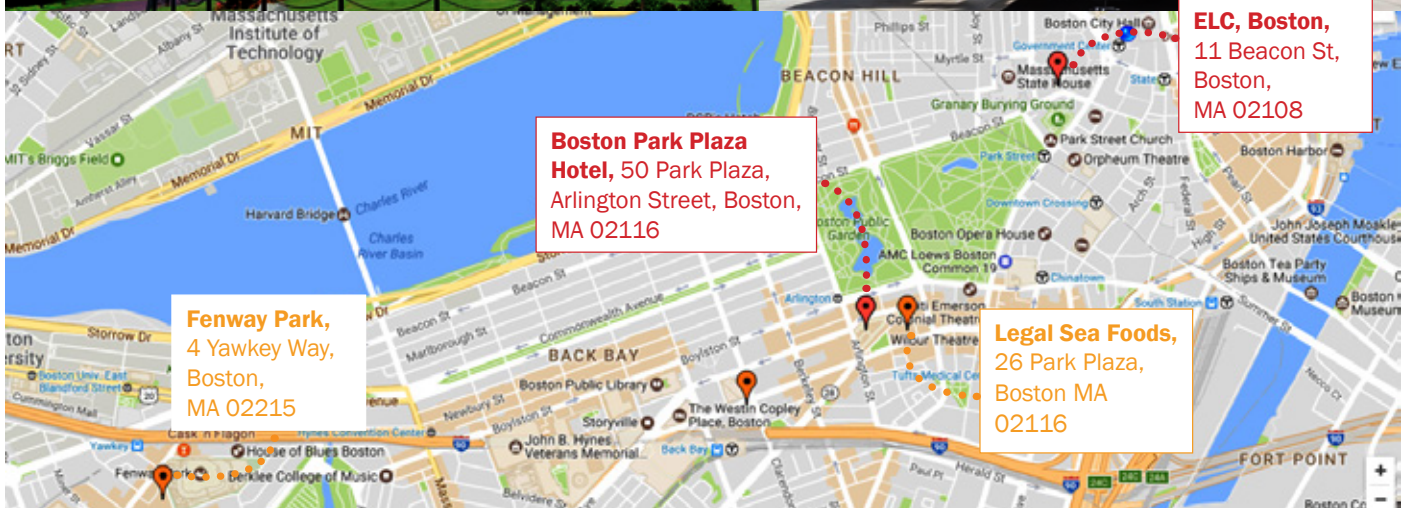




Delegate information pack



Agents

BEFORE THE WORKSHOP

Online appointment making: Appointments are made in advance through Marcom eSchedule PRO. You should have already received your login details.

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.

Internet access: WIFI access will be available.

Meeting format: Appointments are 25 minutes long with a 5 minute break between appointments. A digital timer will signal the end of each appointment.

Protocol:

- Agents must attend all workshop sessions and make at least 14 appointments with IALC schools.
- Hosted agencies may **not** sell non-IALC language schools to other agents or trade with non-IALC language schools for the duration of the workshop and the hosted fam trips.

You will be **charged full price** if you don't meet these conditions.

Contact us

workshop@ialc.org

Boston:

1-617-571-9244

1-617-477-3485

Cancellation:

No refunds are available at this time.

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:

- Agents 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.

Our sponsors

PLANNING YOUR TRIP:

IALC offers each agency one room inclusive of breakfast and internet from 23 - 25 April (3 nights). You can share this room with a companion or additional delegate at no extra cost. You pay all other hotel accommodation costs directly to the hotel on departure.

Accommodation is not included in the 'day attendance only' package.

Hotel confirmation: You will receive final confirmation of the hotel dates you've requested next week, including room details, address and check in / out times.

Additional rooms or nights:

Extra rooms and nights are paid directly to the hotel in USD, \$: 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.

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

Our sponsors



Location

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Contact us

workshop@ialc.org

Boston:

1-617-571-9244

1-617-477-3485

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](#)