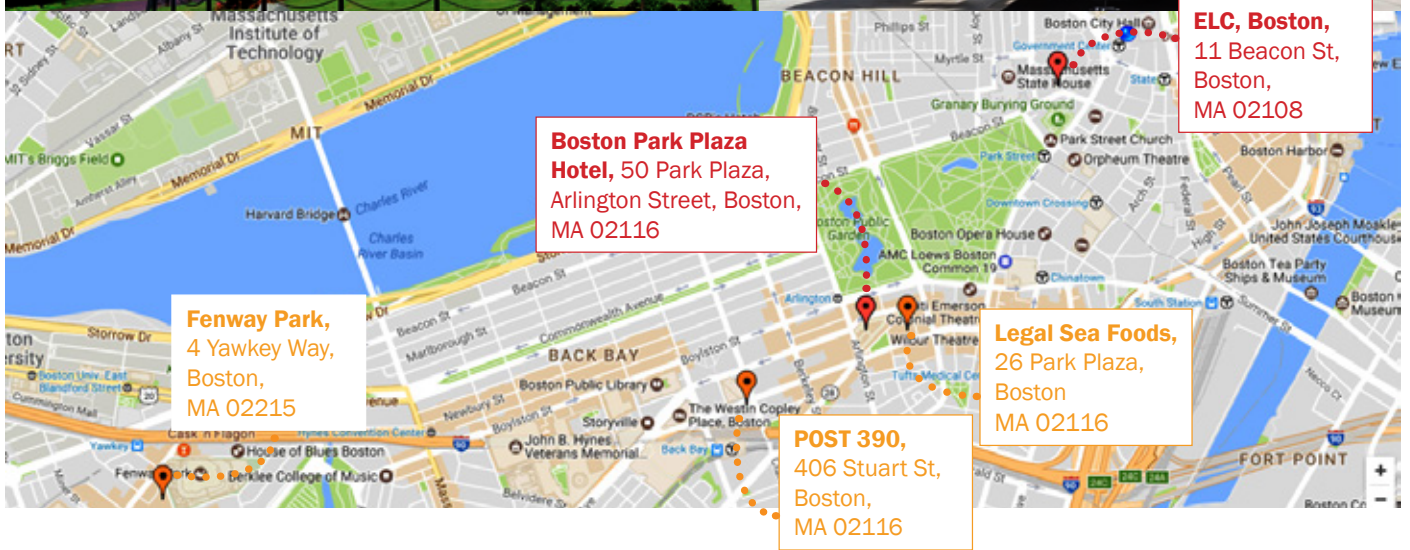




# Delegate information pack



## Members

### 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.

**AGM:** This year the **extended AGM** will start on **Wednesday 6 April 16.00-18.00** with brand strategy discussions taking place from 13.30 - 15.30.

The AGM is where members discuss and vote on IALC strategy. Members must attend at least 1 AGM every 2 years. You will receive information and the draft AGM agenda in March.

## Contact us

[workshop@ialc.org](mailto:workshop@ialc.org)

Boston:

1-617-571-9244

1-617-477-3485





**Itinerary:** All events are located at the Boston Park Plaza Hotel unless otherwise stated.

## Tuesday 21 March

13.00 - 21.00	Delegate registration
19.30 - 22.30	Optional dinner at <b>Legal Sea Foods</b> . Please meet in the foyer to walk across to the restaurant

## Wednesday 22 March

08.00 - 21.00	Delegate registration
08.00 - 12.00	Committee meetings & New Members' Briefing
12.00 - 13.30	Lunch <b>EB and Committee Members Only</b>
13.30 - 15.30	Round Tables Discussion
15.30 - 16.00	Coffee break
16.00 - 18.00	AGM Part 1
19.30 - 22.30	Members dinner at <b>POST 390</b>

## Thursday 23 March

08.00 - 20.00	Delegate registration
09.00 - 12.30	AGM Part 2
12.30 - 14.00	Lunch
14.15 - 18.00	Seminars
19.30 - 23.30	Welcome Reception at <b>Fenway Park</b> . No backpacks. Please meet in the foyer for a shuttle bus. <a href="#">Dress code: smart casual</a>

## 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
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
16.00 - 17.20	Business appointments
19.30 - 22.30	ELC Boston Party at <b>ELC Boston</b> . <a href="#">Dress code: Wild West or smart casual</a>

## Saturday 25 March

08.00 - 18.00	Hospitality desk
08.30 - 10.30	Business appointments
10.30 - 11.00	Coffee break sponsored by islBooking
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
16.00 - 16.50	Business appointments
19.00 - 02.00	IALC Gala Dinner, sponsored by Guard.me <a href="#">Dress code: formal</a>

## Sunday 26 March

Morning	Departure, Fam-trips depart - USA & Canada
Afternoon	Boston add-on tour: sightseeing
Evening	Boston add-on tour: dinner

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

## Location

Accommodation, registration, workshop & seminars:

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

## Contact us

[workshop@ialc.org](mailto:workshop@ialc.org)

Boston:

1-617-571-9244

1-617-477-3485

## Evening events

### Which evening events can I attend?

- Optional dinner - Delegates who booked this during registration
- Members' dinner - Main delegates, additional delegates attending the AGM, companions that chose this option.
- ELC Boston Party - All delegates\*
- Gala dinner - All delegates\*

\*Except accommodation only companions

### Special dietary requirements

Email [workshop@ialc.org](mailto: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:** The workshop hotel is the Boston Park Plaza. All agents are staying there. A double room costs \$263 including tax. Please book directly with the hotel. Please contact the hotel directly to book or make changes to your reservation.

Tel: 1-617-379-7129  
e: reservations@bostonparkplaza.com

## Credit card

Hotels require a credit card on check-in.

**Visa information:** Some nationalities must apply for a visa to enter the **USA** and **Canada**. You can request a visa support letter in [My Registration](#) or by emailing [workshop@ialc.org](mailto:workshop@ialc.org).

**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.**

## 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

## 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](http://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

## 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](http://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**