



CONFERENCE & FAIR

19-21 OCTOBER 2022

LISBON, PORTUGAL

EVENT GENERAL INFORMATION

FAIR & CONFERENCE VENUE

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

EXHIBITION TERMS AND CONDITIONS

118 Jedności, 05-506 Janczewice, Poland
Tel.: + 48 508 399 182
e-mail: office@ideamarketing.pl
www.ideamarketing.pl

ORGANISER'S DESK

Opening hours:

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

REGISTRATION

Located at the Organiser's Desk.

Pre-Registration

Participants who have already registered for the Fair, Conference, Workshops, and Gala Dinner can collect their documents here.

On-site Registration

Participants who have not yet registered for the Fair, Conference, Workshops and Gala Dinner can do so here.

FAIR

Opening hours:

Thursday 20th October 2022: 14.00 – 18.00 - Exhibition set-up
Friday 21st October 2022: 10.00 – 17.00 - Fair
Friday 21st October 2022: 17.00 – 20.00 - Dismantle

CONFERENCE & WORKSHOPS

The Conference and Workshops will be held on Thursday
20th October 2022: 09.00 - 15.30 in SHERATON HOTEL LISBON.
The official Conference language is English.

GALA DINNER

The Gala Dinner will be held on Thursday 20th October 2022:
20:00 - 24:00 in SUD Lisboa: MAAT, Pavilhão Poente (ao lado do, Av.
Brasília, 1300-598 Lisboa, Portugal)

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 Organiser's 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.

NOTICE OF CANCELLATION

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

CHANGES TO THE CONFERENCE 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.

ACCOMPANYING EVENTS

The fee for all events is payable in advance. A minimum number of participants is required for events to proceed. If this minimum is not reached, Idea & Marketing reserve the right to cancel the event and the event fee will be refunded. In the case of cancellation by a pre-registered participant, the fee is non-refundable. Reservations will be made on a first come, first served basis.