

# President's Awards

Commercial operations - First half

5 OCTOBER 2015 / Le Chalet Robinson . Brussels

Dear Awardees,

Below you will find all of the information you will need to ensure your participation at this year's President's Awards is as enjoyable as possible. Contact details, should you have any questions or queries, are provided. Please do not hesitate to contact Forum Europe, responsible for the organisation of this year's event, at any time.

## **Making your booking**

Please click on the 'Register' button on the right-hand side of the screen. Please complete all of the required fields, including indicating your accommodation requirements. Forum Europe will organise your accommodation booking. You will receive confirmation via email immediately of your booking. We will then be in touch as we get closer to the event date with complete, final information.

## **Family/Spouse Attendance**

As this is a business event, family members will not be permitted to attend the awards dinner.

## **Arrival in Brussels**

You should take a taxi from either the airport or train station, to **The Hotel** (Boulevard de Waterloo, 38). Please be advised that hotel and transport costs are the responsibility of the delegate and will not be covered by AbbVie. (Please note that confusingly, the name of the hotel is **The Hotel**).

## **Evening of 5 October**

Transfers to Le Chalet Robinson will leave from directly outside the front of **The Hotel at 18:45**. The journey will take around 15-20 minutes maximum. The costs of the transfers to the venue and back to The Hotel are covered by AbbVie.

## **Dress Code**

The dress code for the event is as follows:

- Women: Cocktail dress/attire
- Men: Dark or lounge suit

## **Arrival at Le Chalet Robinson**

The bus will drop delegates at the top of the path which leads to the chain bridge, which will take delegates across the water to the chalet. This path is not paved, so sensible shoes are advised in order to ensure a smooth journey and crossing. It is also advised to bring an umbrella in case of bad weather.

Drinks will be served on arrival, with the awards dinner starting at 19.00hrs. The evening will finish no later than 01.00am. Once the dinner is over, dancing will commence! A bar will be available so please bring cash/card to pay. Soft drinks will be paid for by AbbVie. Alcoholic drinks will chargeable on the night.

**Returning to The Hotel**

The transfers from Le Chalet Robinson will start at 12.00hrs and will run every 15 minutes until 01.00am returning to The Hotel.

**Transport to airports/train stations**

Delegates are advised to book their return journeys back to their respective airport/train station with the hotel direct in advance (upon check-in for instance). Transport is not being provided or paid for by Abbvie for this purpose.

**Languages**

Any presentations will be held in English. There will not be any translation facilities available.

**Electrical Appliances**

The electric voltage in Belgium is the EU standard of 230V/50 Hz.

**Belgian Entry Visas**

Participants requiring a visa in order to enter Belgium are reminded that they must obtain the visa before travelling. Should you require an invitation letter to support your visa application then please contact us and we will do our best to assist you with this.

**Eleanor Chappell**

Event Executive

Forum Europe

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