
Invitation and Booking Instruction

WIN Global Sales Meeting 2019

25 – 28 May - Lisbon, Portugal

Dear WINners!

Today, you receive this invitation to our yearly Global Sales Meeting. The WIN GSM will focus on SALES, SALES, SALES. Therefore, this invitation is mainly directed to Sales Professionals.

We chose Lisbon because of its easy connectivity to and within Europe; you will find many international direct flights. If you plan to further benefit from your long-haul flight and extend your stay either for business or privately, you will be surprised how easy, fast and relatively cheap you can connect within Europe. Please look at the **separate GSM – preliminary Agenda for the tentative program**.

IMPORTANT: There are some major reforms regarding the BOOKING PROCEDURE and the BILATERAL MEETING request procedure.

- **What is new with the booking procedure, and why?**

We are testing a new booking procedure in order to reduce the communication and administrative effort for all parties involved. This refers to HOTEL ROOM booking only! Special booking request for the rooms or changes of arrival/departure dates as well hotel booking confirmation for Visa purposes, in future will the members manage with the hotel directly. WIN office negotiated very good rates with the hotel of which you all can benefit, even for an extended stay. This will relieve the WIN office from acting just as an intermediate, without any value added and consequently can reduce internal cost. Of course, if needed, the WIN office remains at your disposal.

The booking procedure will have two steps:

Step 1: The attending MEMBER books the HOTEL ROOM by using the BOOKING FORM and sends the booking form to the hotel. Payment is done directly to the hotel.

Step 2: The WIN OFFICE issues the invoice for the CONFERENCE PACKAGE, incl. food and activities as outlined by the program and sends it to the Member. (The WIN office receives the information from the hotel).

- **Bilateral Meetings – NEW system!! Every attendee can request meetings directly with the desired fellow member!**

Following the request from members, at the AGM in Dubai we decided to offer a more dynamic and effective way of selecting Bilateral meetings. Members WANT TO SCHEDULE THEIR MEETINGS INDIVIDUALLY, WHEN AND WITH THE PARTNERS THEY WANT. This new option is now available, and it is now up to you to decide how many Bilateral meetings you wish to request and accept. You decide upfront when and with whom you like to meet.

FOLLOW THESE STEPS:

1. MAKE HOTEL ROOM BOOKING

By using the [GSM 2019 SANA MALOHA booking form](#). Complete this form and send it to the contact person at the hotel. The booking will automatically be charged to your credit card. Any changes that occur you will discuss with the hotel directly.

Hotel Rooms:

- **Single rooms: 140 Euro/** night including breakfast and taxes, WIFI
- **Double / Twin room: 155 Euro/** night including breakfast and taxes (rate is for two persons), WIFI
- Cancellation according hotel guidelines (see booking form)

Booking procedure for Hotel Room booking:

1 st Surname:		Name:	
2 nd Surname:		Name:	
Address:			
ZIP Code:		Country:	
Telephone:		Email:	
Company Name:			
Arrival Date:		Departure Date:	

This form must be completed and sent to: Hotel SANA MALOHA
attn. **Mrs. Vera Neves**

Mail:

vera.neves@sanahotels.com

Fax: (351) 21 00 61 815

- Single: € 140.00 (includes breakfast, Taxes)
- Double/Twin: € 155.00 (includes breakfast, Taxes)
- Delegate (1st Name) Delegate (2nd Name) Guest (1st Name) Guest (2nd Name)

City tax not included, 2€ p/person p/night, max. 14€/pax

Rates are valid from 22th until 30th May 2019

The Reservation Form must be received until **22th April 2019**, after this date the confirmation will be subject to availability of room and rate. In case the contracted room block is fully used before the above date, additional request will be subject to room availability. After the above date, additional requests will be subject to Hotel availability of room and rate.

In order to guarantee this booking please provide us:

Credit Card N°:		Expiry date:	
C.V. V. (In case of Visa Card):			
I hereby authorize SANA Hotels to charge the above-mentioned credit card with the of 1-night stay			Euros
Authorized Signature:			

Explanation:

- Enter full name and details as requested:
- If 1 person tick single
- If 2 persons enter the names of both person in full
- If 2 persons you must circle Double 1 = bed or Twin = 2 beds
- If 2 persons you must tick *Delegate* or *Guest*
Delegate = conference, activities
Guest = attends only activities
- Full details of your credit card
- Your signature

Cancellations:

Any cancellation must be received in writing to the SANA Malhoa Hotel.

Deadline for Booking: 22nd April 2019
100 % cancellation 25 April 2019

Carefully read all details on the booking form

2. BOOKING FOR MEETING PACKAGE:

The WIN office will receive your booking information from the hotel and confirm your booking and issue your invoice for the meeting package.

This is included in Conference Package:

- Conference Package for **Delegates: 460 Euro**
Incl. all conference facilities, lunches, activities, transportation, food, drinks according to program
- Conference Package for **Guests: 340 Euro**
Including all activities, transportation, food and drinks as outlined in the program

This is NOT included:

- Transfer from airport to hotel, transfer from hotel to airport
- Drinks and food not organized by WIN
- Minibar, laundry, business center

Cancellation policy:

- Until 24 April, 50 Euro admin cost
- After 24 April, 100% package cost

3. YOUR PERSONAL WIN CONFERENCE APP LOG-IN

In April, the WIN office will send to you your personal log-in to access the WIN Conference APP.

You must log-in with your personal log-in code and activate the APP in order to **RECEIVE OR REQUEST BILATERAL MEETINGS**

4. SCHEDULE BILATERAL MEETINGS:

Log-in to the Conference APP with your personal password received and see all registered attendees.

Now **you can request** Bilateral meetings and, **you are asked for** Bilateral meetings. You can accept or refuse them. You can search by Member Company Name, Country, attending Person's name.

See also separate manual for Conference APP and Bilateral Meeting requests.