



EMEA Solutions Conference 2013

23-24 October, Paris



GENERAL INFORMATION

ACCOMMODATION

Pullman Paris Montparnasse
19 Rue du Commandant Rene Mouchotte
75014 Paris
France
Your room has the following amenities:
42" LCD television
A desk
Free Wi-Fi connection
Bathtub with shower
Telephone
Mini-bar (opened upon demand)
A safety deposit box for your security

BREAKFAST

A hot and cold buffet breakfast, served in the areas indicated below, is included in your hotel room rate.

<u>Pre-event days</u>	Justine Restaurant, Level A	06:30-10:30
<u>Wednesday 23 October</u>	Dell group breakfast: Rodin & Giacometti Room, Level B	07:00-10:00
<u>Thursday 24 October</u>	Dell group breakfast – featuring Intel drop-in: Rodin & Giacometti Room, Level B	06:30-09:00
<u>Post event days</u>	Justine Restaurant, Level A	06:30-10:30

Hotel breakfast tickets will be included in your room key envelope - please present one per day on arrival at the breakfast area.
Should you choose to have breakfast in your bedroom the hotel will add the full cost of the breakfast items and any service charges to your personal room extras account.

DIETARY REQUIREMENTS

Should you have any special dietary requirements (allergies, strong dislikes etc.) which you did not include in your registration, please ensure that you inform dellsolutions@eventrak.com. We cannot guarantee any special meals unless we are notified in advance.

DRESS CODE

Throughout the programme the dress code is Business Casual.

ELECTRICITY

European 2 pin plugs are standard. Please bring any adaptors with you.

HOTEL CHECK OUT

Check out is by 12noon. You are kindly requested to settle any incidental room charges in good time prior to departure. A 'fast-track' check-out option is available - a form to arrange this will be provided with your bedroom key.

INCIDENTALS

Any additional charges that you incur for telephone calls, laundry, drinks, snacks, room service or other items of a personal nature at the hotel will be charged to your room and should be settled by you prior to departure. Please allow sufficient time at check-out to settle your personal extras as there may be queues at reception.

LOCAL TIME

The local time for Paris is GMT+1.

PERSONAL EXPENDITURE

All aspects of the conference are provided by Dell on your behalf. Any activities, meals, drinks and transfers outside of the itinerary may be subject to your own expense. If you are unsure please contact a member of the Dell Events Team and they will be happy to assist.

PARKING AT THE HOTEL

There is a car park underneath the hotel, operated by a private parking company. We recommend you park on Level -3 where there is direct lift access to the hotel's reception. If you wish to use this car park you can pay per hour/day or take advantage of special group rates for Dell conference





EMEA Solutions Conference 2013

23-24 October, Paris



attendees:

Two days: € 56.00 instead of € 71.00*
Three days: € 75.00 instead of € 106.50*
Four days: € 96.00 instead of € 142.00*
*based on daily rates

To obtain the above special rates, report to the Car Park Reception Desk, quote 'Dell Conference', pre-pay for the time you require and collect a pass which allows you unlimited access in and out of the car park during that time. Payment can be made by Euros or credit card.

PASSPORTS AND VISAS

Please ensure that your passport is valid for the duration of your stay.

If you are unsure whether you require a visa for entry into France, please contact a member of the [Dell Events Team](#).

REGISTRATION

Please register at the Dell Events Desk, located at the Conference Centre on the ground floor, to collect your badge and delegate information.

If for any reason you are unable to attend any of the functions, please advise a member of the Dell Events Team at your earliest opportunity.

SAFETY AND SECURITY

When you first arrive in your bedroom, please take a moment to familiarise yourself with the fire precautions and be aware of the nearest emergency exit route.

For security, please ensure you wear your conference badge throughout the event.

TELEPHONE

The international dialling code for France is +33.

TRANSFERS

The Conference finishes at 16:00 on 24 October following which complimentary departure airport transfers will be available. Dell have also arranged additional transfers for situations where an early departure is unavoidable. Transfers will be prioritised for partners in the first instance, however if there are spaces available on a departing transfer, exhibitors and Dell staff are welcome to make use of the remaining seats.

WIFI

The bandwidth of the hotel's complimentary WIFI is 512 kb (0.5 Mb) which is suitable for checking emails. For more complex downloading, an enhanced WiFi service is available – charged at €5 for 4 hours and €15 for 24 hours.

VALUABLES

Whilst at the hotel we strongly recommend that any items of value (jewellery, cameras, passports, credit cards, money and mobile phones) are secured in the safe provided in your bedroom for the duration of your stay.

FINAL NOTE

BI Worldwide has been appointed by Dell to manage the EMEA Solutions Conference in Paris. In case of queries, please contact the Dell Events Team: dellsolutions@eventrak.com

Outside office hours: BI Worldwide provides an emergency telephone service that is available 24 hours prior to the trip. If you need to contact us outside normal office hours, you should telephone the number shown below and leave a concise recorded message. Please remember to state your name, telephone number, the name of your company and the nature of your enquiry. Our duty manager will contact you immediately.

Telephone: +44 7776 248 724 (Emergency number only)

