

FORTINET
**PRESIDENT'S
CLUB 2017**
Bali



Event Guide





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CONTACT & TRAVEL

Contact

For any questions regarding the event or changes to your hotel accommodations, please contact:

Email: registration@garnishevent.com

Phone: +1 781 315 4506

Airline Travel Arrangements

Please review your flight itinerary to ensure all flight and personal identification details are listed correctly.

We recommend you arrive at the airport at least two hours prior to your flight for check-in and security clearance.

All flights into Bali should be booked for arrival at Ngurah Rai International Airport (DPS). The Ritz Carlton, Bali is approximately a twenty-minute drive from this airport.

If you have any airline reservation questions or concerns, please contact:

American Express Group Travel Desk

Phone: 1 800 858 1427

Hours: Monday – Friday, 8:00 am - 8:00 pm EST

Important

After Hours Emergency Service

Phone: 1 800 258 1356

ACCESS CODE: S-4PVA

When calling from outside the U.S.

Phone: 1 313 317 3657

Reservation Changes

Any changes to your flight itinerary must be coordinated through the American Express Group Travel Desk to avoid issues with your existing event arrangements.

Please contact the travel desk if you miss your confirmed flight or if your flight is delayed and you require assistance.

Passport Requirements

All travelers must have a valid passport to travel to Bali. All passports must have six months validity from your return date and two blank passport pages. Please replace all damaged or water damaged passports before traveling to Bali.

Corporate Travel Policy

All Fortinet attendees and their guest are required to book air travel to and from the event using the American Express Group Travel Desk.

All air travel should be booked in coach / economy class, CFO approval is required for business class tickets for non stop, continuous flights that exceed 8 hours of flight time. Attendees can purchase seat upgrades at their own expense.

Luggage

We recommend you check your airline's website to understand their luggage requirements and fees. Luggage fees are non-reimbursable. President's Club attendees are responsible for these fees.

Please make sure all of your luggage pieces have proper luggage tags with contact information included in case they are lost or missing during travel. If your luggage is damaged or missing upon arrival in Bali, please contact an airline agent at the luggage counter and let the onsite event team know.

Fortinet is not responsible for any lost, damaged or stolen luggage.

ARRIVAL

Airport Arrival Process

When you exit the plane and enter into the airport, you will be greeted by a contact with a Fortinet sign. This contact will accompany you through immigration, to the baggage area to collect your luggage and then through the customs process. Once you depart the customs area, you will be directed to the vehicle that will take you to The Ritz Carlton, Bali. The Ritz Carlton, Bali is approximately a twenty-minute drive from the airport.

Airport Transportation

Fortinet is providing airport transportation for you and one guest to and from The Ritz Carlton, Bali. Airport arrival information is listed above. Departure details will be provided onsite during the event.

The transportation company will ask you to fill out a resort luggage tag for each of your luggage pieces before departing the airport. This is needed so the resort bell staff can properly identify your luggage and deliver it to your room.

Hotel Check-In / Event Information Desk

If you are arriving on Tuesday, April 4 - upon arrival at The Ritz Carlton, Bali you will check-in at the Event Welcome Area and Information Desk located in the main lobby. You will receive your room key and you will be asked to provide a credit card for incidental charges during your stay. You will also receive your event welcome packet and name badge(s).

If you are arriving at the hotel before Tuesday, April 4 - you will follow the standard hotel check-in process and you will need to visit the Event Information Desk on Tuesday, April 4 to collect your event materials.

Hotel check-in is 3:00 pm; earlier check-in will be based on hotel availability. Every effort will be made to accommodate early arrivals. If your room is not available when you arrive, your luggage will be stored at the bell desk and will be delivered to your room when it is available.

The hotel offers a hospitality lounge for those arriving prior to the hotel check-in time or departing after the hotel check out time. This lounge is located in the main lobby and offers a sitting area, refreshments and restrooms with showers.

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HOTEL

With the Indian Ocean providing a mesmerizing backdrop, The Ritz Carlton, Bali welcomes guests to this luxury resort's cliff-top setting in distinctive Balinese fashion – warmly, spiritually and full of new discoveries. For it is here that relaxation, rejuvenation and finding a harmonious balance is easily attained.

The Ritz Carlton, Bali is uniquely situated with a combination of white beachfront and elevated cliff top settings in the southern tip of the island.

[The Ritz Carlton, Bali](#)

Jalan Raya Nusa Dua Selatan Lot III Sawangan,
Nusa Dua
Bali, 80363 Indonesia

Phone: +62 361 8498988

Room Features and Amenities

All President's Club attendees will enjoy Sawangan Junior Suite accommodations during the event. The following are room features and amenities for this room category:

- Large bedroom with attached, spacious living area
- Oversized marble bathroom with separate rain shower and tub
- Large balcony with daybed overlooking tropical gardens
- 1,000+ square feet to live and relax
- Personal in-room safe for convenience and security
- Complimentary coffee, tea, and bottled water in suite

Property Amenities

- Six dining outlets
- Beach front infinity pool and beach access
- Spa & Wellness Center
- Includes hydro pool, steam room, sauna and fitness center
- Resort activities
- A variety of activities are offered daily - yoga, fitness, crafting, cooking
- The resort activity schedule for April 4 – 8 will be provided closer to the event start date

Internet

Complimentary wireless internet access will be available in the public spaces and your guest room at The Ritz Carlton, Bali.

Check-In & Check Out

Check-in 3:00 pm / Check out 12:00 pm

Early check-in and late check out will be based on hotel availability.

Restaurant Reservations

The resort concierge team can assist with resort restaurant reservations and local restaurant recommendations and reservations.

The Ritz Carlton, Bali offers six on-property dining outlets. Please visit the [dining section of the hotel website](#) to review restaurant options, menus and hours of operations.

EVENT & ACTIVITIES

Event Dates

President's Club 2017 official event dates are Tuesday, April 4 – Saturday, April 8.

Any pre or post event accommodations and expenses will be at the attendee's own expense.

Guest Policy

Each President's Club attendee is allowed one guest.

Please note all program meals, events and sponsored activities are for the President's Club attendee and one guest only. Children and additional guests will not be able to participate in Fortinet sponsored event functions. Any additional guests and/or family members will be at the attendee's own expense for accommodations, airfare, excursions etc.

Program Inclusions

During event dates April 4 – 8, Fortinet will sponsor the following items and events for each club attendee and guest:

- Round trip airfare
- Airport transportation to and from The Ritz Carlton, Bali including portage and gratuities
- Accommodations at The Ritz Carlton, Bali for four nights (April 4, 5, 6, 7) inclusive of tax, service fee, resort fee, bellman and housekeeping gratuities
- One pre-selected individual activity in addition to the Sunset at Uluwatu Temple group activity (pre registration required) including transportation charges, service charges and gratuities
- Sponsored events and meals as outlined in the event agenda
- International breakfast buffet at Senses Restaurant (April 5, 6, 7, 8)
- You will receive a room credit stipend to use towards meals listed as "on own" in the event agenda

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EVENT & ACTIVITIES

Room Credit Stipend

Each Fortinet employee will receive a room credit stipend for them and their guest to use towards on-property meals April 4 - 8 listed as “on own” in the event agenda.

The hotel will apply the room credit stipend to food and beverage expenses only, that are charged to your room. This stipend cannot be used towards other miscellaneous charges – spa, gift shop, in-room movies, etc. and any remaining credit **cannot** be cashed out at the end of your stay.

Important

In order to receive the room credit stipend towards meal charges, the food and beverage expense must be charged to your room. There will be no cash payout or reimbursement to cover meal expenses.

Expense Policy

Expense reports will not be approved for expenses incurred during program dates (April 4, 5, 6, 7). You will be responsible for all expenses not included as part of this program.

Activities

During the registration process, each attendee and guest had the opportunity to select one sponsored individual activity in addition the group activity.

Each attendee received an activity confirmation on Friday, March 17. This email confirmed your activity selection, day and departure time. Please visit the activity section of the [President's Club 2017 event site](#) for more details on your activity selection, including itinerary and description.

Important

Activity requests and changes will not be accepted after Wednesday, March 22. All activities are pre-purchased and we will be unable to accept changes after this date or onsite.

Attire

Resort attire is encouraged throughout resort and President's Club functions with the exception of the Recognition event, which is cocktail attire.

Please note the Recognition event will take place outside, jackets and ties are not required for men because of the warm climate. We recommend that woman avoid thin heels as a majority of this event will take place on the lawn.

Appropriate attire for your selected individual activity and the group activity can be found within the activity section of the [President's Club 2017 event site](#).

We recommend sunglasses, sunscreen and sun protective clothing when spending time outdoors.

AGENDA

Tuesday, April 4

8:00 am – 6:00 pm	Event Check – In When you arrive at The Ritz Carlton, Bali you will check-in at the Event Welcome Area and Information Desk located in the main lobby area. You will receive your room key and you will be asked to provide a credit card for incidental charges during your stay. You will also receive your event welcome packet and name badge(s).	Main Entrance Lobby
6:00 pm – 8:00 pm	Welcome Cocktails (Pre Registration Required) Join us on the beach at The Ritz Carlton, Bali for hors d'oeuvres and cocktails. Mingle with other attendees, enjoy a fantastic Bali sunset and help us kick-off President's Club 2017.	The Ritz Carlton Beach Area
	Dinner on Own Enjoy dinner at one of The Ritz Carlton, Bali resort restaurants. The resort concierge team can assist you with restaurant reservations.	

Wednesday, April 5

8:00 am – 6:00 pm	Event Information Desk The event team will be available daily at the Event Information Desk to assist with event needs and questions.	Main Entrance Lobby
6:30 am – 10:30 am	Breakfast on Own Visit Senses Restaurant each morning for a complimentary international breakfast buffet.	Senses Restaurant
	Attendee Free Time, Individual Activities Please see your activity confirmation email for your confirmed activity, day and time.	
12:00 pm – 2:00 pm	Group Lunch (Pre Registration Required) Join us at Breezes Lounge, conveniently located near the main pool and beach for a festive lunch to celebrate the first full day of President's Club 2017.	Breezes Lounge
	Dinner on Own Enjoy dinner at one of The Ritz Carlton, Bali resort restaurants or a local restaurant. The resort concierge team can assist you with restaurant reservations.	

AGENDA

Thursday, April 6

8:00 am – 6:00 pm	Event Information Desk The event team will be available daily at the Event Information Desk to assist with event needs and questions.	Main Entrance Lobby
6:30 am – 10:30 am	Breakfast on Own Visit Senses Restaurant each morning for a complimentary international breakfast buffet.	Senses Restaurant
	Attendee Free Time, Individual Activities Please see your activity confirmation email for your confirmed activity, day and time.	
	Lunch on Own Enjoy lunch by the pool, on the beach or in one of the resort restaurants. The resort concierge team can also assist with local restaurant reservations.	
7:00 pm – 10:30 pm	President's Club Recognition Reception & Dinner (Pre Registration Required, Mandatory) Join us for an extraordinary evening under the stars, celebrating the accomplishments of the Fortinet President's Club 2017 members.	Senses Lawn

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AGENDA

Friday, April 7

8:00 am – 6:00 pm	Event Information Desk The event team will be available daily at the Event Information Desk to assist with event needs and questions.	Main Entrance Lobby
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6:30 am – 10:30 am	Breakfast on Own Visit Senses Restaurant each morning for a complimentary international breakfast buffet.	Senses Restaurant
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Attendee Free Time, Individual Activities

Please see your activity confirmation email for your confirmed activity, day and time.

Lunch on Own

Enjoy lunch by the pool, on the beach or in one of the resort restaurants. The resort concierge team can also assist with local restaurant reservations.

3:45 pm – 8:00 pm	Group Activity – Sunset at Uluwatu Temple with Kecak Fire Dance (Pre Registration Required) We will travel to the breathtaking Uluwatu Temple, set on a 70-meter sea cliff with stunning views. You will have the opportunity to explore the grounds then enjoy cocktails and hors d'oeuvres before experiencing the nightly sunset Kecak Fire Dance. The Kecak Fire Dance is one of Bali's most iconic art performances.	Uluwatu Temple
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Dinner on Own

Enjoy dinner at one of The Ritz Carlton, Bali resort restaurants or a local restaurant. The resort concierge team can assist you with restaurant reservations.

Saturday, April 8

8:00 am – 6:00 pm	Event Information Desk	Main Entrance Lobby
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6:30 am – 10:30 am	Breakfast on Own Visit Senses Restaurant each morning for a complimentary international breakfast buffet.	Senses Restaurant
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Main Departures

All good things must come to an end. You will receive a departure notice in your room on Thursday, April 6. This will provide you with information on your return transportation to the airport including departure time from the hotel.

12:00 pm – 2:00 pm	Lunch Attendees with later flight times can join us for a lunch buffet before they depart.	Main Entrance Lobby
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DESTINATION

Off Property Restaurant Reservations & Transportation

The Ritz Carlton, Bali offers complimentary shuttle transportation to and from [Bali Connections](#) dining, shopping and entertainment complex on a two-hour schedule.

If you are booking off-property dinner reservations or additional excursions you will be responsible for all associated costs. The hotel concierge can assist you with off-property dinner reservations and transportation needs.

Currency

Indonesian Rupiah (IDR) is the currency of Indonesia.

All off-property as well as resort menus and pricing are listed in IDR.

The Ritz Carlton, Bali accepts Visa, MasterCard and American Express but most local restaurants, shops and vendors will require cash.

Climate

Bali is approximately 8 degrees south of the equator so prepare for a tropical, warm and humid climate.

The average temperature in April is 80 degrees Fahrenheit (27 Celsius). April is considered dry season but because of the tropical climate you should expect occasional rainfall.

Electricity

230 volt is the standard voltage in Bali. Indonesia uses a two-pin socket and plug, the pins are round not flat or rectangular. Most attendees will require an adaptor.

Time Zone

Indonesia Central Time Zone (UTC+08:00)

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