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# Alphe Latin America



supporting

## ALPHE

## Workshop Preparation for Agents

The information in the following pages will make sure you have a smooth and productive trip

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**Dates:** 18-20 March 2009

**Venue:** Renaissance Hotel,  
Alameda Santos, 2233, São Paulo,  
BRAZIL 01419-002

**Tel:** +(55) 11 3069 2233

**Fax:** +(55) 11 3064 3344

Check-in time is 14:00

Check-out time is 12:00 noon.

**Rough currency guide**

US \$1 = 1.8 Brazilian Real

See this link for latest rates

[www.x-rates.com/](http://www.x-rates.com/)

### Booking your hotel room

We do this for you, and you get two nights free, as long as you tell us your arrival and departure dates and times at least twelve weeks before the first day of the event, after which time we can not guarantee a hotel room for you. We will confirm your booking by email - you do not need a booking reference number. Cancelling your attendance within 35 days of the event will mean a charge of £250 to cover the accommodation we have booked for you. Extra nights will cost \$140.55.

### Forwarding materials to the hotel

Send the to the hotel for the attention of "Renata Rossi for the Alphe Workshop". Mark your materials "Information materials for conference" and give the insurance value as zero. This will help avoid customs delays and taxes, but don't be surprised if the government does levy taxes and check with your courier company to make sure the materials have been delivered successfully before you leave home. Make sure that your materials don't arrive more than ten days before the workshop starts.

Please clearly mark the name of your institution on the package

### Visas

Some countries' citizens require visas in order to enter Brazil. If you need one, apply for your visa at least 6 weeks before Alphe.

### Itinerary

#### Wednesday 18th March 2009

17.00 - 19.30 Registration

17.00 - 19.30 Educators set up their tables and stands

17.00 - 19.30 Welcome reception

#### Thursday 19th March 2009

08:00 Venue and Alphe Café open - Alphe staff available

09.00 - 13.00 Alphe meetings (30 minutes each)

13.00 - 14.30 Lunch (not included)

14.30 - 17.30 Alphe meetings

19.00 - 23.00 Dinner for all delegates (included)

#### Friday 20th March 2009

08.00 Venue and Alphe Café open

09.00 - 13.00 Alphe meetings (30 minutes each)

13.00 - 15.00 Lunch (not included)

15.00 Clear venue

### Making appointments with educators

All meetings are arranged using Meeting Manager. At least four weeks before the conference begins you will be able to view the delegate lists. To access Meeting Manager go to [www.hothousemedia.com/mm](http://www.hothousemedia.com/mm). Simply enter you username and password (which is the same for all Alphe's) and then select the conference in question. If you have forgotten your username and password use the "Forgot Password". Once in the correct conference

