

**Is the cost of travel and accommodation included in my ticket?**

No – travel and accommodation costs are not included and must be arranged by you.

**Do you have any special rates at the local hotels? How can I book?**

Yes – we have negotiated special rates with local hotels in Amsterdam. Please note that hotels are expected to be extremely busy during that week so book now to avoid disappointment. To view the different hotels and rates available please click [here](#).

**How do I get to the venue?**

[Click here](#) to view directions and further information on getting to the RAI. The HRD Summit will be taking place at the Forum Centre and this can be accessed via Door E.

**How do I collect my badge?**

You will receive your e-badge approximately one week before the event via email. Bring your e-badge with you to the registration desk on Tuesday/Wednesday from 07:45 and a member of the team will print your badge for you.

**Do I have access to all the conference sessions?**

Yes – some will need to be pre-booked. You will receive an email before the event (or when you book) with the log in detail to your online agenda portal. Once you log in you will be able to pre-book to some sessions. Any sessions not visible on the portal do not have to be pre-booked. Please note some sessions are predicted to be very popular and will be available on a first-come, first-served basis. If you have any further questions on how to book your sessions please email [info@hrevent.com](mailto:info@hrevent.com)

**Where can I find the conference programme?**

[Click here](#) to view the conference programme.

**Will there be a printed programme available at the Summit?**

We operate on a paperless Summit model at HRD, therefore we recommend you download the event app before your arrival. On the app you will have full access to the most up to date event programme as well as other important event information.

**I am speaking at the event - what do I need to do?**

Please collect your badge from the main registration desk and proceed to the Speaker Lounge where a member of the Production team will be available to help.

## **I will be attending MATCH Meetings - what do I need to do?**

Once you have logged in to review your meeting requests, you will receive your onsite MATCH schedule approximately one week before the Summit and a printed version at registration. Upon arrival at the RAI, you will have access to the VIP MATCH Meeting lounge where members of the team will be available to help with any questions you might have. Please ensure you arrive for your meetings on time and if for any reason you are no longer able to make it please inform a member of the team in the VIP MATCH lounge ASAP.

## **I'm sponsoring/exhibiting at the event - what do I need to do?**

Please email your questions to [rebecca.howarth@contentive.com](mailto:rebecca.howarth@contentive.com) who will be able to help.

## **Are food and drinks included in my ticket?**

Yes, you will be served with refreshments and lunch on both days in the main exhibition hall. You are also invited to attend the networking drinks reception hosted by Appical on May 22<sup>nd</sup> at 18:30. Please note dinner is not included as part of your ticket.

## **I have special dietary requirements, should I tell you about it?**

YES - please email your special dietary requirements to [info@hrevent.com](mailto:info@hrevent.com) no later than 2 weeks before the event. We cannot guarantee your requirements will be available after this date. Please note, if you have already submitted your dietary requirement on your registration form you will not need to submit it again.

## **What is the dress code?**

The dress code is business attire. A complimentary cloakroom will be available on the ground floor at the RAI.

## **Accessibility**

We encourage all attendees to participate fully. If you require assistance please do not hesitate to contact the Operations team on [info@hrevent.com](mailto:info@hrevent.com)