

RISE AS ONE



DEAR TEAM,

Aspen EME is pleased to welcome you to Belgrade for EME Kick-Off FY25 Meeting taking place on Monday 4th and Thursday 7th November 2024.

You will find important details about the logistics and event program below.



ACCOMMODATION

Crowne Plaza Belgrade

Address: Vladimira Popovića 10, Belgrade 11070, Serbia

Phone: +381 11 2204004

Website: CrownePlazaBelgrade.com

Your accommodation has been booked based on the dates you provided during the registration process. Aspen will cover your accommodation at the Crowne Plaza Belgrade Hotel on a single bed and breakfast basis.

Check-in: Hotel check-in time is 15:00. The room can be made given prior to this check-in time depending on hotel's availability.

Please note that as per the hotel policy, the reception will ask all participants for a security deposit to cover for any potential room incidentals (minibar, telephone, laundry, etc.). They will either pre-authorize your credit card or ask for a cash deposit.

Check-out: Please note that hotel check-out time is 12:00. Kindly settle any room incidentals or extras upon check-out from the hotel.

Internet: Complimentary internet access in all rooms, public areas, and meeting spaces is available to In-house guests. During check-in, kindly request the password from the hotel reception.

Breakfast: Buffet breakfast will be served from 06:30 to 10:30 on working days, on weekend from 07:00 until 11:00 at The Dining Room located on the Ground floor next to the reception.



ARRIVAL AIRPORT TRANSPORTATION

Your arrival transfer has been arranged based on the confirmed flight option during the booking process.

Please inform us if there are any changes.

Upon exiting the customs area in Belgrade Nikola Tesla Airport (BEG), please proceed to exit hall where you will be met by a representative holding the Aspen logo.



DEPARTURE AIRPORT TRANSPORTATION

We have arranged your departure transfer based on the confirmed flight option during the booking process. Please note that pick-up time from the hotel is set for 3 hours before your flight time. Please be ready in lobby for the transfer to the airport.

Airport transfers are only arranged based on your travel dates for the event, not if you have extended your stay for personal reasons.



EVENT PROGRAM

Monday, November 4th, 2024

Arrival Dinner

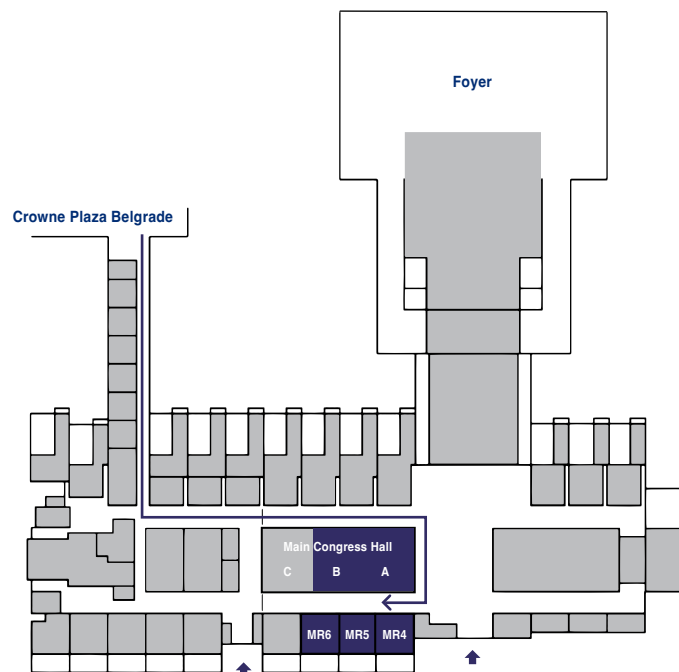
The Dining Room is located on the Ground floor and will be open from 19:30 until 22:30 (buffet). Colleagues landing at 22:20 and later will be offered voucher for in-room dining.

Tuesday, November 5th, 2024

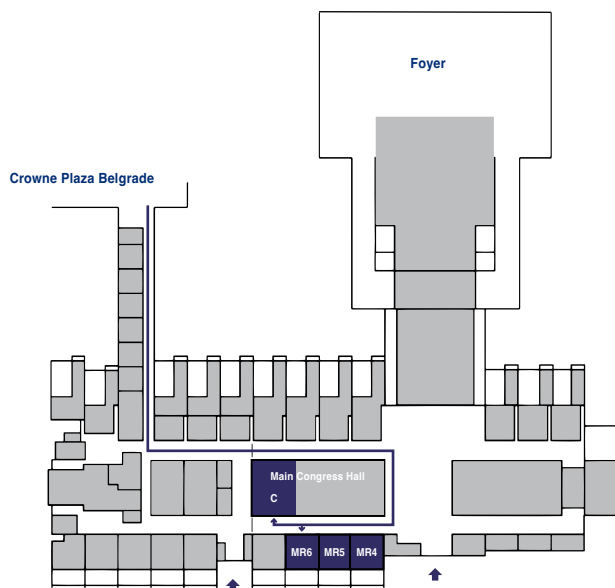
Meeting

Venue: Sava Center (located within the same complex as the Crowne Plaza and is a 5-minute walk through an indoor passage.)

Main Congress Hall A+B – Ground floor



Lunch: Main Congress Hall C & MR4 & MR5 & MR6 – Ground floor



Dress code: Business casual

Group Dinner

Theme: Disco 80s

Venue: Kopernikus 610

Dress code: Disco Party Outfit

At 19:00, please be ready in the Crowne Plaza lobby for the transfer to the dinner venue.

Wednesday, November 6th, 2024 Meeting

Workshops: Please refer to the agenda.

Lunch: MR 4, 5, 6, 7 – Ground floor

Visit Belgrade (optional):

- Shuttle 1: Belgrade old city
- Shuttle 2: Zemun

Departure time from the hotel lobby is 14:30.

Group Dinner

Theme: Gala

Venue: Sava Center, Atrium Hall - Ground floor

Dress code: Bow/Black Tie (suits and gowns)



WEATHER

3	4	5	6	7	8	9
11° 3°	11° 2°	11° 3°	16° 9°	16° 9°	16° 8°	16° 4°



USEFUL INFORMATION

Language: The official language is Serbian; however, English is also spoken.

Time Zone: UTC+1 (CET)

Working Days | Hours: Monday to Friday | 09:00 - 18:00.

Emergency Number: 112.

Currency: Serbian dinar (DIN). Check the official exchange rate before you travel. Kindly note that, should you exchange US Dollars, your valid ID should be with you.

Country Code: +381

Taxis: Accessible in various locations throughout the city, particularly in the main squares and in front of hotels or shopping malls. Payment can be made using cash mostly. Please prefer license plates: BG at the start marks "Belgrade", and the plates have to end with "TX" which is only distributed to the licensed taxis.

Security: We recommend placing all valuables, such as credit cards and passports, in the safe of your hotel room when not in use. We also recommend that you do not carry more cash than is necessary.



PARTNERS & FAMILY

If you are travelling to Belgrade with your spouse/family members, please note that we are committed to following the Aspen Group code of conduct. This invitation is exclusive to you only, and Aspen will not cover any kind of family-related expenses. We appreciate your understanding in this matter.



CONTACT - ASPEN

Valida Khizrieva

Phone: +971 58 260 5125

Email: VKhizrieva@ae.aspenpharma.com



CONTACT - EVENT MANAGEMENT AGENCY

Forte Meetings & Events

Barbaros Celikcevik (Mr., speaks English)

Phone: +90 533 239 3829

Email: barbaros.celikcevik@fortetourism.com

Hacer Hacifazlioglu (Ms., speaks English)

Phone: +90 530 905 3735

Email: hacer.hacifazlioglu@fortetourism.com