

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

Dear Team,

Due to the high demand on hotel rooms during the busy season in Belgrade, we have upgraded your accommodation to Hyatt Regency, a 5-star hotel, to ensure your stay remains of the highest quality.

We appreciate your understanding and look forward to welcoming you.

Hyatt Regency Belgrade

Address: Milentija Popovica 5, 11070 Belgrade, Serbia

Phone: +381 11 3011174

Website: hyattregencybelgrade.com

Your accommodation has been booked based on the dates you provided during the registration process. Aspen will cover your accommodation at the Hyatt Regency 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 Metropolitan Restaurant located on the Lobby floor.



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

Welcome dinner voucher will be offered for dining in Hyatt Regency.

Tuesday, November 5th, 2024

Meeting

Venue: Sava Center (900 mt distance to Hyatt Regency Hotel, 4 min driving distance, 10 min walking distance)

•Shuttle service will be available as per agenda.

Tuesday, November 5th, 2024

08:00 – Hyatt Regency Hotel to Sava Center

17:00 – Sava Center to Hyatt Regency Hotel

Wednesday, November 6th, 2024

08:00 – Hyatt Regency Hotel to Sava Center

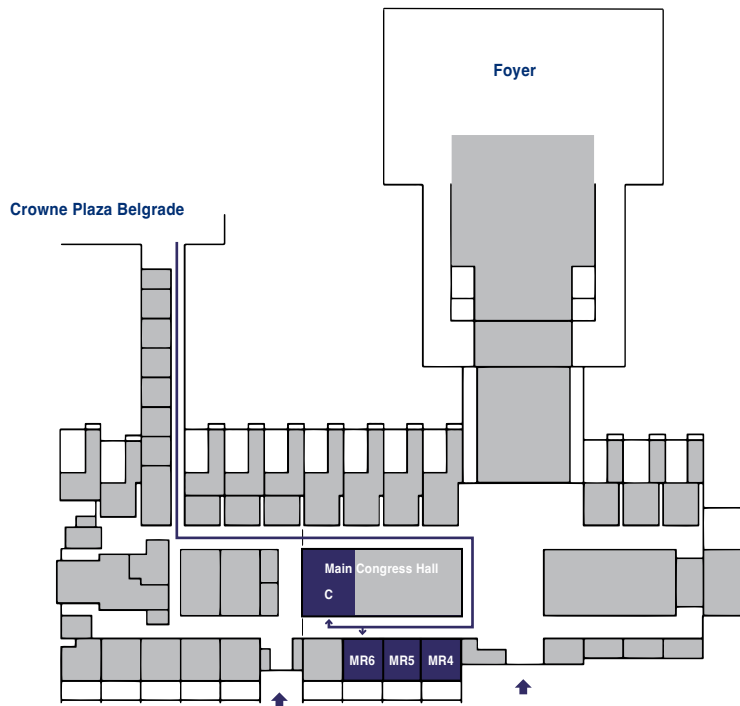
14:00 – Sava Center to Hyatt Regency Hotel

19:45 – Hyatt Regency Hotel to Sava Center / Gala Dinner

23:00 – Sava Center to Hyatt Regency Hotel / Gala Dinner

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 Hyatt Regency 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



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

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CONTACT - EVENT MANAGEMENT AGENCY

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