Before the workshop

Registering on Meeting Manager
All conference communications are sent through our online system, Meeting Manager, so please register on the site as soon as possible. Simply go to http://www.studytravel.network/mm/register/educator/ – and follow the steps. To complete the registration process, select the conference(s) you wish to attend.

If you are already registered on Meeting Manager, please log in and tick to apply for this conference.

Booking your hotel room at the Westin Grand Frankfurt Hotel
After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation. Click ‘yes’ and enter your required dates. You will then receive a confirmation email. Should you wish to make any changes, simply log in – go to conferences and click ‘hotel booking’ to edit.

The rate for a Classic Room single or double occupancy is 124 Euros (including taxes). Breakfast is not included but tea, coffee and pastries will be available in the conference room on the mornings of meetings.

If you do not require a hotel room, please select the ‘no room required’ option.

Accommodation cancellation charges
Please note cancellation or reduction of bookings made within 30 days of the event will incur a cancellation fee to be determined by the hotel.

Appointment scheduling
All meetings are booked through Meeting Manager. You will be able to access the agent list and begin making appointments from Wednesday 6th September. Make sure your profile is complete and up to date by Wednesday 20th September. Any changes made after this will not be printed in the conference catalogue. You will receive a reminder email, just before you are given access to the advisor list.

Forwarding materials to the hotel
Please send packages with the mailing label (page 3) for the attention of Mareen Mailaender.

Please clearly mark the name of your institution on the mailing label so that it can be delivered to your table ready for your arrival.

Mark your materials ‘Information materials for conference’ and give the insurance value as zero. This will help avoid customs delays and taxes. Check with your courier company whether the materials have been delivered successfully before you leave home. Please ensure that your materials do not arrive more than five days before the workshop begins. If they arrive earlier, the hotel will charge you 3 euros per box.

Date: 29 September - 1 October 2017
Venue: The Westin Grand Frankfurt Hotel
Konrad-Adenauer-Strasse 7,
60313 Frankfurt,
Germany
t: +49 69 2981 0
http://www.westingrandfrankfurt.com
Check-in time is 15:00
Check-out time is 12:00
Rough currency guide:
US $1 = 0.88 Euros
See www.x-rates.com for latest rates

Contact
stephanie@studytravelnetwork
**Power at your table**
If you require a power socket for a laptop or another device, please email gemma@studytravel.network to order.

**Visas**
Citizens from most countries do not require visas in order to enter Germany. To check, go to http://www.worldtravelguide.net/germany/passport-visa or check with your local embassy. If needed, please apply for your visa at least four weeks before the conference.

**During the workshop**

**Getting there**
The hotel is a mere 15-minute drive from the airport and the central hub of the public transport system, Konstablerwache, is within 2 minutes walking distance of the hotel. This is where all important metro and city train lines stop, as well as the tram.

**Getting around**
The hotel is situated in the midst of the city’s most popular sights and shopping precincts therefore many places in Frankfurt are easily and comfortably reached. You can walk to the city centre in less than 5 minutes so walking is the easiest way of getting around town. Taxis can be easily hailed on the street or at the nearby stands.

**Hotel facilities**

**Breakfast, lunch & refreshments**
The conference café will be open from 8am on the Saturday and Sunday mornings with a complimentary refreshment ordering service available from your table via ordering forms that will be on your desk.

Water will be available throughout the day from a central water station. There are also a host of eateries within the hotel as well as a good selection within easy walking distance.

**Restaurants within the hotel**
GrandSeven Restaurant & Bar - à la carte menu & cocktails
Restaurant motions – Breakfast buffet
Restaurant Sushimoto – Japanese
Restaurant San San – Chinese

**Wi-Fi**
Complimentary internet in the general meeting room and guest rooms.

**About Frankfurt**
With a population of nearly 700,000, Frankfurt is the fifth largest city in Germany. It is the largest financial centre in continental Europe and ranks among the world’s leading financial centres. It is home to the European Central Bank, Deutsche Bundesbank, Frankfurt Stock Exchange and several large commercial banks.

Due to its central location within Germany and Europe, Frankfurt is a major air, rail and highway transport hub. Frankfurt Airport is one of the world’s busiest international airports by passenger traffic, 4.3 million tourists visited Frankfurt in 2012.

Frankfurt is also a centre for commerce, culture, education, tourism and web traffic. Major trade fairs include the Frankfurt Motor Show, the world’s largest motor show, and the Frankfurt Book Fair, the world’s largest book fair. The Zeil is Frankfurt’s central shopping street and one of the most crowded in Germany. Goethestrabe is Frankfurt’s most expensive shopping street with prestigious shops like Louis Vuitton, Prada, Gucci, Tiffany and lots more. A unique feature of Frankfurt is its significant number of skyscrapers and high-rise buildings in the city centre which form the Frankfurt skyline.

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**Conference itinerary**

**Friday 29th September 2017**
17.00 - 19.30 Registration and welcome reception for all delegates in the Ballsaal room
Educators & Exhibitors can set up their tables

**Saturday 30th September 2017**
08.00 Venue and conference café open – ST team available
09.00 - 13.00 Meetings (30 minutes each) in the Ballsaal room
13.00 - 14.30 Lunch (not included)
14.30 - 17.30 Meetings (30 minutes each) in the Ballsaal room
18.00 - 18.45 ST Directors’ Club drinks in the Grand Seven Bar & Lounge
18.45 - 22.00 Drinks and evening meal for all delegates in the Grand Seven Bar & Lounge

**Sunday 1st October 2017**
08.00 Venue and conference café open – ST team available
09.00 - 13.00 Meetings (30 minutes each) in the Ballsaal room
14.00 Clear venue
For the Attention of:
Mareen Mailaender - Convention Sales Manager
The Westin Grand Frankfurt Hotel
Konrad-Adenauer-Strasse 7
60313
Frankfurt
Germany

Sender Company name: ____________________________

Sender Address: _________________________________

Contact Number: ________________________________

Delegate name: _________________________________

Event name: ST Alphe Conference 29/09/17 - 01/10/76

Part Number: _____ of _____
SPONSORSHIP AND BRANDING 2017

Put your brand in front of over 1,420 agents annually at the ST Alphe Conferences with one of our sponsorship and branding packages. Bespoke packages also available. Please email stephanie@studytravel.network or your designated Alphe Conference organiser for further information.

Key Cards Sponsorship
- Your branding on the front of all conference hotel room keys.
- One-off email shot to all attendees
- Logo on welcome letter
- Logo on event web page
- Logo on front of conference pack
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert

Café Sponsor
- Café branding including pillars*
- One-off email shot to all attendees
- Logo on welcome letter
- Logo on event web page
- Logo on front of conference pack
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert

Water Bottles Sponsorship
- Branded water bottle
- One-off email shot to all attendees
- Logo on welcome letter
- Logo on event web page
- Logo on front of conference pack
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert

Blimp
- Your branding on an inflatable blimp
- One-off email shot to all attendees
- Logo on event web page
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert

Premium Sponsor Bag
- Delegate bag with your branding
- One-off email shot to all attendees
- ST Star Awards tickets x 2*
- ST Directors’ Club passes x 2*
- Logo on welcome letter
- Logo on event web page
- Logo on front of conference pack
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert
- Seat at top table at ST Star Awards*
- Pull up banner in registration area

Welcome Reception
- Branding at the welcome drinks reception
- Logo on event web page
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert
- Pull up banner in reception area

Room Drop
- Branded room drop items delivered directly to each attendee’s hotel room
- Logo on event web page
- Shared screen advert*
- Colour advert in conference pack
- Delegate pack insert

USB
- Branded USB in delegate bags which includes your company information & conference information
- One-off email shot to all attendees
- Logo on event web page
- Shared screen advert*
- Colour advert in conference pack

Branding Package
- Delegate pack insert
- Shared screen advert*
- Colour advert in conference pack
- Pull up banner in registration area

*item only available at ST Alphe UK Conference