



## Participants Guide

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**November 21st - 23th, 2017**

**MOGADOR CITY CENTER HOTEL**  
Prolongement de l'avenue des FAR, Avenue Pasteur,  
20000 Casablanca - Morocco

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## CONTACTS

### General Organization:


#### **advanced business events**

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 Website : [www.morocco.railmeetings.com](http://www.morocco.railmeetings.com)  
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## EVENT SCHEDULE & AGENDA

|                         | Tuesday 21 november                    | Wednesday 22 november | Thursday 23 november |
|-------------------------|--|-----------------------|----------------------|
| Set up to MOGADOR HOTEL | 08.00am – 10.00am<br>06.00pm – 08.00pm | 08.00am – 08.30am     | 08.00am – 08.30am    |
| Reception diner         |  | 07.30pm – 22.00pm     |                      |
| Move out                |  |                       | 06.00pm – 08.00pm    |

#### Tuesday 21 november

11.30am – 01.30pm : Conferences  
 12.30pm – 02.00pm : Lunch  
 14.30pm – 17.30pm : Conferences

#### Wednesday 22 november

09.30am - 12.30pm : BtoB Meetings & conferences  
 12.30pm - 02.00pm : Lunch  
 02.00pm – 06.30pm : BtoB Meetings & conferences  
 07.30pm – 10.00pm : Reception diner

#### Thursday 23 november

09.30am – 12.30pm: BtoB Meetings & Conferences  
 12.30pm – 02.00pm : Lunch  
 02.30pm -05.30pm : BtoB Meetings & Conferences



## RECEPTION DESK

Upon your arrival at MOGADOR HOTEL, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items:

- Your Schedule of Meetings
- Your Name Badges
- Your Floor Plan & More

## BOOTH SET-UP

Set-up time will be running from **08.00am to 10.00am or 06.00pm to 08.00pm on November 21**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at MOGADOR HOTEL at **08.00am on November 22**, to complete the set-up and personalization of their booths.

Rail Industry Summit offers hard walled booths. **We strongly recommend you to bring graphics to customize your space.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

## BOOTH FEATURES

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

| <b>Bronze Formule</b><br>4 sqm booth : 2m x 2m (7ft x 7ft)                         | <b>Silver Formule</b><br>6 sqm booth : 3m x 2m (14ft x 7ft)                        | <b>Gold Formule</b><br>6 sqm booth : 3m x 2m (14ft x 7ft)                            |
|--|--|--|
|  |  |  |
| Spot lights<br>1 Table<br>3 Chairs<br>Carpet<br>Fascia Board<br>1 electric outlet  | Spot Lights<br>1 Table<br>4 Chairs<br>Carpet<br>Fascia Board<br>1 electric outlet  | Spot Lights<br>1 Table<br>4 Chairs<br>Carpet<br>Fascia Board<br>1 electric outlet    |

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives, and so forth). **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. You must bring multiple outlets if you're planning to use several devices.

## ADDITIONAL FURNITURES

- **Default furniture:**

**Our official supplier "361° Agency"** offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment **at your own cost.**

- **How to place an order?**

You contact our supplier by email or phone tel.

- **Contact :**

**361° Agency - Mr. Fahd KARIM**

Tel +212 615 621 670

Email : [fahd.karim@ymail.com](mailto:fahd.karim@ymail.com)



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## LUNCH – COFFEE CORNER - GALA DINNER

### Lunch:

A seated business lunch will be catered on November 21, 22 and 23, for all participants.

### Coffee Corner:

Complementary hot and cold beverages will be offered to all the participants : 08.00am to 10.00am and 02.00pm to 04.00pm on November **21, 22 and 23**.

### Gala Dinner:

A gala dinner, open to all participants, will be held on **November, 22 from 07.30 pm** at the Mechouar Palace. Each participant will receive by email an invitation. A shuttle bus will be provided from MOGADOR HOTEL to the reception place.



## CONFERENCES & WORKSHOPS

### **Conferences :**

A conference program is offered in parallel to B2B Meetings, you can register in advance via the online platform in the "**my selection**" then "**presentations and workshops**" tab

### **Workshops:**

If you animate yourself a presentation during the convention business, please note that the conference room is equipped with an overhead projector, a laptop, a TV and a microwave.

**It is imperative that you provide your presentation to PDF or PPT before the event. It is also recommended to charge your presentation on a USB stick.**

## MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.00pm on November, 23. Your materials and equipment must be picked up by your outbound carrier before 08.00pm from the MOGADOR Hotel.**

NOTE : ABE shall not be responsible for any damage caused to your equipment theft.

## ACCESS TO THE VENUE

### HOTEL MOGADOR CITY CENTER

prolongement de l'avenue des FAR, Avenue Pasteur, Casablanca 20000, Maroc



#### SPECIAL RATES for MOGADOR Hotel:

\*\* 2249.50 MAD TTC – VIP room – Breakfast includes

\*\* 1849.5 MAD TTC – Single room - Breakfast includes

Booking : [s.lakhdar@mogadorhotels.com](mailto:s.lakhdar@mogadorhotels.com)

Casablanca offers a range of hotels, residential hotels and apartments to suit all budgets. You will find on the map below hotels located close to MOGADOR HOTEL.

More details : [listing of hotels close to the MOGADOR HOTEL](#)

## AIRPORT

#### **Airport:**

The Casablanca International airport is approximately one hour to the **MOGADOR CITY CENTER Hotel**. Many taxis are available at the airport.



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