



Russell Bedford International

33rd Annual Conference

Mexico City, 19-23 October 2016

Hyatt Regency Mexico City,
Campos Elíseos 204, Col. Polanco Chapultepec,
Mexico City, D.F. 11560, Mexico
T +52 55 5083 1234
W: mexicocity.regency.hyatt.com

Invitation

The Russell Bedford national network in Mexico wishes you a warm welcome to the 33rd Annual Conference, which will be held at the Hyatt Regency Mexico City, located in the Polanco district, one of the city's nicest and most exclusive neighbourhoods, on 19-23 October 2016.

Programme

The event will start with a Welcome Dinner on Wednesday 19th October, with departures after breakfast on Sunday 23rd.

The delegate programme will include a mix of plenary sessions and workshops allowing participants to share experience and knowledge.

For the social programme, for both delegates and non-delegates, venues have been chosen where the history and modernity of the country's culture come together, hued by Mexico's traditional hospitality. Participants will visit places such as the Plaza Garibaldi, famous for its mariachi music, tequila and folklore, and the gala dinner will be held at an exclusive club that is home to original works by world-famous painters such as Frida Kahlo, Diego Rivera and Rufino Tamayo, among others.

Non-Delegate Programme

The hosts have also prepared a series of activities for non-delegates, visiting two emblematic sites in Mexico: the pyramids of Teotihuacán, and Mexico City's historic centre, with its famous colonial architecture and archaeological ruins.

The visit to the Teotihuacán pyramids is strongly recommended. It is a day-trip by coach (9:00 am to 4:30 pm) and includes lunch in a spectacular restaurant inside a natural grotto (http://lagruta.mx/index_en.php). But for those who don't wish to make this trip, another option will be available (subject to demand) involving a tour of some Mexico City museums, lunch, and a visit to a market featuring typical handmade Mexican products. Non-delegates are asked to specify their preference during the registration process.

Visas

Visitors from certain countries will require a visa to enter Mexico. These countries are listed via the following link: <http://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>. This other link lists visa waiver countries: <http://www.inm.gob.mx/gobmx/word/index.php/paises-no-requieren-visa-para-mexico/>. Should you require a letter of invitation from the host firm, please contact Alfonso Milla at amilla@russellbedford.mx, and he will be happy to provide one.



Costs

The standard packages are:

- Delegate: USD 1750 / MXN 30,600
This includes:
 - i) two and a half days of conference sessions with coffee breaks
 - ii) lunches on Thu 20 and Fri 21
 - iii) evening social events on Wed 19, Thu 20 and Sat 22
- Non-Delegate: Non-Delegate: USD 1300 / MXN 23,400
This includes:
 - i) tours on Thu 20 and Fri 21
 - ii) evening social events on Wed 19, Thu 20 and Sat 22

Note: The package includes all meals with the exception of dinner on Fri 21 October and lunch on Sat 22 October.

The conference registration form on RegOnline is available here:

<http://www.regonline.com/russellbedfordmexico2016>

Please register and pay as soon as possible.

If you have any queries regarding online registration, please contact Russell Bedford International (conference@russellbedford.com).

Accommodation

Accommodation should be booked and paid for directly with the conference hotel. A block of 80 rooms has been arranged, and these rooms are available, until 15 September 2016, on a first come, first served basis.

The following are the pre-agreed group rates for international participants:

- Standard King or Twin Room, single or double occupancy:
USD 220 + 3% lodging tax per night (plus mandatory portering and recommended housekeeping gratuities, which will be added to the hotel bill on check-out)

Group rates apply to nights from 17 to 23 October 2016. Upgraded rooms and suites may also be booked, subject to availability. Please note that check-in time is at 3 pm and check-out at 1 pm.

The hotel's online reservation link is available here:

<https://resweb.passkey.com/go/RUSSELLBEDFORD>

You may also reserve rooms by telephoning the Hyatt (+52 55 5283 8787) or emailing mexhr.reservations@hyatt.com and quoting the reference "Russell Bedford Conference 2016".

Room rates for Mexican nationals will be subject to VAT at 16%. It is recommended that Mexican nationals book via the hotel's regular website:

<http://mexicocity.regency.hyatt.com/es/hotel/rooms/standard.html>

For information on the event and venue, please don't hesitate to contact the host firm (amilla@russellbedford.mx).

Payment of Delegate and Non-Delegate Fees

Full payment is requested by **15 August 2016**.



International Participants

International participants (i.e. those who are not Mexican nationals) are invited to pay by credit card via the RegOnline system.

International participants who have selected to pay instead by wire transfer, should please pay in **US Dollars (USD)** to the Russell Bedford International USD bank account (see below) at the following rates (as appropriate):

- Delegate: USD 1750
- Non-Delegate: USD 1300

Bank details

Bank: HSBC Bank plc

Address: 133 Regent Street, London W1B 4HX, UK

A/C Name: Russell Bedford International Ltd (US Dollar Account)

A/C No: 73271373

Sort code: 40-05-15

Swift Code: MIDLGB22

IBAN: GB53 MIDL 4005 1573 2713 73

Reference: RBI Mexico Conf 2016

Please ensure that your payment includes all transaction fees and foreign exchange commission charges.

Mexican National Participants

In order to facilitate the payment process and avoid any bank fees and exchange rate differences, Mexican residents only are advised to pay participation fees in MXN into the following account:

Santander Bank CLABE 0141- 8092-0001-7811-65

The following rates apply:

- Delegate: MXN 30,600
- Non-Delegate: MXN 23,400

Terms & Conditions

Full payment of participation fees is requested by **15 August 2016**.

Cancellations must be sent in writing to conference@russellbedford.com and a receipt for such mail received. Please note that after 15 August 2016 refunds are generally not possible. However, delegate substitution will be permitted at any time.

All bookings are accepted on the specific condition that the Conference Organisers (the Host Firm and Russell Bedford International) shall not be held responsible for registrants' late arrival or inability to attend the conference due to adverse weather conditions, closure of ports or airports, industrial action, missed transport connections or other factors outside the control of the



Conference Organisers. For their protection, registrants are strongly recommended to purchase individual travel, health and cancellation insurance.

Participants agree that their details may be included in the list of conference participants for official use by the Conference Organisers.

During the course of the Conference videos and/or photos will be taken of participants attending meetings and social events. Participants accept that these photos and/or videos may be used in future by the Conference Organisers.

If you are paying your participation fee by wire transfer, please do not forget to make your full payment by **15 August 2016**.

Remember to **reserve and pay for your hotel accommodation separately** by submitting a reservation request to the Hyatt Regency Mexico City Hotel.

Please note that **some attendees will need a visa to enter Mexico**. For instructions on the application process, visit the website of the Mexican Embassy in your country. If you need a visa letter for your application, the host firm is happy to provide one for you upon request.
