

MEMORANDUM

To: Prospective ITIA AGM Delegates

Re: ITIA's 32nd Annual General Meeting, 15 to 18 October, Stresa (VB), Italy

Attached are:

- the Provisional AGM Programme including details of the optional visit to OMCD Group's hard material plants (FILMS and Scleros) in Anzola d'Ossola (VB).
- the AGM registration form, to be returned to the **ITIA Secretariat** no later than **14 September**. After this date there will be a surcharge of US\$300. Name and contact details will only be included on the Attendance List after receipt of payment, at which time Registration Cards will be issued.
- Hotel booking notes with details of rates and conditions agreed with Regina Palace Hotel. Reservations for Standard Rooms can be made online direct with the hotel via the booking link. Suites (including Junior Suites) and meeting rooms can only be booked direct with Hotel by email to Ms Francesca Cerini - francesca@reginapalace.it.

The hotel cut-off date is **14 September 2019**. After that date, neither a room nor the ITIA Group rates can be guaranteed. Rooms and room types within the ITIA's block booking will be allocated on a 'first come, first served' basis. **Only registered AGM delegates may take advantage of the ITIA's block booking.**

Please note the following terms from the Hotel:

- Full amount (room rate & VAT) for the reserved period will be charged to the provided credit card 3 days prior to the arrival.
- Cancellation or change of reservations made online to the Hotel at least 4 days prior to arrival will be free of charge. In order to change a reservation, the guest has to **cancel** the existing booking and make a new one following the same online booking procedure.
- Cancellations or changes made 3 days or less before arrival or "No show" will be charged 100% of the amount for the entire reservation period. An early departure will not be refunded.

Notes:

- Delegates should check online or consult a travel agent or a local Italian Consulate to confirm if they need visas to enter Italy. Delegates who need to apply for a visa should supply passport details as requested on the registration form and these details will be passed on to the host company which will issue invitation letters. Visa applications should be made as soon as possible as the process normally takes time.
- There are 48 places to visit OMCD's FILMS and Scleros plants in Anzola d'Ossola (VB) on Friday 18 October. Priority will be given to ITIA members and then on a "first come, first served" basis. Delegates planning to join the visit should register no later than **23 August** and the ITIA Secretariat will confirm a place before **30 August** to enable delegates to arrange travel plans and hotel accommodation.
- There are two International Airports in Milan. It is recommended to take flights landing at **Milan Malpensa Airport** (IATA: MXP, ICAO: LIMC) which is 50km from Regina Palace Hotel. A taxi ride from Malpensa Airport to the Hotel is approx 50 minutes and costs around €80. **Milan Linate Airport** (IATA: LIN, ICAO: LIML) is 110km from the Hotel and the taxi fare is about €150 per single journey; traffic is normally very heavy. Pre-booked airport pickup services with greeting at arrival terminal can be found online (ie [City Airport Taxi](#) and [Rideways Airport Pickup](#))
- There is no direct train service from either Malpensa or Linate Airport to Stresa. Trains (ie S40) leave at hourly intervals from Terminal 1 or Terminal 2 of Milan Malpensa Airport for Varese via Gallarate where it is necessary to change to a Regional Express (frequency every 2 or 3 hours) heading for Domodossola via Stresa (approx 35 to 55 minutes). Regina Palace Hotel is a 5-minute walk from Stresa Train Station. Average journey time is 2.5 hours and train fares vary between €10 and €37 per journey.

From Linate Airport, there is a frequent service to Milan Central Train Station from where trains (ie EC36) head for Geneva via Stresa (approx 1 hour). Total average journey time is 2.5 hours and train fares vary between €10 and €35.

Further details and more options re train services from Malpensa and Linate Airports to Stresa can be found online.

- If there is sufficient demand, a spouse programme will be organised between 08:30 and 16:00 on Thursday 17 October. Details will follow.
- Agenda for the AGM and the Attendance List will be circulated to registered delegates by 16 September.

Please circulate this information within your company and externally to prospective delegates. It is also available under "Next ITIA AGM" on the ITIA website.

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