

I. PPD WELCOME LETTER

Building capacity
Strengthening advocacy
Fostering governance

Public-Private Dialogue

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Dear [title, name],

It is our pleasure to welcome you to the PPD Workshop. We hope you had a safe and comfortable trip to the [LOCATION]. With this letter we hope to give you more information about the logistical preparations.

The PPD Workshop will start at 09:00 on [date] and end at 18:00 on [date]. It will be held in the [location] meeting hall.

Kindly note that the registration for all participants will be on [date] from 08:30 to 09:00. The registration desk will be in front of the main meeting hall [name of the room]. You will find a copy of the agenda and a participants list in the folder which will be handed to you along your name badge upon registration.

IMPORTANT NOTE:

Kindly note that room service, mini-bar, internet in room, telephone charges and any other private costs are not covered within the meeting package and must therefore be covered on guest-account.

Full Board accommodation has been booked for you throughout your whole stay at the [name and place]. **This means that Breakfast, Lunch & Dinner are included, as provided by the hotel facilities.**

Please make sure you pass by the registration desk on [date] to check what time your airport transfer will be ready to pick-you up from the Hotel. In the meantime, please check that your departure flight details are confirmed.

Should you have any **inquiries** regarding the logistical arrangements such as airport transfers, hotel accommodation or related topics, please refer to **[contact person]** who will be glad to assist you further (she can be reached either through the front desk or at [email] and [phone]).

Enjoy the workshop and your stay at [location]!

Best wishes,

The PPD Team