

Arrival and Departure Guidelines

Please Note: The General Session will start at 6:00 p.m. SHARP on Monday night, October 14, 2019. Plan to be in your seat by 6:00 p.m.!

Group	Arrival Date	Event Start Date	Hotel Departure Date/Time **
Sales Management Council	Please wait to book your air until the SMC agenda is finalized	Mon., Oct. 14 breakfast, followed by ½ day meeting	Thurs., Oct. 17, a.m. check out. Additional guidance on when to book your flight time will be communicated to you by early September
John O'Brien Management Team	Please wait to book your air until the Sales Management agenda is finalized	Mon., Oct. 14 breakfast, followed by ½ day meeting	Thurs., Oct. 17, a.m. check out. Additional guidance on when to book your flight time will be communicated to you by early September
Services Kick-off	Arrive Sun. afternoon, Oct. 13 for a Sun. night team dinner	Mon., Oct. 14, 6 p.m. General Session or at 11:30 a.m. if you are attending the Women's Leadership Forum	Thurs., Oct. 17, a.m. check out Exceptions: Tim Tress Team depart hotel Thurs., Oct. 17 after 1:00 p.m.
Asia Pacific & EMEA Attendees	Arrive Sun., Oct. 13, or depending on flight availability, Sat., Oct 12	Mon., Oct. 14, 6 p.m. General Session, or at 11:30 a.m. if you are attending the Women's Leadership Forum	Thurs., Oct. 17 a.m. check out. Additional guidance on when to book your flight time will be communicated to you by early September
Women's Leadership Forum Attendees	Mon. morning, Oct. 14 if flights allow. If not, arrive Sun. night, Oct. 13	Mon., Oct. 14 at 11:30 a.m. Lunch. General Session will run from 11:30 a.m. to 1:00 p.m.	Thurs., Oct. 17, a.m. check out Sales Attendees – please follow the All Field Sales guidelines

Presales, General Attendees, Including LDR's, Inside Sales Field Sales Operations MGMT	Arrive Mon. afternoon, Oct. 14, by 3 p.m.	Mon., Oct. 14, 6 p.m. General Session, or at 11:30 a.m. if you are attending the Women's Leadership Forum	Thurs., Oct. 17, a.m. check out
All Field Sales, Sales Management, LATAM, Canada	Arrive Mon. afternoon, Oct. 14, by 3 p.m.	Mon., Oct. 14, 6 p.m. General Session, or at 11:30 a.m. if you are attending the Women's Leadership Forum	Thurs., Oct. 17 a.m. check out. Additional guidance on when to book your flight time will be communicated to you by early September. Mfg., Healthcare – you may depart the hotel for the airport Thursday, Oct 17 a.m.
Resellers	Arrive Mon. afternoon, Oct. 14, by 3 p.m.	Mon., Oct. 14, 6 p.m. General Session, or at 11:30 a.m. if you are attending the Women's Leadership Forum	Thurs., Oct. 17, a.m. check out
Partner Sponsors & Partner Exhibitors	Arrive Mon morning, Oct. 14 for afternoon set up	Mon., Oct. 14 Exhibitor set up begins at 2 p.m. until 5:30 p.m.	Thurs, Oct 17, a.m. check out
Kronos Exhibitors	Arrive Mon. morning, Oct 14 for afternoon set up	Mon., Oct 14 Exhibitor set up begins at 2 p.m. until 5:30 p.m.	Tues., Oct 15 at the conclusion of the Expo at 5:45 p.m.
Partner Summit Only Attendees	Arrive Tues., Oct 15 late afternoon	Wed., Oct 16 breakfast at 7:00 a.m., followed by the Partner Summit at 8:00 a.m.	Thurs, Oct 17, a.m. check out