



2019 International Convention

Dear Lions:

It is my privilege to invite you and your families to participate in the 102nd Lions Clubs International Convention being held on Friday, July 5 through Tuesday, July 9, 2019 in Milan, Italy. We're expecting 25,000 at the Milan International Convention. Please plan to join your fellow Lions in Milan.

Convention Venue

The Milano Congressi – MiCo is the venue for all convention events including the exhibit hall, plenary sessions and the International Show. The Milano Congressi is the largest congress facility in Italy and the architecture of the MiCo is unlike any you've seen before.

Exhibit Hall

Located in the MiCo – South and North Halls, the Exhibit Hall will once again feature the Lions Tech Bar, Campfire Session Stage, a wide variety of exhibitors and the International Food Court.

Business Meeting/Plenary Sessions

The business and parliamentary proceedings along with the nominations and speeches for the office of International Director will be conducted at a separate Business Meeting held on Saturday, July 6 from 15:00 – 16:00 in the MiCo. All Lions are welcome to attend.

Also in the MiCo on Sunday July 7, International President Gudrun Yngvadottir will address the Lions at the first plenary, and will also feature the Flag Ceremony; along with the nominations, speeches and demonstrations for the office of Third Vice-President.

Tony Blair, Former Prime Minister of the United Kingdom, will address the Lions at the second plenary session.

Certification & Voting

We will continue to keep the combined Certification & Voting process as it continues to be a success. In Milan, Certification and Voting will begin on Sunday, July 7, 2019 at 12:00 following the first plenary session and will end at 09:30 on Tuesday, July 9, 2019.

Convention Service Projects

Lions will give back to the citizens of Milan through participation in Service Projects to be held at the MiCo as well as locations around the city of Milan. Further details on the service projects and how to register will be shared in the coming months, check the [LCI Convention Service Projects](#) page for information.

Parade

Parade: The Parade of Nations will be held on Saturday, July 6, 2019. Step-off time will be 09:00. The host committee and staff are working closely with local vendors to make arrangements for the comfort and well-being of the parade marchers.

Additional information will be included in the Parade Rules & Regulations document to be distributed in January 2019.

Registration

LCI recognizes that you may be involved with the convention registration process for Lion members within your Multiple District. In an effort to best serve all multiple districts with convention registration, we would appreciate your support in communicating the registration procedures and encouraging members to register early.

3 ways to register:

1. Online LCI convention registration and housing booking tool. A safe and secure method to register and receive an instant confirmation.
<http://lcicon.lionsclubs.org/attend/registration-information/>
2. Fax completed Convention Registration Form to LCI Registration and Housing Dept. 1+630-571-1689
3. Mail completed Convention Registration Form
Lions Clubs International – Attn: Convention Registration and Housing Dept.
300 West 22nd Street, Oak Brook, IL USA 60523-8842

Similar to last year, you will pick up your name badge onsite in Milan. **LCI will not mail out name badges in advance.** Please bring a copy of your Official Confirmation with you to Milan to receive your name badge. Details with name badge printing locations and hours will be available in May 2019 via LCICon website.

For Group Registrations (10 or more): Group organizers are encouraged to use the LCI Official Group Registration and Forms and Group Payment Forms which are distributed by LCI. This easy method enables the organizer to register several individuals on one form. Contact registration@lionsclubs.org to request the forms.

For up-to-date information visit LCI's official website: <http://lclcon.lionsclubs.org/>. The 2019 convention is sure to be an inspiring week of convention activities and celebrations. Please see the enclosed documents for additional information.

Sincerely,

Joseph L. Wroblewski
Past International President
Chairperson, Convention Committee

Questions? E-mail us at: convention@lionsclubs.org

Enclosures

2019 ICC Newsletter.EN



102nd Lions Clubs International Convention
Milan, Italy
Official Schedule of Events (subject to change)
Friday, July 5 – Tuesday, July 9, 2019

ALL EVENTS WILL TAKE PLACE AT MiCo Milano Congressi (MiCo) UNLESS OTHERWISE NOTED.

FRIDAY, JULY 5

10:00 – 17:00	Exhibit Hall Open	MiCo - South and North Halls
17:30 – 19:30	District Governors-elect Celebration Banquet	MiCo - Gold Plenary Room

SATURDAY, JULY 6

09:00 Step-off	International Parade	Parade Assembly Area, TBD
12:00 – 17:00	Exhibit Hall Open	MiCo - South and North Halls
15:00 – 16:00	Business Session <i>Nominations for International Director</i>	MiCo – Auditorium
19:00 – 20:15	International Show	MiCo – Hall 3

SUNDAY, JULY 7

10:00 – 12:00	Opening Plenary Session <i>Presidential Address, Keynote Speaker, Flag Ceremony, International Parade Results, Nominations for Third Vice President</i>	MiCo – Hall 3
12:00 – 17:00	Exhibit Hall Open	MiCo - South and North Halls
12:00 – 17:00	Certification and Voting	MiCo - South and North Halls
14:00 – 17:00	Seminars	MiCo - South and North Halls

MONDAY, JULY 8

10:00 – 12:00	Second Plenary Session <i>Memorial Service, LCIF Session, Keynote Speaker</i>	MiCo – Hall 3
12:00 – 17:00	Exhibit Hall Open	MiCo - South and North Halls
12:00 – 14:00	Melvin Jones Fellow Luncheon	MiCo – Gold Plenary Room
12:00 – 17:00	Certification and Voting	MiCo – South and North Halls
13:30 – 17:00	Seminars	MiCo - South and North Halls
20:00 – 22:00	Past International Presidents / Past International Directors / District Governors / Past District Governors Combined Banquet	MiCo - Gold Plenary Room

TUESDAY, JULY 9

07:30 – 09:30	Exhibit Hall Open	MiCo - South and North Halls
07:30 – 09:30	Certification and Voting	MiCo - South and North Halls
10:00 – 12:00	Final Plenary Session <i>Installation of 2019-2020 International President, U.N. Flag Ceremony, Installation of 2019-2020 District Governors</i>	MiCo – Hall 3
19:00 – 21:00	International Officers Meet and Greet	MiCo - Gold Plenary Room



CONVENTION AND HOTEL RESERVATION FORM

LIONS CLUBS 102ND INTERNATIONAL CONVENTION

Milan, Italy • Friday, July 5 – Tuesday July 9, 2019



DEADLINES MAY 1, 2019: Deadline for advance registration and hotel reservation. Deadline to submit a refund request for registration, housing and/or ticketed event cancellation.

REGISTRANT INFORMATION: Please type or print name as it appears on passport/photo ID.

First Name/ Family (Last) Name _____ Badge/Call Name _____

Address _____

City _____ State _____ Postal Code _____ Country _____

Daytime Phone _____ E-mail _____

☐ Lion ☐ Lioness ☐ Alpha Leo ☐ Omega Leo ☐ Adult Guest Club No. _____ Membership No. _____ District _____ Title _____

COMPANION: First Name/ Family (Last) Name _____ Badge/Call Name _____

☐ Lion ☐ Lioness ☐ Alpha Leo ☐ Omega Leo ☐ Adult Guest Club No. _____ Membership No. _____ District _____ Title _____

CHILD: First Name/ Family (Last) Name _____ Age _____ ☐ Alpha Leo

PACKAGE A:

Includes convention registration for each registrant listed above plus one (1) hotel room serviced by shuttle buses during convention.

☐ Before January 11, 2019 ☐ Reservation in delegation hotel
☐ After January 11, 2019 ☐ I prefer my delegation hotel ☐ Prefer another hotel

Hotel Name _____

Arrival Day/Date _____ Departure Day/Date _____

No. of Guests in Room _____ No. of Beds Needed ☐ 1 ☐ 2

Special Requirements: ☐ Wheelchair Accessible ☐ Other _____

- **US\$200 Hotel Deposit** is per room and credited to your hotel bill at check out.
- Hotel rooms are equipped to accommodate a total of two (2) guests per room.
- Hotel Deposits paid by credit card will be charged an additional 8%.
- The Hotel Deposit will be sent to the hotel in Euros at the prevailing exchange rate.

EMERGENCY CONTACT INFORMATION:

Emergency Contact Name _____ Emergency Contact Phone Number _____

SERVICE PROJECTS IN MILAN

☐ I am interested in participating in a hands-on community service project during the Milan International Convention. Further details on registering for service projects will be sent to you in the coming months.

PAYMENT: Full payment is required with this form. US currency only. Checks and money orders must be drawn on US banks. Visa, MasterCard & Discover cards accepted.

REGISTRATION FEES:	Adult	Child (17 and under)/Alpha Leo	Omega Leo	PACKAGE A:	PACKAGE B:
EARLY (Before January 11, 2019)	US\$150	US\$20	US\$100	Registrations: US\$ _____	Registrations: US\$ _____
REGULAR (January 12 through March 31, 2019)	US\$200	US\$20	US\$100	Ticketed Events: US\$ _____	Ticketed Events: US\$ _____
LATE (April 1, 2019 – onsite)	US\$225	US\$20	US\$100	Hotel Deposit: US\$ 200.00	
				Total Due: US\$ _____	Total Due: US\$ _____

☐ Check # _____ ☐ Wire transfer (payment slip must be attached to this form) ☐ Visa ☐ MasterCard ☐ Discover

Name as it appears on card _____ Credit card must be in the name of the registrant. _____

Card Number _____ Expires Month/Year _____ Security code (3 digits) _____

X
Cardholder Signature _____

Mail form and payment to: Lions Clubs International Attn: Convention Division • 300 West 22nd Street Oak Brook, IL 60523-8842 USA • Allow 4 weeks for processing.

- Credit Card and Wire Transfer Payments can be faxed to: (630) 571-1689
- LCI will email your Official Registration Confirmation. **Please print and bring with you to Milan, Italy.**
- All registrants will pick up their name badge onsite in Milan. Please bring your LCI Official Registration Confirmation with you to scan and print your name badge. A photo-ID is also required. **LCI will not mail badges in advance.**
- Information provided on this document shall be used in accordance with the privacy policies and procedures of Lions Clubs International.
- Questions? Email us: registration@lionsclubs.org.

HOUSING FORM CRHF 2019 EN 8/18

Please note: Lions Clubs International will be documenting the international convention for promotional purposes. Your participation may be filmed or photographed at this event. Your registration is your consent for use of these images by Lions Clubs International.



Headquarters Hotels
Melia Milan Hotel
Milan Marriot Hotel





Lions Clubs International Milan Convention: July 5 - July 9, 2019

HOTEL RATES AND PROXIMITY TO THE MICO MILANO CONGRESSI CONVENTION CENTER

The following is a list of the 46 hotels participating in the convention along with their LCI rate(s) per night. All hotel rates are based off two adult guests per room.

Reservations at these hotels can only be made by LCI's Convention Division. Please do not contact the hotel directly.

To make a reservation, please submit your completed Convention Registration and Hotel Reservation Form with the hotel deposit and, convention registration fees. Hotel reservations for the Lions Clubs International Convention are automatically made at the delegation's assigned hotel until January 11, 2019. After Friday January 11, rooms can be reserved at any hotel in the LCI hotel block, subject to availability.

PLEASE NOTE : All requests are processed first-come, first-served. Rooms are subject to availability. A minimum of 2-nights is required to book your housing with LCI.

Questions can be directed to: Lions Clubs International Convention Division at (630) 468-6914 or e-mail us at registration@lionsclubs.org. Visit us online at www.lionsclubs.org for convention updates.

MILAN HOTELS	DOUBLE RATE (EUROS)	U.S. EQUIVALENT AS OF DECEMBER 2, 2018	KM TO CONVENTION CENTER (MICO)	MILES TO CONVENTION CENTER	MILAN HOTELS	DOUBLE RATE (EUROS)	U.S. EQUIVALENT AS OF DECEMBER 2, 2018	KM TO CONVENTION CENTER (MICO)	MILES TO CONVENTION CENTER	MILAN HOTELS	DOUBLE RATE (EUROS)	U.S. EQUIVALENT AS OF DECEMBER 2, 2018	KM TO CONVENTION CENTER (MICO)	MILES TO CONVENTION CENTER	MILAN HOTELS	DOUBLE RATE (EUROS)	U.S. EQUIVALENT AS OF DECEMBER 2, 2018	KM TO CONVENTION CENTER (MICO)	MILES TO CONVENTION CENTER
1. DORIA GRAND HOTEL MILANO*	€ 185.00 € 200.00	\$ 211.38 \$ 228.49	7.9	4.9	13. ENTERPRISE HOTEL MILANO	€ 214.09 € 290.00	\$ 244.40 \$ 328.23	0.8	0.5	25. LEONARDO HOTEL MILAN CITY CENTER*	€ 156.37	\$ 178.45	2.4	1.5	37. HOTEL NHOW MILANO	€ 240.00	\$ 273.94	5.0	3.1
2. CITY LIFE POLIZIANO HOTEL "ADI HOTEL POLIZIANO FIERA"	€ 185.00 € 200.00	\$ 211.38 \$ 228.49	1.2	0.7	14. BEST WESTERN PLUS HOTEL FELICE CASATI MILAN	€ 155.16	\$ 177.13	5.2	3.2	26. HOTEL MARCONI	€ 170.00	\$ 193.99	4.3	2.7	38. NOVOTEL MILANO NORD CA GRANDA HOTEL*	€ 215.00	\$ 245.40	6.2	3.9
3. ANDREOLA CENTRAL HOTEL MILAN*	€ 217.00	\$ 247.83	7.9	4.9	15. HILTON GARDEN INN MILAN NORTH	€ 159.00 € 177.00	\$ 181.51 \$ 200.37	10.4	6.5	27. MELIA MILANO (HQ)**	€ 248.80	\$ 281.58	1.2	0.7	39. NYX MILAN	€ 171.37	\$ 195.61	4.7	2.9
4. ANTARES HOTEL ACCADEMIA	€ 144.00	\$ 164.45	1.8	1.1	16. HILTON MILAN	€ 179.53 € 259.53	\$ 204.94 \$ 293.88	4.7	2.9	28. MERCURE MILANO REGENCY	€ 180.00	\$ 205.42	1.2	0.7	40. HOTEL PALAZZO DELLE STELLINE *	€ 140.00 € 175.00	\$ 158.51 \$ 198.14	2.8	1.7
5. ANTARES HOTEL RUBENS	€ 144.00	\$ 164.45	2.8	1.7	17. HOLIDAY INN MILAN GARIBOLDI HOTEL*	€ 176.36	\$ 200.23	3.0	1.9	29. LAGARE HOTEL MILANO MGALLERY BY SOFITEL	€ 230.00	\$ 262.48	4.7	2.9	41. RADISSON BLU HOTEL, MILAN	€ 179.54 € 214.28 € 277.99	\$ 203.19 \$ 244.57 \$ 316.19	3.5	2.2
6. UNA HOTELS HOTEL EXPO FIERA MILANO - "ATA HOTEL" (DGE) *	€ 195.59	\$ 223.36	12.0	7.5	18. BEST WESTERN PLUS HOTEL GALLIES	€ 170.00	\$ 194.02	5.1	3.2	30. MILAN MARRIOTT HOTEL (HQ)*	€ 203.94	\$ 230.27	2.9	1.8	42. FOUR POINTS BY SHERATON MILAN CENTER	€ 190.55 € 280.00	\$ 217.49 \$ 316.77	4.7	2.9
7. BEST WESTERN HOTEL BLAISE FRANCIS*	€ 154.54 € 199.00	\$ 176.48 \$ 225.41	3.5	2.2	19. TOCQ HOTEL	€ 220.08 € 253.62	\$ 251.08 \$ 287.21	3.0	1.9	31. HOTEL MOZART*	€ 162.32	\$ 185.25	1.2	0.7	43. STARHOTELS RITZ MILANO*	€ 220.00 € 245.00	\$ 251.12 \$ 278.66	5.1	3.2
8. HOTEL CAPITOL MILANO	€ 168.46	\$ 192.35	3.2	2	20. HOTEL IBIS MILANO CA GRANDA *	€ 188.79	\$ 215.41	6.2	3.9	32. QUALYS HOTEL NASCO	€ 139.00	\$ 158.64	0.8	0.5	44. STARHOTELS TOURIST MILANO*	€ 183.00	\$ 208.84	14.3	8.9
9. WORLDHOTEL CRISTOFORO COLOMBO*	€ 196.99	\$ 224.05	5.4	3.4	21. IBIS MILANO CENTRO	€ 150.60	\$ 171.84	5.8	3.6	33. NH MILANO FIERA (DGE) *	€ 196.91	\$ 224.75	10.2	6.3	45. UNA HOTEL CENTURY*	€ 196.91	\$ 224.70	4.3	2.7
10. CROWNE PLAZA MILANO CITY	€ 163.32 € 244.44	\$ 186.44 \$ 312.25	4.6	2.9	22. IH HOTELS MILANO LORENTeggio*	€ 170.00 € 200.00	\$ 193.98 \$ 226.45	7.6	4.7	34. NH COLLECTION MILANO PORTA NUOVA "NH GRAND HOTEL VERDI"	€ 218.92	\$ 249.86	3.8	2.4	46. UNAHOTEL SCANDINAVIA MILANO	€ 208.49	\$ 237.91	0.9	0.5
11. CROWNE PLAZA MILAN - LINATE*	€ 179.00	\$ 204.34	19.3	12	23. IH HOTELS MILANO GIOIA *	€ 160.00	\$ 182.57	6.8	4.2	35. NH MILANO MACHIAVELLI	€ 218.91	\$ 249.84	5.8	3.6					
12. DOUBLETREE BY HILTON HOTEL MILAN	€ 167.89	\$ 191.66	3.0	1.9	24. IH HOTELS MILANO WATT13	€ 170.00 € 200.00	\$ 193.98 \$ 226.45	5.6	3.5	36. NH MILANO TOURING	€ 230.49	\$ 263.06	4.3	2.7					

Hotel Rates do not include 10% VAT (Value Added Tax) or city tax which is between 1-5 Euro per person, per night

All hotel rates are accurate as of December 2018 and are subject to change without notice

* Hotels with an asterisk symbol next to the Hotel Name indicates that breakfast is included in the daily rate

** Hotel with double asterisk already has 10% VAT (Value Added Tax) and breakfast already included in rate

2019 DELEGATION HOTEL ASSIGNMENTS – MILAN, ITALY

(Subject to change)

USA, AFFILIATES, BERMUDA, THE BAHAMAS & CANADA

ATLANTIC NORTHEAST:

CONNECTICUT, D.C., DELAWARE, MAINE, MARYLAND,
MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK,
PENNSYLVANIA, RHODE ISLAND, VERMONT

DOUBLETREE BY HILTON HOTEL MILAN

MIDWEST:

ILLINOIS, INDIANA, IOWA, KANSAS, MICHIGAN, MISSOURI,
NEBRASKA, OHIO, WISCONSIN, MD-5M, MD-5

IH HOTELS MILANO GIOIA
CROWNE PLAZA MILANO CITY
HOLIDAY INN MILAN GARIBALDI HOTEL

WESTERN:

ALASKA, CALIFORNIA, COLORADO, GUAM, HAWAII, MONTANA,
NEVADA, UTAH, WYOMING

FOUR POINTS BY SHERATON MILAN CENTER
HILTON MILAN

SOUTH EAST:

ALABAMA, ARKANSAS, FLORIDA, GEORGIA, KENTUCKY,
LOUISIANA, MISSISSIPPI, NORTH CAROLINA, SOUTH CAROLINA,
TENNESSEE, VIRGINIA, WEST VIRGINIA

DORIA GRAND HOTEL MILANO
HOTEL IBIS MILANO CA GRANDA
NOVOTEL MILANO NORD CA GRANDA HOTEL

SOUTH WEST:

ARIZONA, NEW MEXICO, OKLAHOMA, TEXAS

FOUR POINTS BY SHERATON MILAN CENTER
HILTON MILAN
DORIA GRAND HOTEL MILANO

PACIFIC NORTHWEST:

IDAHO, OREGON, MD-19 ,

FOUR POINTS BY SHERATON MILAN CENTER
HILTON MILAN

CANADA: MD-A, MD-C, MD-N, MD-U

BEST WESTERN HOTEL BLAISE FRANCIS
RADISSON BLU HOTEL, MILAN

SOUTH AMERICA, CENTRAL AMERICA, MEXICO:

LEONARDO HOTEL MILAN CITY CENTER

ISLANDS OF THE CARIBBEAN SEA:

DORIA GRAND HOTEL MILANO

AUSTRALIA, NEW ZEALAND, PAPUA NEW GUINEA, INDONESIA & ISLANDS OF THE PACIFIC:

STARHOTELS RITZ MILANO
BEST WESTERN PLUS HOTEL GALLES

THE ORIENT & SOUTHEAST ASIA:

CHINA/HONG KONG

ANTARES HOTEL RUBENS
QUALYS NASCO HOTEL

KOREA

MELIA MILANO
MILAN MARRIOTT HOTEL
HILTON MILAN
IH HOTELS MILANO LORENTEGGIO

JAPAN

CAPITOL HOTEL
MERCURE MILANO REGENCY HOTEL
NHOW HOTEL
NH TOURING HOTEL
IH HOTEL WATT 13

MD-300 TAIWAN

IBIS MILANO CENTRO
BEST WESTERN PLUS HOTEL GALLES

SINGAPORE, MALAYSIA, PHILLIPINES, THAILAND

BEST WESTERN PLUS HOTEL GALLES
HOTEL FELICE CASATI

EUROPE:

AUSTRIA, BELGIUM, THE NETHERLANDS & SCANDINAVIA

UNAHOTEL SCANDINAVIA MILANO

BRITISH ISLES & IRELAND

ANDREOLA CENTRAL HOTEL MILAN

FRANCE

DOUBLETREE BY HILTON HOTEL MILAN

HILTON MILAN

HILTON GARDEN INN MILAN NORTH

HOLIDAY INN MILAN GARIBALDI HOTEL

GERMANY

WORLDHOTEL CRISTOFORO COLOMBO

HOTEL MARCONI

NYX MILAN

UNA HOTEL CENTURY

GREECE

FOUR POINTS BY SHERATON MILAN CENTER

ITALY

LAGARE HOTEL MILANO MGALLERY BY SOFITEL

NH COLLECTION MILANO PORTA NUOVA

HOTEL PALAZZO DELLE STELLINE

ICELAND

MELIA MILANO

MILAN MARRIOTT HOTEL

SPAIN & PORTUGAL

IH HOTELS MILANO LORENTEGGIO

SWITZERLAND

TOCQ HOTEL

HOTEL MOZART

ENTERPRISE HOTEL MILANO

TURKEY

NH MILANO MACHIAVELLI

EASTERN EUROPE:

BULGARIA, CROATIA, CZECH REPUBLIC, ESTONIA, HUNGARY LITHUANIA, MACEDONIA FYROM, POLAND, ROMANIA, RUSSIAN FEDERATION, SLOVAK REPUBLIC, SLOVENIA
QUALYS HOTEL NASCO

INDIA, SOUTH ASIA, AFRICA & THE MIDDLE EAST:

UNITED AFRICA

CROWNE PLAZA MILAN – LINATE

QUALYS HOTEL NASCO

LEBANON

BEST WESTERN PLUS HOTEL GALLES

NYX MILAN

INDIA

CROWNE PLAZA MILAN – LINATE

MELIA MILANO

STARHOTELS TOURIST MILANO

BANGLADESH, NEPAL, PAKISTAN

CROWNE PLAZA MILAN – LINATE

SRI LANKA

IBIS MILANO CENTRO

LIONS CLUBS INTERNATIONAL:

HEADQUARTERS

MELIA MILANO

MILAN MARRIOTT HOTEL

DISTRICT GOVERNORS ELECT

UNA HOTELS EXPO FIERA MILANO

NH MILANO FIERA

EXHIBITORS

PIN TRADERS

QUALYS NASCO HOTEL



Lions 102nd Annual International Convention

July 5-9, 2019 • Milan, Italy • MiCo Milano Congressi

Experience the Magic of Milan

Don't miss your opportunity to attend the 2019 international convention in one of the most exciting destinations on earth.

- Explore this old-world city and indulge in world-class nightlife, shopping and cuisine
- Enjoy inspirational speakers, empowering seminars and great entertainment
- See masterworks from Leonardo da Vinci and Michelangelo
- Join the Parade of Nations through the historic streets of Milan
- Have the time of your life



Lions Clubs International

Register today at lcon.org • Early registration of \$150 ends January 11, 2019



The International Association of Lions Clubs

(Lions Clubs International ®)

300 West 22nd Street, Oak Brook, Illinois 60523-8842, USA

Phone: (630) 571-5466 Fax: (630) 571-1689

MEMO TO: Council Chairpersons, District Governors, Multiple District Secretaries and International Convention Chairpersons

FROM: Scot Jacobson, Coordinator, Convention Services & Meetings Logistics
1-630-468-6928 E-mail: scot.jacobson@lionsclubs.org

RE: 2019 Convention Delegation Function Space – Milan, Italy

Delegation events – breakfasts, hospitalities, and receptions – are an important part of the international convention. Attached is the form to request space for these activities. When planning your events and requesting space, please consider:

- The hotel where your delegation has been assigned may not have function space. Therefore, events may be assigned to a hotel other than your delegation headquarters.
- Function space will be provided on a complimentary basis if available from July 5 – July 9, 2019. Space requests before or after these dates are subject to availability and may incur a rental fee.
- To maximize space and take advantage of the international representation of Lions, consider saving point.
- Function space for storage of parade and campaign material will be approved if space is available once all delegation events are confirmed.
- Only delegation breakfasts are listed in the official convention program and they must be received by March 8, 2019 to meet printing and translation deadlines.
- Please check your assigned hotel's policy on bringing your own food and/or beverage items. Some hotels prohibit this due to health concerns. Others may charge a corkage fee. These rules are imposed by the hotel and LCI has no jurisdiction over these matters.
- LCI is required by contract to return all unassigned function space to the hotels by April 30, 2019. Requests for space after this date are subject to hotel availability and may incur a rental fee.
- LCI can only assign space at the official delegation hotels and venues.

An authorized representative should complete the attached form. LCI will issue a written confirmation that will include the hotel's contact name and information. A copy will also be sent to the hotel advising them of the assignment. At this point, you should work directly with the hotel to finalize the arrangements.

Please return your completed form to Scot Jacobson at: scot.jacobson@lionsclubs.org or by fax at 1-630-706-9285

Best of luck with your event! Please let us know if we can be of further assistance.



Lions Clubs International Convention
Milan, Italy
July 5 – July 9, 2019

DELEGATION EVENTS FORM

Complete this form to request space for activities planned by your delegation - breakfasts, meetings, receptions and hospitality rooms. Please follow guidelines provided on attached memo when completing this form.

TYPE OR PRINT. COMPLETE AND RETURN NO LATER THAN MARCH 15, 2019.

Name _____

District _____ Title _____

Address _____

City, State/Province, Zip/Postal Code, Country _____

Daytime Phone _____ Fax _____ E-Mail _____

1. Event: _____

1st Choice: Day/Date _____ Time _____ 2nd Choice: Day/Date _____ Time _____

Length of time required _____ Approximate Attendance _____

Set-up: Banquet _____ Conference Style _____ Theater Style _____ Cocktail _____ Other _____

Hotel Preference _____

Describe Food & Beverage requirements _____

Describe a/v equipment requirements _____

Comments _____

2. Event: _____

1st Choice: Day/Date _____ Time _____ 2nd Choice: Day/Date _____ Time _____

Length of time required _____ Approximate Attendance _____

Set-up: Banquet _____ Conference Style _____ Theater Style _____ Cocktail _____ Other _____

Hotel Preference _____

Describe Food & Beverage requirements _____

Describe a/v equipment requirements _____

Comments _____

3. Event: _____

1st Choice: Day/Date _____ Time _____ 2nd Choice: Day/Date _____ Time _____

Length of time required _____ Approximate Attendance _____

Set-up: Banquet _____ Conference Style _____ Theater Style _____ Cocktail _____ Other _____

Hotel Preference _____

Describe Food & Beverage requirements _____

Describe a/v equipment requirements _____

Comments _____

4. Event: _____
1st Choice: Day/Date _____ Time _____ 2nd Choice: Day/Date _____ Time _____
Length of time required _____ Approximate Attendance _____
Set-up: Banquet _____ Conference Style _____ Theater Style _____ Cocktail _____ Other _____
Hotel Preference _____
Describe Food & Beverage requirements _____
Describe a/v equipment requirements _____
Comments _____

5. Event: _____
1st Choice: Day/Date _____ Time _____ 2nd Choice: Day/Date _____ Time _____
Length of time required _____ Approximate Attendance _____
Set-up: Banquet _____ Conference Style _____ Theater Style _____ Cocktail _____ Other _____
Hotel Preference _____
Describe Food & Beverage requirements _____
Describe a/v equipment requirements _____
Comments _____

6. Event: _____
1st Choice: Day/Date _____ Time _____ 2nd Choice: Day/Date _____ Time _____
Length of time required _____ Approximate Attendance _____
Set-up: Banquet _____ Conference Style _____ Theater Style _____ Cocktail _____ Other _____
Hotel Preference _____
Describe Food & Beverage requirements _____
Describe a/v equipment requirements _____
Comments _____

Mail to: Convention Division • Lions Clubs International • 300 West 22nd Street • Oak Brook, IL 60523-8842
Fax to: (630) 706-9285
Email: scot.jacobson@lionsclubs.org

