



# **FAQs Photonics Partnership Annual Meeting 2025**

#### When is the event?

15 & 16 May 2025

#### What is the exact location?

Hotel Le Plaza, Adolphe Maxlaan 118/126, 1000 Brussels, Belgium

### What are the accommodation arrangements?

We reserved 30 rooms at the Hotel Le Plaza. Please book yourself at groups.events@leplaza.be. Alternatively, please call the Hotel Le Plaza at +32 (0)2 278 05 81.

#### Where do I find information about the event programme?

The event programme can be found on the event website <u>Photonics Partnership Annual Meeting</u> <u>2025</u>.

# Whom should I contact for any questions about the event programme?

You can contact the Photonics21 Secretariat, as event organiser, via email at annualmeeting@photonics21.org.

#### Is there room to check my bags?

Yes, there will be a cloakroom.

#### How do I let you know about my special dietary requirements?

Via registration at <a href="https://annualmeeting.photonics21.org/">https://annualmeeting.photonics21.org/</a>.

#### Can I register at the venue?

Yes, this is possible with immediate payment, but we prefer an online registration at <a href="https://annualmeeting.photonics21.org/">https://annualmeeting.photonics21.org/</a> in advance.





# How do I pay for the registration?

You can pay by credit card, bank transfer, Paypal and invoice.

#### If I have questions, who can I contact?

Please contact the attendee management:

doo GmbH (doo.net) Phone: +49 89244183609

Email: <a href="mailto:photonics21@team.doo.net">photonics21@team.doo.net</a>

### Can I save the ticket on my smartphone or tablet and show it?

Yes, you can do so.

## How do I receive my ticket?

You will receive your e-ticket via email.

## Are tickets also sent by post?

No, unfortunately not.

## What can I do if I have not received a booking confirmation with my e-ticket?

Please contact the attendee management:

doo GmbH (doo.net) Phone: +49 89244183609

Email: photonics21@team.doo.net

#### What happens if I have not received an invoice for my ticket purchase?

You will find all information and actions regarding your booking in the <u>booking self-service</u>. To log in to your booking portal, your e-ticket ID and email address are required.

Alternatively, please contact the attendee management:

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## Where can I view my bookings?

You will find all information and actions regarding your booking in the <u>booking self-service</u>. To log in to your booking portal, your e-ticket ID and email address are required.

### How can I change the participant details?

You will find all information and actions regarding your booking in the <u>booking self-service</u>. To log in to your booking portal, your e-ticket ID and email address are required.

## What can I do if I have accidentally booked tickets twice?

Please contact the attendee management to cancel your registration:

doo GmbH (doo.net) Phone: +49 89244183609

Email: photonics21@team.doo.net

#### How can I cancel my booking?

It is possible to cancel your registration via the <u>booking self-service</u>. To log in into your booking portal, your e-ticket ID and email address is required.

Alternatively, please contact the attendee management:

doo GmbH (doo.net) Phone: +49 89244183609

Email: photonics21@team.doo.net

#### What happens if I have accidentally cancelled my booking?

Please contact the attendee management:

doo GmbH (doo.net) Phone: +49 89244183609

Email: <a href="mailto:photonics21@team.doo.net">photonics21@team.doo.net</a>
Alternatively, please register again.