

We look forward to welcoming you and your guests to the IAPF Annual Dinner which will take place on Thursday 27<sup>th</sup> February 2025, in the Clayton Hotel, Burlington Road, Dublin 4.

Please see the information below which you may find useful. We ask that you pass this information on to your guests.

### **The Venue**

The dinner will be held at:

*Clayton Hotel Burlington Road, Leeson Street Upper, Dublin 4*

Get directions to Clayton Hotel Burlington Road [here](#) on Google Maps

The dinner and reception will be held in the Ballroom of the Clayton Hotel and access is via the front entrance of the hotel through the lobby.

### **Dress Attire:**

Black Tie

### **Parking:**

Please note that on-site parking is available for residents in the hotel only.

This means if there are attendees who will be driving to the event, but not staying in the hotel, it's likely that there won't be parking available on-site.

### **Hotel Accommodation:**

The Clayton Hotel has special room rates for attendees. €199 Single (Inc Breakfast) €219 Double/Twin (Inc Breakfast). Please contact [reservations.burlingtonroad@claytonhotels.com](mailto:reservations.burlingtonroad@claytonhotels.com) in the Clayton Hotel (Tel. +353 1 6185600) and advise that you are attending the IAPF Annual Dinner

### **Timing:**

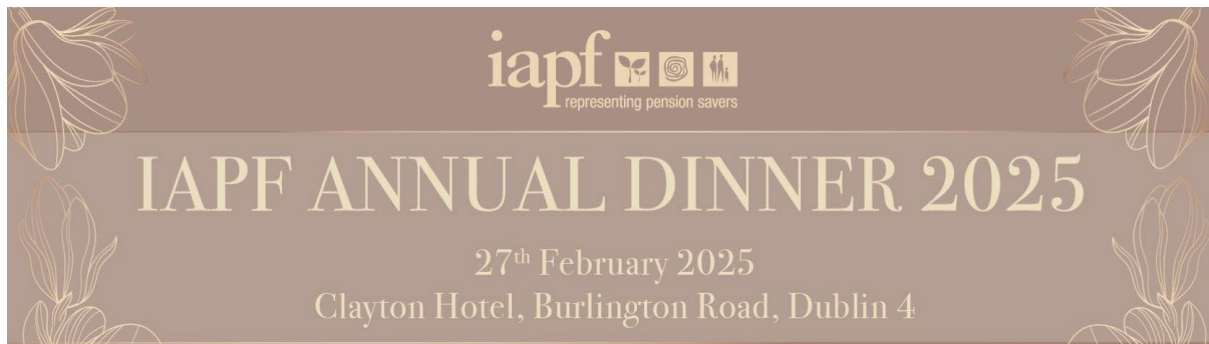
A reception will be available from 7.00pm in the concourse area outside the Ballroom, guests will be called to be seated at their tables at 7.45pm.

### **Meeting Colleagues/Guests**

Many of you arrange to meet your guests and colleagues in the Main Bar of the hotel. Please note that the Bar can become very congested. Therefore you might find it more comfortable to meet in the concourse area outside the ballroom

### **Table Number/Allocation**

Your table number will be sent to you the week before the event. We will have a table plan in the pre function area on the evening of the dinner outlining table locations. We supply a printed copy of your company logo to place on your table(s).



#### **Table Place Cards**

If you require table place cards in advance of the dinner, please advise us as soon as possible and we will send them by post. You are also welcome to use your own place cards on the night. Please confirm your preference as soon as possible.

#### **Advance Wine Orders**

If you have booked a table, you will need to pre-order your table wine in advance of the evening. This can be done as soon as you receive your table number.

Wine is included in the price for guests who made an individual booking.

#### **Dietary Requirements:**

Please inform the hotel staff member looking after your table on the night of any specific dietary requirements you or your guests may have.

#### **IAPF Official Guest Invite**

If you require a soft copy pdf invite, please contact us at [info@iapf.ie](mailto:info@iapf.ie)

**If we can help you with anything in advance of the dinner:**

Please contact us at [info@iapf.ie](mailto:info@iapf.ie)

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#### **Terms and Conditions**

**Retention of Data:** By making this booking, we will use the associated email address to keep you up to date with event details including the post-event email.

**Disclaimer:** Please note that by taking part in this event, the IAPF reserve full rights to use any images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity or other purposes to support our membership. This might include (but is not limited to), the right to use them in our printed and online publicity, on-demand feature, social media and press releases.

**Cancellation Policy:** Please note all cancellations and/or changes must be made by email to [info@iapf.ie](mailto:info@iapf.ie) by close of business on Thursday 20th February 2025. Please note no refunds will be issued after this date & all invoices will be due for full payment.

Please email [info@iapf.ie](mailto:info@iapf.ie) if you require further information.