

HOTEL & TRAVEL INFORMATION

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This document contains useful information about your attendance at the June event. Please read carefully and contact [the PEOF team](#) for any questions you may have.

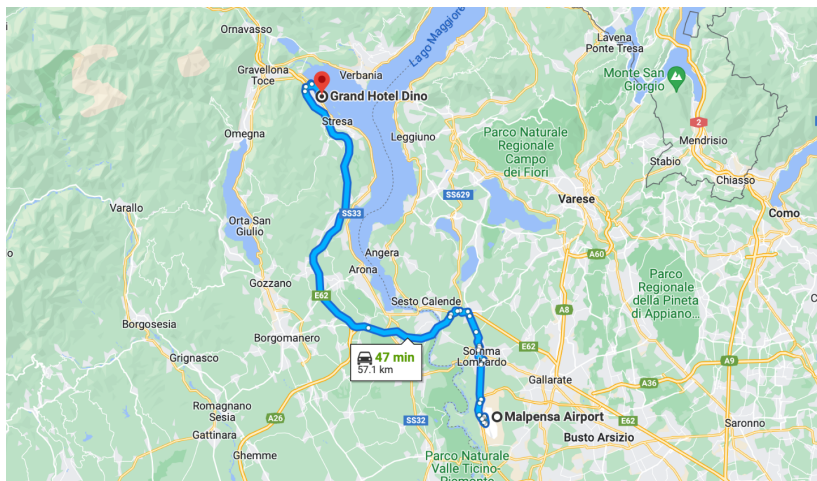
LOGISTICS & PRACTICAL INFORMATION

MEETING LOCATION & ACCOMMODATION

Our in-person Patient Engagement Open Forum (PEOF) will take place from 10 to 12 June at Grand Hotel Dino, situated in the town of Baveno VB, Italy, right on Lake Maggiore. The hotel is located about 50 min drive from the Milan Malpensa airport and 1h30 min drive from the Milan Linate airport (more information about transfers is provided below)

You can reach the hotel at the following address:

Corso Giuseppe Garibaldi, 20,
28831 Baveno VB, Italy
[Hotel Website](#)



Hotel check-in

Check-in is available starting at 15:00 CEST. A luggage room is at your disposal for early arrivals (before 15:00). Check-out is at 11:00 am. *Note: The hotel might be able to allow early check-ins based on availability, but there is no guarantee.*

If you are among the stakeholder groups receiving logistical support from the PEOF team, please note that the hotel has reserved a room in your name.

Airport arrivals and transfers

If you have received confirmation from PEOF that we have arranged your airport transfer, you will be picked up by a dedicated driver and brought to the hotel. **The PEOF team will be waiting for you at Terminal 1—exit 4**, in the arrival hall, right after you leave the area restricted to passengers.

There will be a member of the PEOF team in the airport with an orange t-shirt. If you don't find us you can contact us at: **+32 493315412**

MEALS AND ACTIVITIES

Food & beverages will be provided to all our guests for the duration of the event. We will have multiple coffee breaks throughout the three days and the following meals:

Meals Main Schedule <i>Timing may vary based on the final agenda</i>	June 10, 2025	June 11, 2025	June 12, 2025
Breakfast <i>(Hotel Restaurant, Panorama area in the ground floor)</i>	7:00 to 9:00 CEST *for guests arriving on the 9th June	7:00 to 9:00 CEST	7:00 to 9:00 CEST
Coffee breaks <i>(Winter garden)</i>	12:30 - 14:30 - Welcome Coffee & snacks & 17:30 to 18:30 CEST	15:15 to 15:45 & 17:15 to 18:15 CEST	11:30 to 12:00 CEST
Lunch <i>(Hotel Restaurant, ground floor)</i>	N/A	12:00 - 13:30 CEST	13:00 to 14:30 CEST
Dinner	20:00 to 21:30 CEST Hotel Restaurant	19:30 to 21:30 CEST Cocktail & Pizza Party (Royal Garden)	N/A

MEETING ROOM LOCATIONS

Most of the PEOF activities will take place on the ground floor and -1 level of the hotel (more guidance to be provided onsite)

The plenaries take place in the auditorium on the congress venue's ground floor, in the room called **Carlo 1**. The coffee corner and our expo area (sun room and garden) are located very close by.

The parallel sessions will take place at the -1 level in Rooms Planetario 1, Planetario 2, and Planetario 3.

Side activities will be announced onsite.

IN CASE OF EMERGENCY

The nearest pharmacy – Farmacia Emer Dr. Roberto: located in front of Grand Hotel Dino – Corso Giuseppe Garibaldi 47, 28831 Baveno VB, Italy

The nearest hospital – Ospedale Giuseppe Castelli: Via Fiume, 18, 28922 Pallanza VB, Italy

The emergency number in Italy is 112

REIMBURSEMENT OF THE EXPENSES DURING THE EVENT

INFORMATION FOR GUESTS FROM NON-FOR-PROFIT ORGANISATIONS

(mainly patients and patient organizations)

What costs will be covered? ¹

We will be able to accommodate the following costs:

- Flight or train travel
- Accommodation (2 nights)
- F&B for the duration of your stay
- Transfer from and back to the airport

What costs will NOT be covered? (Non-reimbursable expenses)

Accommodation:

- Additional nights (without The Synergist's Secretariat approval);
- Hotel bookings arranged by the participant.
- Certain food and beverages (e.g., Sweets, chocolates, Alcoholic and nonalcoholic drinks, Gratuity/ tips, Mini bar purchases)
- Laundry (including ironing)
- Room service, drinks at the bar, and all other foods and drinks outside those provided as per the meeting's agenda will be the guest's responsibility.

Travel:

- Additional insurance;
- Use of taxi/Uber/ other transfers;
- Registered luggage (if your trip is 2 nights or shorter);
- Wrapping luggage;
- Changing seats;
- Parking at the airport

Please note that reimbursement requests must be submitted no later than 15 days after the event. You can download and complete [the expense report](#) and send it to info@peopenforum.org, along with supporting evidence.

¹ If you are a patient, a representative of a patient organization, or a member of a not-for-profit organization, and you requested coverage for your travel & accommodation costs to the PEOF team through our guest form.

INFORMATION FOR ALL GUESTS STAKEHOLDER GROUPS

If you fall under one of the other stakeholder groups (such as industry, regulatory, academia, researchers, etc.), we will not be able to cover your travel & accommodation costs. However, our team remains at your disposal for any logistical support you may need in the course of arranging your travel & accommodation.

HAVE ANY MORE QUESTIONS FOR US?

Please don't hesitate to reach out to info@peopenforum.org for any additional requests you have for us. Our team will happily clarify any outstanding questions you may have while you prepare your attendance.

COVID-19 HEALTH AND SAFETY PROTOCOL

We want to make the most of our face-to-face meeting and take precautions to ensure the health and safety of all participants at the in-person meeting. Masks, covid tests, and disinfectant will be provided onsite at the registration desk.

On-Site Contacts and Support

Should you have any questions or need any assistance during your travel or stay in Italy, please contact:

Transfers

Airport contact: +32 493315412

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