



ABACUS
WORLDWIDE

EMEA Regional Conference

2nd Annual Conference for Abacus

Europe, Middle East & Africa Regional Members

19-20 April 2018

Hilton Berlin

Berlin, Germany

From the CEO

We invite you to join us in Berlin this April 2018 as we celebrate our 2nd annual Europe, Middle East and Africa Regional Conference. The Abacus EMEA region continues to move forward with strategic membership growth and after the success of our inaugural meeting in Paris last year, our EMEA members will now come together in this vibrant city to reconnect and network together. We hope to see each of our EMEA regional member firms represented in Berlin. Our educational program is focused on EMEA regional topics and aims to provide opportunity for knowledge exchange, benchmarking and sharing of best practices. We have chosen the Hilton Berlin as the venue, with an excellent and central location. Please also remember that each EMEA regional member's 2018 dues include one pre-paid delegate registration for this conference regardless of participation, so please register to attend and have your firm represented in Berlin. As usual, I would like to personally thank our Advisory Board members for supporting and assisting in the development of the program, as well as our German members and each of the guest speakers and presenters contributing to the educational agenda. I look forward to seeing you all in Berlin!



Sincerely,

Julio Gabay
President & CEO
Abacus Worldwide

Social Program Highlights



Thursday evening, we kick off the EMEA Conference in Berlin. Delegates and Spouses and Guests will enjoy a welcome drink at the hotel followed by a networking dinner.



On Friday morning, for accompanying Spouses and Guests only, we will organize a guided tour of one of the many sites in Berlin. followed by lunch with the delegates and free time for shopping in the city.

Educational Agenda

| Thursday 19 April | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:30PM–7:15PM | Welcome Drink – Kick-off the conference with ample time to network with other members and enjoy the evening together. Delegates and accompanying Spouses/Guests will have a welcome drink in the hotel. |
| 7:15PM–9:30PM | Networking Dinner – Delegates/Spouses/Guests will depart the hotel to a networking dinner. |
| Attire: | Smart Casual |
| Friday 20 April | |
| 7:30AM–8:45AM | Breakfast included with hotel stay – Buffett |
| 9:00AM–9:30AM | Welcome & Abacus Worldwide Regional Update – this presentation will give members a look at our regional focus and development for EMEA – Presented by Julio Gabay, President & CEO of Abacus |
| 9:30AM–10:15AM | Firm Introductions – New Members Only |
| 10:15AM–10:45AM | Networking Coffee Break |
| 10:45AM–12:00PM | Business Development Key Note Presentation |
| 12:00PM–1:30PM | Lunch |
| 1:45PM–2:45PM | Data Protection and GDPR – The changing face of data protection in Europe – presented by Clive Halperin, Partner at GSC Solicitors in London, UK |
| 2:45PM–3:15PM | Networking Coffee Break |
| 3:15PM–4:00PM | Doing Business in Germany – Presented by Petra Göckel from ADJUVA Treuhand GmbH in Munich; Martina Heinsen and Dierk Hanfland from CERTIS GmbHWirtschaftsprüfungsgesellschaft in Hamburg; and Mark Ebbinghaus from Hermann, Ebbinghaus & Partner in Solingen. |
| 4:00PM–4:45PM | Regional Development Discussion – Moderated by Julio Gabay, President & CEO of Abacus Worldwide |
| 4:45PM–5:00PM | Closing Remarks |
| Attire | Business Casual |

CPE Information

Annual Regional Conference Speakers from industry, the profession, and academia will present new ideas and invaluable information on firm leadership. With sessions on Marketing, Technology and Firm Management, your organization will want to be represented as participants deal with the current issues in firm management.

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| <p>At this conference, participants will:</p> <ul style="list-style-type: none">• Communicate the regional developments and activities in place within Abacus Worldwide in EMEA.• Improve and maintain profitability through capitalizing on new opportunities regionally.• Develop priority setting and relationship building strategies critical to taking advantage of profit peaks;• Understand why required roles and resources are crucial to your firm's success.• Identify the international tools and resources available through the association. <p>REFUND AND CANCELLATION POLICY</p> <p>Each firm is required to prepay a registration fee for one delegate to attend the regional conference regardless of participation. Additional delegate registrations are optional. No refunds are made for the prepaid registration. Cancellation of additional delegate registration must be submitted in writing via email at info@abacusworldwide.org and must be received on or before March 15th, 2018 by 5:00PM Eastern to receive a full refund less a \$75 registration cancellation processing fee. Another registrant may be substituted for no additional fee. No telephone cancellations will be accepted. A 50% refund less a \$75 registration cancellation processing fee will be granted for cancellations submitted to Julio Gabay in writing via email from March 15th to April 15th, 2018. No refunds will be granted after April 15th. Refunds will be processed within 30 days after the conference.</p> | <p>REGISTRATION</p> <p>To register, please complete the attached registration form and return via email to info@abacusworldwide.org.</p> <p>\$750 for members (first delegate from EMEA pre-paid with dues) \$850 for non-members</p> <p>Conference participants can earn up to 5 hours in Marketing, Social Environment of Business, and Business Management & Organization</p> <p>Additional Information</p> <p>Prerequisite: Appropriate standing in the firm</p> <p>Who should attend: Managing Partners Partners Managers</p> <p>Advanced preparation: Presentations and Practice Management Survey will be sent to participants prior to conference</p> <p>Program Level: Advanced/update</p> <p>Delivery Method: Group-Live</p> |
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Abacus Worldwide, LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

DELEGATE REGISTRATION

(Please complete a separate registration form for each participant from your firm)

Delegate First Name _____

Delegate Last Name _____

Nickname for badge _____

Firm _____

Title _____

Address _____

City _____ State _____ Zip _____

Country _____

Email _____ Telephone _____

Please List Any Dietary Restrictions _____

PHOTO FOR CONFERENCE DIRECTORY: Please be sure to email a current photo of yourself, in digital format (JPG, GIF, TIFF), to Abacus Worldwide at info@abacusworldwide.org no later than **March 15, 2018**.

GUEST REGISTRATION

(Please complete a separate registration form for each accompanying guest participant)

Guest First Name _____

Guest Last Name _____

Nickname for badge _____

Dietary Restrictions: _____

PHOTO FOR CONFERENCE DIRECTORY: Please be sure to email a current photo of yourself, in digital format (JPG, GIF, TIFF), to Abacus Worldwide at info@abacusworldwide.org no later than **March 15, 2018**.

REGISTRATIONS MUST BE RECEIVED BY ABACUS WORLDWIDE BEFORE MARCH 15, 2018 AT 5:00PM EASTERN

Payment Form

| Type | Fee | # of Attendees | Subtotal |
|-----------------------------------------------------------------------|--------------------------------|----------------|----------------|
| 1 st Delegate Registration (EMEA Abacus Members) | PRE-PAID (EMEA ONLY) | X <u>1</u> | = <u>00.00</u> |
| 1 st Delegate Registration (Non-EMEA Abacus Members) | US \$750 (NON-EMEA) | X | = _____ |
| 2 nd Delegate Registration (All Abacus Members) | US \$700 (ALL REGIONS) | X | = _____ |
| Delegate Registration (Non-Abacus Members) | US \$850 | X | = _____ |
| Accompanying Guests/Spouse | US \$300 | X | = _____ |

| | | |
|--------------|---------|---------|
| TOTAL | = _____ | = _____ |
|--------------|---------|---------|

Delegate Registration Fee Includes: Opening Reception/Dinner; Conference Coffee Breaks; Conference Lunch; and all Conference Sessions & Materials.

Guest/Spouse Registration Fee Includes: Opening Reception/Dinner; Spouse Tour, and Lunch.

I will Send Payment via Check from a US Bank

Please Charge my Credit Card Below

Credit Card Type: Visa Master Card Discover Amex

Credit Card Number: _____

Credit card CID Number: _____ Expiration: _____

Billing Street Address Only: _____

Billing Postal Code Only: _____

Name on Credit Card: _____

PAYMENT OF REGISTRATION FEES MUST ACCOMPANY REGISTRATION FORMS

To register, please fill-in this registration and payment form, click on "file", "save as", then save to your computer, OR print to PDF, save and email saved form to Abacus via info@abacusworldwide.org by no later than **March 15, 2018** If paying via US check, mail payment to: P.O. Box 56-1166 Miami FL 33256-1166, USA by no later than **March 15, 2018**

Hotel Reservations

To **reserve your discounted room** at the Hilton Paris Opera, please click the following link: [Book your group rate for the Abacus Worldwide EMEA Conference](#)

The Abacus Worldwide Conference rate at the **Hilton Berlin** is **€ 189.00** per night for **single** or **€ 209.00** for **double** occupancy. Room rates also include **VAT**, and **Breakfast Buffet**. For booking an **upgrade to a suite**, or for **booking additional night outside of the conference date** please make requests to [Abacus Worldwide](#) and you will be directed to the hotel contact for booking.

| Room Type | Rate | How to Book Reservation |
|-----------------------------|----------|---------------------------------------------------------------------------------|
| Hilton Guest Room Single | € 189.00 | Book your group rate for the Abacus Worldwide EMEA Conference |
| Hilton Guest Room Double | € 209.00 | Book your group rate for the Abacus Worldwide EMEA Conference |
| Suite Upgrades Upon Request | TBD | Email Abacus Worldwide with request to be sent to hotel booking |

Room types are not guaranteed and are based upon availability only. Sleeping room rates are commissionable and are quoted inclusive of VAT and Breakfast. Taxes are subject to change.

To receive the group rate, reservations must be made **before February 23, 2018**. Reservations requested by attendees after this date will be accepted based upon availability and may not receive the discounted rate. Quoted sleeping rates will be offered, based on space and rate availability, to attendees 3 days before and 3 days after the conference dates of April 20. If you need to book additional nights pre or post event please contact [Abacus Worldwide](#) and you will be directed to the hotel contact for booking.

HOTEL DEPOSITS / CANCELLATION POLICY / CHECK-IN/OUT

A deposit equal to the total stay is required to hold each guest's reservation and will be charged at the time the reservation is made. **Deposits may be refunded only if the hotel receives notice of cancelation at least 72 hours prior to scheduled arrival.**

Check-in time is 3:00 PM and check-out time is 11:00 AM. All guests arriving before 3:00 PM will be accommodated as rooms become available.

Conference Registration Policy

FEES AND DEADLINES AT A GLANCE

| Action | How | Cost | Send Payment To | Deadline Date |
|-------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------|
| Register for Conference | Send below form to Abacus Worldwide | Delegate Fees: 1 st Delegate PREPAID \$750 per additional delegates \$850 per non-member \$300 per accompanying guest/spouse | Abacus Worldwide | March 15, 2018 |
| Book Hotel | Contact the Hilton Berlin | € 189.00 single or € 209.00 double per night, VAT and Breakfast included | Hilton Berlin | February 23, 2018, 5:00 PM Eastern |
| Book Travel | Book direct with preferred airline or travel agent | Variable, depending on departure location and travel dates | Airline/Transportation vendor of delegate's choice | As soon as possible to ensure best airfares |

DEADLINE

To be considered “on time” and thereby guaranteed full access to all conference sessions and events, conference registrations must be received by Abacus Worldwide before 5:00 PM Eastern on **March 15, 2018**.

Please note that hotel reservations are first-come, first-served and are not guaranteed under this registration policy. Consult the “hotel reservations” section of this registration packet for information about hotel registration deadlines and how to register for your hotel room.

CURRENCY

Fees listed for conference registration payable to Abacus are in **USD\$**. Fees listed for hotel rates payable to the hotel are in **Euros €**.

CANCELLATION POLICY

DELEGATE: Each firm is required to prepay a registration fee for one delegate to attend the regional conference regardless of participation. Additional delegate registrations are optional. No refunds are made for the prepaid registration. Cancellation of additional delegate registrations must be submitted in writing to Julio Gabay via email at julio@abacusworldwide.org and must be received on or before March 15th, 2018 by 5:00PM Eastern to receive a full refund less a \$75 registration cancellation processing fee. Another registrant may be substituted for no additional fee. No telephone cancellations will be accepted. A 50% refund less a \$75 registration cancellation processing fee will be granted for cancellations submitted to Julio Gabay in writing via email from March 15th to April 15th, 2018. No refunds will be granted after April 15th due to guarantees that have already been placed by Abacus Worldwide. Refunds will be processed within 30 days after the conference.

GUEST: Guest registrations can be cancelled up to April 15th, 2018 for a partial refund of 50% less a \$75 registration cancellation fee. No refunds will be made after April 15th. All cancellations must be made in writing and submitted

to Julio Gabay via email at julio@abacusworldwide.org. No telephone cancellations will be accepted. Refunds will be processed within 30 days after the conference.

DELEGATE PHOTO CONFERENCE DIRECTORY

We are producing a photo conference directory for all those attending the 2018 EMEA Regional Conference. This directory will allow fellow members to easily identify each other at the conference and will be a helpful aid for future business contacts.

Please email a recent photo of yourself in electronic format (JPG, GIF, TIFF) to Abacus Worldwide at info@abacusworldwide.org. For inclusion in the directory, your photo and registration materials MUST be received no later than **March 15, 2018**.

GROUND TRANSPORTATION TO HOTEL

The Hilton Berlin hotel is a 20-minute drive from Tegel Airport or a 40-minute drive from Schoenefeld Airports.

Distance from TXL to Hotel: 6.2 miles/10 km

Distance from SXF to Hotel: 12.4 miles/20 km

Taxi

Taxi Typical Minimum Charge from TXL Airport: €25.00

Taxi Typical Minimum Charge from SXF Airport: €40.00

Hotel Address:

Hilton Berlin
Mohrenstrasse 30,
10117, Berlin, Germany
TEL: +49-30-20230 0

WEATHER

Average temperature in Berlin during April is High 57° to Low 41° (F) – High 14° to Low 5° (C).

OTHER ACTIVITIES WHILE IN BERLIN

For more information on attractions and activities in and around Berlin please visit: <https://www.visitberlin.de/en>. In addition, if you require further assistance or guidance with regard to your visit to Berlin, please contact Julio Gabay with Abacus Worldwide at julio@abacusworldwide.org or at +1-305-389-9466.