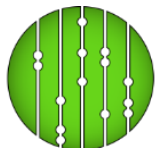


EMEA Regional Meeting

4th Annual Meeting for Abacus
Europe, Middle East & Africa Regional Members



ABACUS
WORLDWIDE

23-24 April 2020
Sheraton Lisboa Hotel & Spa
Lisbon, Portugal

The Meeting

Abacus Worldwide brings firms together on a global scale but our Regional Meetings aim to connect members in a more localized environment. At our Regional Meetings member firms network, share local knowledge, exchange business ideas and discuss similar jurisdictional challenges.

We hope to see you in Lisbon on 23 April 2020 for our EMEA Regional Meeting held at The Sheraton Lisboa Hotel & Spa.

Please also remember that each EMEA regional member's 2020 dues include one pre-paid delegate registration for this conference regardless of participation, so please register to attend and have your firm represented in Lisbon.

Social Program Highlights

Thursday evening, we kick off the EMEA Regional Meeting in Lisbon. Delegates and guests will enjoy a welcome drink at the hotel followed by a networking dinner. Don't miss this wonderful evening of food, friends and networking!

Educational Agenda

Thursday 23 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 Guests will have a welcome drink in the hotel.
7:15PM – 9:30PM	Networking Dinner – Delegates and Guests will enjoy a networking dinner.
Attire:	Smart Casual
Friday 24 April	
7:30AM – 8:45AM	Breakfast included with hotel stay – Buffett
9:00AM – 9:45AM	Welcome & Abacus Worldwide Regional Update – this presentation will give members a look at our regional focus/development for EMEA – Presented by Julio Gabay, President & CEO of Abacus
9:45AM – 10:15AM	Firm Introductions – New Members Only
10:15AM – 10:30AM	Networking Coffee Break
10:30AM – 12:00PM	Keynote Presentation – Kim Tasso – Better Business Relationships – Difference and Communication We need strong business relationships with our partners, our staff, our clients and those who refer work to us. And they are fundamental to business development success. Yet people are different in so many ways – beyond the obvious language and cultural barriers. Kim Tasso, a psychologist and management consultant who has worked with over 300 legal and accountancy practices, provides insights and practical tools to forge better business relationships.
12:00PM – 1:30PM	Lunch
1:30PM – 2:30PM	Doing Business in Portugal – Presented by Abacus Portuguese Members
2:30PM – 2:45PM	Networking Coffee Break
2:45PM – 3:45PM	International Taxation issues with Brexit – Presented by Petra Göckel of ADJUVA Treuhand GmbH – Abacus Members in Munich, Germany
3:45PM – 4:45PM	Regional Hot Topic - Data Transfers To/From the UK as a Third Country – Presented by James Howarth of Howes Percival – Abacus Members in Milton Keynes, UK
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.

<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 April 10th, 2020 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 10th to April 10th, 2020. No refunds will be granted after April 10th. 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 20, 2020**.

REGISTRATIONS MUST BE RECEIVED BY ABACUS WORLDWIDE BEFORE March 20, 2020 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	= _____

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

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 20, 2020**
If paying via US check, mail payment to: P.O. Box 56-1166 Miami FL 33256-1166, USA by no later than **March 20, 2020**

Hotel Reservations

To **reserve your discounted room** at The Sheraton Lisboa Hotel & Spa, please click the following link: [Book your group rate for the Abacus Worldwide EMEA Meeting](#) to receive the group rate.

The Abacus Worldwide Conference rate at The **Sheraton Lisboa Hotel & Spa** is **€195.00** per night for single occupancy or **€215.00** per night for double occupancy for **check-in on 23 April** and **check-out on 24 April**. Room rates include VAT, free wi-fi and Buffet Breakfast. Room rates **DO NOT** include **City Tax of €2 per person per night max 7 nights**. Rates will be made available 3 nights pre/post the event dates subject to room and rate availability. For booking an **upgrade to a suite**, please make requests to [Abacus Worldwide](#) and we will make the necessary contacts at the hotel to accommodate your request.

Room Type	Rate	How to Book Reservation
Sheraton Guest Room Single	€195.00	Book your group rate for the Abacus Worldwide EMEA Meeting
Sheraton Guest Room Double	€215.00	Book your group rate for the Abacus Worldwide EMEA Meeting
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 non-commissionable and do not include city taxes. Taxes are subject to change.

To receive the group rate, reservations must be made **before 20 March 2020**. 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 at the same group rate, based on space and rate availability, 3 nights pre/post the conference dates of **24 April**. To reserve additional nights, please make your booking using the link above.

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 cancellation at least 72 hours prior to scheduled arrival.**

Check-in time is 4:00 PM and check-out time is 12:00 PM. All guests arriving before 4:00 PM will be accommodated as rooms become available.

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 \$700 per additional delegates \$850 per non-member	Abacus Worldwide	20 March 2020
Book Hotel	Contact the Sheraton Lisboa	€195 single per night €215 double per night City Tax of €2 is not included	Sheraton Lisboa	20 March 2020
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 **20 March 2020**.

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 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 April 10th, 2020 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 10th to April 10th, 2020. No refunds will be granted after April 10th 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 10th, 2019 for a partial refund of 50% less a \$75 registration cancellation fee. No refunds will be made after April 10th. 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 2020 EMEA Regional Meeting. 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 20, 2020**.

GROUND TRANSPORTATION TO HOTEL

The **Sheraton Lisboa Hotel & Spa** is a 20-min taxi ride from Lisbon Portela Airport (LIS).

Distance from LIS to Hotel: 3.5 miles/5.7 km

Taxi

Approximate cost is €15 one way

Additional arrival options are available at the following link:

<https://www.marriott.com/hotels/maps/travel/lissi-sheraton-lisboa-hotel-and-spa/>

Hotel Address:

Sheraton Lisboa Hotel & Spa

Rua Latino Coelho, 1

1069-025

Lisboa, Portugal

Tel: +351 21 312 0000

WEATHER

Average temperature in Lisbon during April is High 65° to Low 53° (F) – High 18° to Low 12° (C).

OTHER ACTIVITIES WHILE IN LISBON

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



Abacus Worldwide, LLC

info@abacusworldwide.org +1-305-407-3088 or +1-855-800-6307

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