

AVON

the company for women

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Dear Gail,

As one of Avon's top achieving Sales Leaders I wrote to you earlier this week inviting you to attend Avon UK's European Conference in Barcelona this March.

I included a basic itinerary for the weekend and now I would like to update you with more details and timings to ensure the weekend meets all your expectations.

Friday 30th
Arrival day.

Please arrive no later than 6.00pm

7.00pm - Coach travel to prestigious restaurant.

7.30pm - Pre dinner drinks.

8.00pm - Welcome Dinner.

End of evening - Coach travel back to hotel.

Saturday 31st

Breakfast in the hotel restaurant.

9.30pm - Depart for day time excursion to see the wonderful sights of Barcelona and learn more of the history behind this famous city.

Lunch will be provided at a luxury location.

7.30pm - Pre dinner drinks in the hotel bar.

8.00pm - Gala dinner incorporating a business address and recognition of your achievements.

Sunday 1st April

Breakfast at leisure in the hotel restaurant.

Free day to explore Barcelona and its many attractions.

8.00pm - An informal casual dinner has been scheduled. You could choose to attend or continue with your sight seeing.

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