

INTERNATIONAL  
OXYGEN  
MANUFACTURERS  
ASSOCIATION

**IOMA**   **ANNUAL  
MEETING**  
**PRAGUE 2009**

**OCTOBER  
17-21**

**PRAGUE MARRIOTT HOTEL  
CZECH REPUBLIC**

*Prague*



THE PREMIER BUSINESS CONFERENCE FOR  
INDUSTRIAL GAS INDUSTRY LEADERS

**INSIDE:  
Advance Program &  
Registration Information**

**REGISTER  
ONLINE!**  
[www.iomaweb.org](http://www.iomaweb.org)



**AFTER THE 2008 SHOCK:  
New Perspectives for Russia,  
Eastern Europe, South America  
and the Middle East**

## Dear IOMA Member,

**R**egistration is now open for IOMA's 2009 Annual Meeting! On behalf of our President, Ricardo Malfitano of Praxair, Inc., and this year's Program Chair and Vice President, Aldo Fumagalli Romario of SOL S.p.A., I cordially invite you to the 2009 Annual Meeting of the International Oxygen Manufacturers Association. The meeting is scheduled for October 17-21 (Saturday-Wednesday) at the Marriott Hotel in the historic and beautiful city of Prague.

The IOMA Annual Meeting continues to be the premier business conference for the world's industrial gas industry leaders. In this turbulent economy and as other organizations cancel or postpone their meetings, it's more important than ever for you to leverage this opportunity to stay connected with your industry colleagues. The value of networking and sharing critical business information at IOMA's Annual Meeting is immeasurable. Plus, there is no increase in the registration fees this year.

Prague is the perfect location for this year's meeting, because our program theme is **AFTER THE 2008 SHOCK: New Perspectives for Russia, Eastern Europe, South America and the Middle East**. Our keynote speakers will be **Ambassador Nikolay Spasskiy**, deputy director general of the Russian Federation's State Atomic Energy Corporation, and **Arend Kapteyn**, managing director and chief economist Europe/Middle East/Africa of Deutsche Bank. We also have confirmed several executives from our membership to present their views on these four emerging market regions as growing opportunities for the industrial gas business and their companies' experiences in these regions. For more information on our speaker program, please see the Program Overview on page 2 of this brochure.

As usual, we will have plenty of networking opportunities at the meeting, including group receptions, dinners and breakfasts, and optional tours of historic Old Town, Prague Castle, an ancient library within the Strahov Monastery and a trip to Nelahozeves Castle. And of course, there's our traditional black-tie President's Banquet (detailed descriptions of these activities begin on page 4 of this brochure).

Remember, IOMA can accept your meeting registration and payment on-line. Just go to our members only website at [www.iomaweb.org](http://www.iomaweb.org) (User Name: ioma, Password: global) to register your attendance. It's fast, easy and secure. Alternatively, you can complete the registration form located in the back of this brochure and mail or fax the form with full payment to IOMA. **Please note that IOMA has a new address, which can be found on the form.**

If you have any questions, please contact Erika Freundel or me at IOMA headquarters. Don't wait! Register now for the 2009 Annual Meeting. We look forward to welcoming you to Prague in October!

Cordially,



David A. Saunders  
IOMA Executive Director

**IOMA**  **ANNUAL MEETING**  
**PRAGUE 2009**

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**PRAGUE MARRIOTT HOTEL**

**CZECH REPUBLIC**

### PRAGUE MARRIOTT HOTEL

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Prague, 111 21

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Czech Republic

[www.marriott.com/hotels/travel/prgdt-prague-marriott-hotel](http://www.marriott.com/hotels/travel/prgdt-prague-marriott-hotel)



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# ADVANCE PROGRAM

## Saturday, October 17

All Day ..... Major Arrivals  
7:00 pm – 10:00 pm ..... Welcome Reception

## Sunday, October 18

7:30 am – 9:30 am. .... Breakfast  
10:00 am – 1:00 pm ..... Optional Walking Tour of Old Town,  
Jewish Quarter and Charles Bridge  
3:00 pm – 5:00 pm ..... Global Committee Meeting  
6:30 pm – 10:00 pm ..... Reception & Dinner at Lobkowitz Palace  
(Within Prague Castle Complex)

## Monday, October 19

6:30 am – 8:30 am. .... Breakfast  
8:30 am – 12:00 pm ..... First General Session  
12:30 pm – 4:30 pm ..... Optional Tour of Nelahozeves Castle with Lunch  
12:30 pm – 3:00 pm ..... Board of Directors Meeting  
6:30 pm – 11:00 pm ..... President’s Banquet

## Tuesday, October 20

6:30 am – 9:00 am. .... Breakfast  
8:30 am – 12:00 pm ..... Second General Session  
1:30 pm – 5:00 pm ..... Optional Tour of Strahov Monastery & Library  
and Prague Castle Complex  
6:30 pm – 8:00 pm ..... Closing Reception  
7:30 pm – until ..... Dine-Out Night

## Wednesday, October 21

6:30 am – 10:00 am ..... Continental Breakfast  
All Day ..... Major Departures



## PRAGUE

is a glittering jewel of art and architecture nestled in the heart of Europe. For centuries Prague has been known as *Zlatá Praha*, or Golden Prague. Home to emperors, kings, artists and astronomers, this beautiful and fascinating city worked its subtle magic on generations of visitors, and lent inspiration to musicians and writers from Mozart to Dvořák and Kafka to Klíma. Following communist rule for 40 years, Prague has returned to become one of Europe’s most popular tourist destinations. Because the city was largely spared of the ravages of World War II, its cityscape offers stunning architecture, from soaring Gothic spires, to the exuberance of baroque domes, to the elegance of Art Nuveau maidens and chiseled cheekbones of Cubist facades. Above all, Prague is to be explored. So bring your comfortable walking shoes as we welcome you to Prague for IOMA’s 2009 Annual Meeting!

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# AFTER THE 2008 SHOCK: New Perspectives for Russia, Eastern Europe, South America and the Middle East

## Program Overview

**T**his year's speakers program theme is *After the 2008 Shock: New Perspectives for Russia, Eastern Europe, South America and the Middle East*. Our speakers will focus on the emerging markets in these regions, generally defined as a nation's social or business activity in the process of rapid growth and industrialization. They will address the opportunities and challenges found in these regions, particularly following the shock of the current economic crisis. You will hear how the crisis is impacting these regions, and projections on what their economies may look like as they emerge from the crisis.

## Keynote Speakers

IOMA is pleased to announce the following keynote speakers.



**Ambassador Nikolay Spasskiy**, *Deputy Director General  
Russian Federation's State Atomic Energy Corporation (Rosatom)*

Over his career with the Russian Federation, Ambassador Spasskiy also has served as the Foreign Russian Ministry's General Director for North America, Ambassador to Italy, and Deputy Secretary of the National Security Council.

During his six years tenure as Ambassador to Italy, he contributed to the preparation of several summit meetings, included the first visit by President Putin abroad in 2000, the G-8 summit in Genoa in 2001, the Russia-NATO summit in Pratica di Mare in 2002, and the Russia-EU summit in Rome in 2003. His efforts during this time contributed to a twofold increase in Russian-Italian trade. As Deputy Secretary of the Security Council from 2004 to 2006, Amb. Spasskiy was responsible for international and economic security issues and led interagency teams of the Council to Afghanistan, Spitsbergen, and the Kuril Isles.

As the current Deputy Director General of the State Atomic Energy Corporation (Rosatom), Amb. Spasskiy is responsible for international cooperation. He has concentrated on the expansion of the political and legal framework for cooperation with other countries in the area of peaceful use of nuclear energy. He has led negotiations of intergovernmental agreements with many nations, including the U.S., Japan, Australia, Egypt, Jordan and Indonesia, and also agreements with India regarding construction of new Russia-designed power plants and with the U.S. to end the "dumping" dispute over exports of Russian enriched uranium to the U.S. He is responsible for the relationship between the Russian Federation and the International Atomic Energy Agency and has led interagency efforts to create the first International Uranium Enrichment Center in Siberia.

Amb. Spasskiy holds the rank of Ambassador Extraordinary and Plenipotentiary of the Russian Federation, and State Counselor of the Russian Federation 1st Class. He has authored a number of books on international relations and history, including "The Byzantine" and "The Curse of Gogol." He graduated with honors from Moscow State University of International Relations.



**Arend Kapteyn**, *Managing Director and Chief Economist EMEA  
(Europe/Middle East/Africa), Deutsche Bank AG London*

At Deutsche Bank, Mr. Kapteyn directs macro and FX research on emerging markets in Central and Eastern Europe, the Middle East and Africa, and is a member of Deutsche Bank's Global Macro Strategy Group.

Prior to his employment with Deutsche Bank, he spent eight years at the International Monetary Fund (IMF) working on debt restructuring, Paris Club and crisis resolution issues and was a senior economist on the IMF's Turkey team. Before this, he was a Senior Advisor to the IMF's Executive Director for the Netherlands. Prior to joining the IMF, he was an Economist in the Monetary and Economic Policy Department of "De Nederlandsche Bank" (1995-1998)—the central bank of the Netherlands.

Mr. Kapteyn holds a Masters degree in Economics and International Relations from Johns Hopkins University and a Bachelors degree from the Netherlands School of Business.

**OCTOBER 17-21**  
**PRAGUE MARRIOTT HOTEL**  
**CZECH REPUBLIC**

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**IOMA**  **ANNUAL MEETING**  
**PRAGUE 2009**



## Industry Speakers

IOMA also is pleased to announce the following industry speakers.



### **Dr. Aldo Belloni**

*Member of the Executive Board, The Linde Group (Munich, Germany)*

Dr. Belloni has been at Linde since 1980, and since 2000 has been responsible for Europe, the Middle East, China, South East Asia, the Global Business Unit Tonnage, the Engineering Division and the Business Area Electronics.

During the IOMA Annual Meeting, Dr. Belloni will discuss the emerging markets in the Middle East region and Linde's experiences there.



### **Hernán Briones**

*Owner, Indura S.A. Industria y Comercio (Santiago, Chile)*

Mr. Briones also is the founder and principal shareholder of SABREC S.A., a heavy machinery company; Chairman of Cementos Bío Bío S.A. and Industria Nacional de Cemento, Inacesa S.A.; Chairman of Indura S.A. Oxygen and Welding Company;

Director of Aerosalfa S.A.; Chairman of H.Briones S.A.; and, Chairman of Concretos Ready Mix S.A. Mr. Briones is Director of Invesa, the holding company of the Briones family's businesses.



### **José Ramón Valente**

*Partner and Executive Director, Econsult (Chile)*

Mr. Briones will be joined by José Ramón Valente, Partner and Executive Director of Econsult, a Chilean economic and financial advisory firm. Mr. Valente is an economist with considerable experience in investment advisory, capital markets, and pension funds investment regulation; serves as a columnist for two newspapers in Chile; and is a member of the board of several public companies throughout South America.

At the Prague meeting, Mr. Briones and Mr. Valente will discuss opportunities and challenges for companies doing business in South America and their experiences in the region.



### **Stefan Messer**

*Chief Executive Officer, Messer Group GmbH (Sulzbach, Germany)*

Mr. Messer has been CEO of Messer Group since 2004. Prior to his current position, he was a Member of the Board of Management of Messer Griesheim GmbH, based in Frankfurt. Mr. Messer serves on several advisory councils and foundations.

In Prague, Mr. Messer will present his views on emerging markets in Eastern Europe and Messer Group's experiences in the region.



### **Guy Salzgeber**

*Vice-President European Industrial Business, Air Liquide S.A. (Paris, France)*

Mr. Salzgeber joined Air Liquide in 1983 as a Research Engineer. In 2003, he was appointed President of Japan Air Gases Ltd., the subsidiary of Air Liquide in Japan. In 2007, he was appointed to his current position and also became a Member of the Executive Committee.

During the Annual Meeting, Mr. Salzgeber will address Russia as a growing opportunity for the industrial gas business and Air Liquide's experiences in the region.

## IMPORTANT DATES IN 2009

**FRIDAY, SEPT. 4**  
**REGISTRATION DEADLINE!**  
No additional registrations will be accepted after this date.

**TUESDAY, SEPT. 15**  
Last chance to modify your arrival and departure dates, or to cancel without 100% penalty.

**OCTOBER 17-21**  
**2009 ANNUAL MEETING**  
Prague Marriott Hotel  
Czech Republic

# SPECIAL EVENTS

**IOMA has planned several group events and optional activities in Prague for you and your family.**

**IOMA ANNUAL MEETING  
PRAGUE 2009**

**Monday, Oct. 19**

## **Tour of Nelahozeves Castle and Lunch**

12:30 pm – 4:30 pm

On Monday following the General Session, IOMA is offering a tour of **Nelahozeves Castle**, which includes lunch.

The monumental Renaissance castle of Nelahozeves is located 25 miles north of Prague, high above the Vltava River. The castle was constructed in the mid-16th century by a nobleman and influential member of the court of Emperor Ferdinand I. Within sight of Nelahozeves is the birthplace of Antonin Dvorak, the great Czech composer.

Following a private lunch in the castle, you will be treated to a guided tour of the permanent exhibition, "Private Space: A Noble Family at Home". It recreates twelve period rooms containing paintings, furniture, decorative arts and memorabilia spanning five centuries.

• *Space for this activity is limited based on the lunch capacity. Advanced sign-up, on a first-come, first-served basis and pre-payment of US \$145 is required. Lunch is included in the fee.*



**Saturday, Oct. 17**

## **Welcome Reception**

7:00 pm – 10:00 pm

This informal Welcome Reception provides attendees the opportunity to meet and greet their fellow IOMA members in a casual atmosphere at the Prague Marriott Hotel.

**Sunday, Oct. 18**

## **Walking Tour of Old Town, Jewish Quarter & Charles Bridge**

10:00 am – 1:00 pm

On Sunday morning, IOMA is offering a walking tour of Old Town, the Jewish Quarter and Charles Bridge.

The first stop on this tour will be **Old Town**, one of Europe's biggest and most beautiful urban spaces. At the center of Old Town, called Old Town Square, you will find a number of interesting highlights including the Old Town Hall with the famous astronomical clock where twelve apostles appear each hour.

The next stop, the **Jewish Quarter**, forms an important part of the history of Prague and is a fascinating insight into the life and times of the people who lived there. The Jewish Quarter is one of the most unique, preserved Jewish neighborhoods in Central Europe. Here you will find Europe's oldest surviving Jewish cemetery and the oldest active synagogue in Europe.

Lastly, the **Charles Bridge** is one of the most important symbols of the Czech Nation and is a central focus for Czechs and foreign visitors alike. It is the oldest Prague bridge

built after the flood of 1342. Here you will find 30 baroque statues lining the bridge along with a tower at each end. Charles Bridge is at the top of every Prague visitor's must-see list.

• *Advanced sign-up and prepayment of US \$25 per person is required.*

## **Reception & Dinner at Lobkowitz Palace in Prague Castle Complex**

6:30 pm – 10:00 pm

On Sunday evening, IOMA will dine off property at **Lobkowitz Palace**, located in the famous **Prague Castle Complex**, which is just a few minutes drive from the Marriott Hotel. During the reception, Prince William Lobkowitz will welcome our group and present a brief summary of his family's history along with their goals and efforts to preserve their properties and cultural traditions.

Following the reception, a private tour of the Lobkowitz family's exhibition "The Princely Collections" will be offered. This unique and fascinating installation includes old master paintings by Canaletto, Brueghel the Elder and Velázquez, original manuscripts and scores by Mozart and Beethoven, fine musical instruments and old arms from Central Europe. The collection dramatically expands the family's efforts to restore additional rare objects and make this extraordinary heritage of the Czech nation even more accessible to local and international audiences. At the conclusion of the tour, dinner will be served in the historic palace premises.

• *Cost is included in your registration fee. Attire will be business casual.*

**REGISTER ONLINE!**  
[www.iomaweb.org](http://www.iomaweb.org)

## President's Banquet

6:30 pm – 11:00 pm

The President's Banquet is a long-standing IOMA tradition. This reception and dinner will be followed by awards presentations and dancing in the hotel's main ballroom. Please note that the attire will be formal – evening gowns for the ladies and tuxedos for the gentlemen are suggested.

The table selection process for the President's Banquet will take place at the IOMA Service Desk on **Sunday, October 18**. Table reservation procedures will be in effect.

• *Cost is included in your registration fee.*

## Tuesday, Oct. 20

### Tour of Strahov Monastery & Library and Prague Castle Complex

1:30 pm – 5:00 pm

On Tuesday afternoon following the Second General Session, IOMA is offering a tour of Strahov Monastery & Library and the Prague Castle Complex. Participants will be transported by bus a short distance to the **Strahov Monastery**, where the group will enjoy an exclusive "behind the ropes" tour of the library rooms. Typically these ancient rooms are off-limits to the public and only visible through the door openings. **Strahov Library**, with 280,000 titles, including 3,000 manuscripts



and 1,500 incunabula, is the second oldest church library in Bohemia. The oldest manuscript is the Strahov Gospel, dated 860 AD.

The next stop will be the **Prague Castle Complex**, the national seat of the Czech Republic's government, symbol of Czech statehood and the largest castle complex in the world. During this guided tour, guests will explore the entire Prague Castle area, including St. Vitus's Cathedral, St. George's Basilica and Golden Lane. The complex includes historical sights from the Romanesque, Renaissance and Baroque periods up to the 20th Century.

• *Advanced sign-up and pre-payment of US \$90 is required.*

### Closing Reception

6:30 pm – 8:00 pm

Another IOMA tradition is the Closing Reception. Before the Dine-Out Night dinner reservations on Tuesday evening, IOMA will provide a meeting place for the annual meeting attendees. For many, this event is the last opportunity during the annual meeting to meet with your fellow IOMA members. We encourage everyone to stop by the hotel's ballroom to either meet your friends before going to your respective Dine-Out dinners or to say goodbye to others.

### Dine-Out Night

7:30 pm – until

The Dine-Out Night is offered to give attendees an opportunity to experience one Prague's many restaurants with friends and colleagues in a smaller group setting. Please follow IOMA's Dine-Out policy as approved by the Board of Directors (*see page 8*).

The IOMA Service Desk and the hotel concierge will provide a list of recommended restaurants and menus, and if requested, will make your restaurant reservations. The concierge can provide directions or can arrange transportation to and from the restaurant. We recommend that you make your restaurant reservations in advance to ensure availability

## OTHER ACTIVITIES

**I**OMA has scheduled several group activities which cover some major points of interest in Prague. However, if you plan to explore other sites on your own, the hotel's concierge or IOMA's Service Desk staff can help you plan your day. Everywhere you go in Prague, you will discover the city's multilayered history. Here are but a few examples.



### Malá Strana (Lesser Quarter)

Prague's Lesser Quarter is full of winding cobblestone streets and baroque buildings, including numerous foreign embassies and stately palaces, virtually untouched since the 18th century. Take note of the sculpted house signs, which are works of art in their own right, and the statue of a saint holding a golden staff at the entrance to a church. For a break, look for one of the many gardens that are tucked into the neighborhood.

### Nové Město (New Town)

To this day, Charles IV's building projects are tightly woven into the daily lives of Prague citizens. His most extensive scheme, the New Town, is still such a lively, vibrant area you may hardly realize that its streets, Gothic churches, and squares were planned as far back as 1348. When Prague was quickly outgrowing its Old Town parameters, Charles IV extended the city's fortifications. A high wall surrounded the newly developed 2.5 square km (1.5 square miles) area south and east of the Old Town, tripling the walled territory on the Vltava's right bank.

*Continued >*

## OTHER ACTIVITIES

Continued

### Kutná Hora

For an easy day trip, visit the well-preserved medieval mining town of **Kutná Hora**, whose rich deposits of silver put it on the map in the 13th century. The **St. Barbara Church**, built with the miners' donations and named after their patron saint, has many colorful murals depicting mining scenes; outside, the Gothic structure's three tent-shape spires rise above lines of buttresses. Be sure to save time either before or after Kutná Hora to visit the suburb of **Sedlec** and its eerie **Bone Church**. If castles are more to your liking, consider a quick visit to **Karlstejn** or **Konopiste**.

### Shopping

Czechs are world famous for their crystal and glassware, and some of the high-end shops have combined modern styles with traditional Czech glassmaking techniques with beautiful results. It's much the same story with Czech jewelry. Bohemia holds a reputation for quality garnets—the deep red stones are a Prague icon—and the settings and presentation today are generally higher quality than the cheaper metals used in the past. Also look for traditional handicrafts, whether made of wood, lace, or herbs. One retail chain to look for around town is **Botanicus**, an earthy, all-natural emporium selling everything, including candles, soaps, spices, and oils—many made from locally grown products. An ancient craft that Czechs have carried into the modern age is puppet making. Marionettes in Prague have a history that goes back centuries—but be careful if you're looking for authentic products. Most of the marionettes you see in the souvenir shops are mass produced and cheaply made. You will have better luck in the established antiques and artisan stores. Please check with the hotel concierge desk for a schedule.



# General Information

### PRAGUE MARRIOTT HOTEL

V Celnici 8 T: (420) 2 2288 8888  
Prague, 111 21 Czech Republic F: (420) 2 2288 8889  
[www.marriott.com/hotels/travel/prgdt-prague-marriott-hotel](http://www.marriott.com/hotels/travel/prgdt-prague-marriott-hotel)

### Travel

**Prague Airport Ruzyně International (PRG)** is located approximately 16 km (10 miles) from the Prague Marriott Hotel.

A departure tax and airport security taxes may apply. If these charges are not included in the cost of your airfare, then you may have to pay these fees at the airport.

### Airport Transfer

Upon request, IOMA will arrange airport transfer service for a flat rate of **US \$45** per person/one-way, or **US \$90** per person/round-trip, between the Prague (PRG) Airport and the Prague Marriott Hotel. **Advanced sign-up and pre-payment is required.** The ground operators will have clearly identified personnel on duty in the terminals. Attendants will be holding signs with your name or the IOMA name.

Unless you reserved a private sedan (Mercedes E Class car), the ground transportation company reserves the right to transport in the same vehicle all IOMA meeting attendees who arrive or depart on the same flight. The vehicle can be a sedan, van or mini-coach.

### Airport Taxis

You may take a taxi from the airport to the hotel for approximately **US \$35** one-way, excluding any cost of tolls and levy for luggage and traffic. Just go to the taxi stand at the airport.

### Car Rental

We do not recommend that you rent a car in Prague unless you plan to explore beyond the city. As with many large cities, there is much traffic. The hotel is located within walking distance of plenty of shopping and major sites.

### Taxis & Public Transportation:

Unless you plan on going outside central Prague, most of the major attractions, shops and dining are within a short walk of the hotel.

If you plan on going outside of the central Prague, taxis are probably your best choice. In Prague, it is customary to tip the taxi driver approximately 10% of the fare.

### Weather and Attire

In Prague, the temperature in October is cool as it averages about 54° F (12° C) during the day and 41° F (5° C) during the evening. Although October is generally pleasant, there can be some cool days, so dressing in layers is always best.

The dress code for the General Sessions and most evening events is business casual. Collared shirts (no ties) for men and casual dresses and dress pants for women are appropriate. The temperature may be cool in the air-conditioned rooms and buses, therefore, we recommend bringing a light sweater or jacket.

**The attire for this year's President's Banquet on Monday evening will be formal.** Tuxedos for men and evening gowns for women are suggested. For those interested in renting a tuxedo, please contact the Marriott Hotel concierge.

For daytime activities, including the IOMA tours, we recommend casual clothes and comfortable, walking shoes. It is recommended to dress in layers, as temperatures may be very cool outside, and indoors or on an air-conditioned bus.

### Time Zone

Prague is in the Central European Standard Time zone. Local time is one hour ahead of London, 6 hours ahead of New York, 9 hours head of Los Angeles, and 7 hours behind Tokyo.

### Passports and Visas

Foreign visitors are required to have a valid Passport. Be sure to make a copy of your passport in case of the unlikely event of loss or theft.

Contact your home country's Czech Republic embassy or consulate for the latest

status on Visa requirements.

U.S. citizens and other travelers are encouraged to visit the U.S. Department of State web site at <http://travel.state.gov> for the latest travel advisories and consular information sheets. Travelers also can read the United Kingdom's advisories ([www.fco.gov.uk/travel](http://www.fco.gov.uk/travel)).

As a precaution, you are encouraged to notify your own country's embassy and let them know to which countries you will be traveling so that you can be located in case of an emergency. For U.S. citizens, go to [www.usembassy.state.gov](http://www.usembassy.state.gov) and click on the countries you will be visiting.

### **Vaccinations, Health & Insurance**

We encourage you to consult your doctor about any medical or health precautions or vaccination requirements before traveling.

Vaccinations are generally not required if you are only traveling to Prague. However, if you are traveling to other countries, then you may be required to get vaccinations. For detailed information, please consult your physician and get all the necessary vaccinations at least 4-6 weeks prior to departure.

Information on vaccinations and other health precautions maybe obtained from the U.S. Centers for Disease Control at [www.cdc.gov/travel/destinationUnitedStates.aspx](http://www.cdc.gov/travel/destinationUnitedStates.aspx)

If you require prescription drugs, we suggest that you bring a sufficient supply as well as a doctor's signed statement or prescription.

Good medical facilities are available in Prague. Contact your medical insurance company and find out what choices you have in case of a medical emergency.

### **Language**

Naturally enough for the capital of the Czech Republic, the dominant language in Prague is Czech, although you will find that many senior Czechs speak some German. Under communism, everybody learned Russian at school, but this has now been replaced by English. While you will have little trouble finding English speakers in central Prague, they are scarce in the suburbs and beyond, as are translated menus.

As with most tourist areas, ask the hotel's concierge to write the name and address of your destination down so that you can provide it to a taxi driver or other local resident if nec-

essary. The hotel also can provide you with a map to point out your destination and other tourist destinations you might like to visit.

### **Business Center, Internet, Telephone**

The hotel's business center can handle your photocopying, faxing, typing, mailing, Federal Express, or Internet needs. High-speed Internet access for laptop computers is available in every guest room.

We encourage you to bring your own personal calling card if you plan to make long distance calls from your hotel room. Using a personal long distance call card usually costs considerably less than the hotel's in-room telephone service. Using a voice over internet protocol (VoIP) service, such as Skype.com, may also be a good option.

### **Electricity**

The Prague Marriott hotel rooms come equipped with dual-voltage receptacles (220V/110V). All sleeping rooms are equipped with hair dryers, irons & ironing boards, safe and Internet cable.

### **Credit Cards & Traveler's Checks**

The hotel accepts American Express, Diners Club, Eurocard/MasterCard, Visa and traveler's checks. Traveler's checks and credit cards are widely accepted in Prague, although we cannot guarantee that all credit cards will be accepted at stores or restaurants located off-property.

Also, please inform your credit card company prior to your departure that you will be in Prague. With the prevalence of credit card fraud and identity theft, many credit card companies might view your financial activity in Prague as suspicious and may freeze your account. Informing the company in advance of your trip will avoid delays in restaurants and shops. In addition, there is a dramatic increase in the theft of travelers' credit card numbers. Traveler checks are often the safest form of payment.

### **Personal Checks**

The hotel does not accept personal checks.

### **Incidental Charges**

Prior to departing the hotel, guests must pay all incidental charges (non-covered meals, bar bills, room services, laundry, valet, telephone, fax and internet charges) that are charged to the guest room, plus any extra days you decide to stay in the hotel that have not been paid to IOMA.

### **Currency, Fees and Costs**

The currency in Prague is the Czech Crown (CZK). Although the Euro (€) previously was widely accepted in the Czech Republic, and is still accepted in some large restaurants, hotels and shops, it is not accepted everywhere and you are strongly recommended to use Czech Crowns (CZK). Czech Crown currency can be changed at banks, hotels or currency changers. Some currency changers only exchange cash (not a credit card) for Crowns. To use a credit card to obtain currency, you must go to a bank or ATM.

For 24-hour American Express traveler's check refunds and purchase information, call +1 (800) 221-7282. An American Express office is located at Vaclavske Namesti 56, Prague 110 00 (Phone: 222 800 237).

All rates, fees, and prices shown in this brochure are in U.S. dollars and are accurate as of June 2009. Insofar as possible, IOMA believes the rates, fees, costs, and prices are those which will apply at the time of our meeting; however, any significant changes due to conditions beyond our control may require adjustments in, supplemental billing for, or credits on, rooms, registration, fares, and other fees, taking into account the prepayment for those which we have made on your behalf to secure the services. Please note that any extra days you decide to stay in the hotel that have not been paid to IOMA must be paid to the Marriott Hotel upon departure.

### **Smoking**

The Prague Marriott Hotel has a very limited number of smoking rooms available. The only areas in the hotel that have a designated smoking area are the restaurant and lobby bar.

### **Emergency**

The hotel's concierge can assist in getting basic medicines. The nearest hospital to the hotel is Na Frantisku (Na Frantisku 847/8, Prague 1). The most important emergency services have three-digit telephone numbers which you should have with you at all times in case you should need them. These numbers can be called free of charge from mobiles even without a SIM card inserted.

- 112 – General emergency number
- 155 – Ambulance
- 158 – Police
- 156 – Municipal Police
- 150 – Fire brigade

*Continued >*



# IOMA Meeting Policies

IOMA operates its Annual Meetings under the following standard policies adopted and reaffirmed by the IOMA Board of Directors.

## GENERAL INFORMATION

*Continued*

### Security

IOMA takes the security of its Members very seriously. At most meeting events, IOMA will provide experienced security guards to watch for suspicious behavior and to prohibit the entrance of non-IOMA persons to any of the events.

Although tourist areas are generally safe, visitors should always stay alert. Pickpockets are prevalent in Prague, especially on the Charles Bridge and in the Old Town area. While traveling to the meeting, and in general, we encourage you to use your best judgment at all times. IOMA will provide some practical tips for safer travel in the pre-departure letter to be mailed one month prior to the meeting.

### Tipping

In Prague, service is not usually included in restaurant bills. In pubs, cafes or ordinary places, simply round up the bill to the next multiple of 10. In nicer, more upscale establishments, 10% is considered appropriate for good food and service. Tip porters who bring bags to your rooms 40-50 CZK total. For room service, a 20 CZK tip is appropriate. In taxis, add 10% to the fare. Tipping tour guides and helpful concierges between 50-100 CZK is appropriate.

Please note that in Prague you will most likely have to pay to use a public restroom, usually a 5 CZK fee to the attendant, if it is not a coin-operated lock. Public toilets are usually only free in government-run facilities, such as galleries and museums.

Please note that a hotel portage fee is included in your room rate, so it is not necessary to give any additional gratuities to the luggage porter. Housekeeping gratuities are NOT included in your room rate and may given at your own discretion. Any additional tipping is also at your own discretion.

If you choose to participate in one of the optional group tours arranged by IOMA, please note that a small tip for your tour guide is customary.

### General Session Attendance

Please note that IOMA and its Board of Directors strongly encourage that all meeting participants attend both mornings' General Session, and to schedule other activities for the afternoon free period.

### Mobile Phones

During the General Sessions, please turn off or silence all mobile phones and pagers as a courtesy to the speakers and the audience.

### Dine-Out Night Policy

In order to ensure that Dine-Out Night maintains the "IOMA family" image which has been one of the Association's greatest strengths for 65 years, the IOMA Board of Directors is strongly opposed to any company-hosted "customer appreciation dinner." Therefore, the Board calls upon all companies and attendees at our Annual Meetings to adhere to the original intent of Dine-Out Night, which is:

- A dinner hosted by an IOMA member company for its own employees, and/or those of affiliated companies; or
- Small parties (defined as a maximum of 10-12 persons) of acquaintances, but without small parties combining into a larger group.

### Attendance Policy

For purposes of setting the registration fees, "companion" is defined as a member representative's spouse, other family member or friend who is not employed by the member company.

- **Special Guests** – Non-member Special Guests must be invited by IOMA only no later than August 1. Special Guests are limited to one (1) couple only and are limited to attending two (2) meetings in any three (3) year period, unless directly related to the industry as an officer of CGA, EIGA, JIMGA, AIGA, etc.
- **Past Presidents** – IOMA Past Presidents have a standing invitation to attend all Annual Meetings. If they are retired or are otherwise out of the industry, the Past President and his/her spouse may attend all future IOMA Annual Meetings indefinitely (amended May 4, 2001).
- **Families** – If family members are active in a Member's company, they are considered representatives of that company and are covered by the limitation that applies to the type of membership held. If they are not active in the company, a registration will be accepted on the condition that attendance of family members will not take up a room required to house a representative of a Member or Applicant Company, or a Special Guest.
- **Single Attendees** – For the purpose of this policy, single representatives from a company shall be treated as a couple for determining the attendance limit.

Any questions about the Attendance Limitation Policy should be directed to the IOMA office.

### Closed Registration Policy

The IOMA Board of Directors adopted in 1969, and reaffirmed in 1987, a strict Closed Registration Policy for all Annual Meetings which requires that each and every participant in the meeting must be registered in advance of the meeting, on the proper forms, and by the announced registration and payment deadlines, in order to attend and participate in the program and events of the meeting; and that no person or persons will be registered, or be permitted to walk in, on site to participate in or attend the meeting and its related events.



# Registration Information

## Registration Deadline

The Registration Deadline is **FRIDAY, SEPTEMBER 4, 2009**. After this date, IOMA cannot guarantee the IOMA room rates or space availability.

## How to Register

We encourage all IOMA members to use the online registration system. It's fast, easy and secure. Please visit the IOMA members only website at [www.iomaweb.org](http://www.iomaweb.org) (Name: ioma, PW: global) and click on the link to the secure online registration area. Alternatively, you can register by completing the tear-out registration form at the back of this brochure. Enter only one couple or person per registration form. Then fax or mail the registration form with full payment to IOMA's headquarters (please note our new address):

**Fax:** +1 (202) 833-3636

**Mail:** IOMA  
2300 N Street NW, Suite 710  
Washington, DC 20037 USA

## Group Meal Functions

Please indicate which group meal functions (breakfasts, dinners, etc.) that you and your family plan to attend. This will enable IOMA to more accurately arrange for seating and food and beverage requirements.

## Arrivals & Departures

Please indicate on the form your arrival and departure dates so that IOMA can reserve your room accordingly. IOMA must have your arrival and departure dates even if you have not booked your flight yet.

Please note that the hotel's check-in time is

3:00 pm and checkout time is 12:00 noon.

If you would like to arrive before or stay later than the meeting period, we will make our best effort to reserve your room at the IOMA group rates for the extra nights; however the IOMA room rates are not guaranteed for additional nights. **Note that any extra days you decide to stay in the hotel that have not been paid to IOMA must be paid to the Marriott Hotel upon departure.**

## Registration Fees

(Fees are per person)

*Note no price increase in fees this year!*

■ **Company Representative** . . . . . US \$1,640

■ **Spouse/Companion** . . . . . US \$1,200

Each person attending the meeting pays the applicable registration fee. Please enter the appropriate amounts for a company representative and a spouse/companion in the subtotal column. The fee helps cover each participant's share of the costs of the included food and beverage events, speakers, entertainment, and other operating costs of the Annual Meeting.

## Hotel Reservation

Rooms are booked through IOMA only. Please do not contact the hotel to reserve your room. IOMA must make all room reservations in order to meet our contracted room block obligation. There are several room types available to IOMA guests at the Prague Marriott Hotel, and they are available on a first-come, first-served basis. You will find a brief description of each room type below.

The costs for IOMA's block of rooms, which include all tax and service charges during the meeting period (Saturday, October 17 through

Wednesday, October 21, 2009), are as follows:

■ **Standard** . . . . . US \$265

*(King bed or 2 queen beds; preference is not guaranteed)*

■ **Executive Room (lounge access)** . . . US \$325

*(Same as standard room, but includes club lounge access)*

■ **Junior Suite (lounge access)** . . . . . US \$385

*(2 rooms with king bed and pull-out sofa, includes club lounge access)*

■ **Bi-level Suite** . . . . . US \$445

*(King bed and pullout sofa on upper level; living room and dining room on lower level)*

**Please note IOMA has a very limited supply of junior suites and bi-level suites reserved.**

**If you are interested in this room type, we suggest that you register as soon as possible.**

Please also note that IOMA will provide to the hotel all guest room requests (i.e. room type, king or two beds, floor, etc.). IOMA and the hotel CANNOT guarantee that your room request will be available upon check-in. The hotel will do their best to meet each guest's specific requests. Also, any extra days you decide to stay in the hotel that have not been previously reserved and paid to IOMA must be paid to the Marriott Hotel upon departure.

The Prague Marriott Hotel limits the maximum number of people per room to two adults. There is an additional charge of US \$40 per night for a third person (over the age of 12). There is no additional charge for children under the age of 12.

On the registration form, please select your room choice, multiply the cost of the room by the number of nights that you are staying, and enter this amount in the subtotal column.

*Continued >*

## REGISTRATION INFORMATION

Continued



### Special Needs or Disabilities

Please let us know if you have any special requests or needs, such as a baby crib, wheelchair or dietary restrictions. We will do our best to accommodate them.

### Optional Activities

If you would like to participate in the group tours, please multiply the number of persons by the appropriate fee and enter this amount in the subtotal column. Fees are prepaid to IOMA. See pages 4–5 for descriptions.

### Optional Airport Transfer

If you would like IOMA to arrange airport transfer service between the Prague airport and the Prague Marriott Hotel, please multiply the number of persons by the appropriate fee and enter this amount in the subtotal column. This fee is prepaid to IOMA.

Unless you reserve a private sedan (Mercedes E Class car), the grounds transportation company reserves the right to transport in the same vehicle all IOMA meeting attendees who arrive or depart on the same flight. The vehicle can be a sedan, van or minicoach. See page 6 for more information.

### Registration Confirmation

You will receive a registration confirmation by email. Online registrations will receive an email confirmation immediately following successful registration. Registrations submitted by fax or mail to IOMA will receive an email confirmation within two weeks.

**If you do not receive a confirmation, please contact IOMA to confirm that your registration was processed. Your registration and hotel reservation are not confirmed until you receive the emailed confirmation.**

### How to Submit Payment

Full payment (registration fees, room fee, optional airport transfer fee and optional tours) must be submitted with your registration. Your registration will not be accepted if the full payment is not included with your registration form. There are four ways to make your payment:

- **Credit Card:** IOMA accepts American Express, MasterCard and VISA. To make a payment to IOMA using a credit card, please enter your account details online or include your credit card number, expiration date and signature on the registration forms. Please do not email your credit card number to IOMA, since email transmissions are less secure.
- **Company or personal check** in U.S. dollars only, payable to IOMA.
- **International Draft** in U.S. dollars only, payable to IOMA through a U.S. bank.
- **Bank (wire) Transfer:** Ask your bank to make a wire or electronic transfer directly to IOMA at:
  - > Wachovia Bank, N.A.
  - > Attention: International Oxygen Manufacturers Association (IOMA)
  - > Account Number: 2000010420063
  - > McLean, VA, 22102-4099 U.S.A.
  - > Swift: PNBPNUS33
  - > ABA Bank Routing: 054001220

**IMPORTANT: Please request that your bank include your company name on the transfer documentation so that IOMA can match your payment to your registration. On the registration form, please include the following information so that IOMA can verify payment:**

- > Name of your Bank
- > Date of Transfer
- > Amount in U.S. dollars
- > Tracer Number

If you do not complete the request information from your transfer, IOMA will assume that you did not make a bank transfer and you may receive an invoice.

NOTE: *Payments to IOMA are not tax-deductible in the U.S. as charitable contributions; however, they may be deductible as a business expense. Please consult your tax advisor.*

### Cancellations & Refunds

Please notify IOMA in writing if you have to cancel your registration for the Annual Meeting. You may send your written notice to IOMA by fax: +1 202.833.3636 or by email:

info@iomaweb.org. **There will be no refunds after September 15, 2009.**

If you registered online, you cannot cancel your registration online – you must contact IOMA directly in writing. However, changes to your registration (add or cancel tours, airport transfers or room nights) can be made online at [www.iomaweb.org](http://www.iomaweb.org).

Please note that there are penalty charges and/or forfeitures for cancellation of any member representative or spouse/companion registration and room, either voluntarily or involuntarily. These penalties are based on the date the written cancellation is received by the IOMA office in Washington, D.C.

Please remember that IOMA has a guaranteed rooms reservation agreement with the hotel. Any room cancellations after the registration deadline of September 4, may result in a 100% penalty from the hotel.

- For registration cancellations received by IOMA between **August 1 and September 4, 2009**, IOMA will deduct US \$300 per registration before any refund is made.\*
- For cancellations received by IOMA between **September 5 and September 15, 2009**, IOMA will deduct US \$600 per registration before any refund is made.\*
- For cancellations received by IOMA after **September 15, 2009**, including “no shows” at the meeting itself, 100% of your total room fee, per person registration fee, and any optional activity fees (if applicable) are forfeited.\*

*\* If any of these amounts specified above are unpaid at the time of cancellation, the registrant and/or his/her company is indebted to IOMA for the amounts due, which shall be payable on demand.*

IOMA will make refunds and adjustments, less any applicable penalty charges for cancellations shown above, within 30 days of cancellation. No refunds will be made for cancellations received after September 15.

IOMA will not make any refunds for any room, feature or service included in the registration fees, any airport transfer fees, or optional tour fees, which you do not use after your arrival at the annual meeting. Any extra days you decide to stay in the hotel that have not previously been reserved and paid to IOMA must be paid to the host hotel upon departure.



# Registration Form

Instructions: See page 9 of this brochure to complete the form. Only one couple or person per form. This form may be photocopied.

<b>Attendee:</b> Personal/Given (First) Name	Family (Last) Name	Personal/Given (First) Name or Nickname for Badge
>	>	>
<b>Spouse/Companion:</b> Personal/Given (First) Name	Family (Last) Name	Personal/Given (First) Name or Nickname for Badge
>	>	>
Company		
>		
Company Address		
>		
>		
Phone	Fax	Email (NOTE: Email address is required in order to receive confirmation.)
>	>	>
Home Address		
>		
>		

## Group Meal Functions

Please indicate which events you and your spouse/companion plan to attend. IOMA needs this information in order to provide the hotel guaranteed food & beverage numbers. All of the below events are included in your registration fee.

	REPRESENTATIVE		SPOUSE/COMPANION	
	Will Attend	Will NOT Attend	Will Attend	Will NOT Attend
<b>Saturday, October 17</b>				
▼ Welcome Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunday, October 18</b>				
▼ Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Reception & Dinner at Lobkowicz Palace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Monday, October 19</b>				
▼ Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ President's Banquet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tuesday, October 20</b>				
▼ Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Closing Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wednesday, October 21</b>				
▼ Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Children

Yes, I am bringing \_\_\_\_\_ (number) children who will participate in the following group meal functions (Contact IOMA for special pricing):

If you checked "Yes" above, please provide names and ages of children: \_\_\_\_\_

No, my children will not participate in any IOMA group meal functions.

Continued on back ➤

## Arrival/Departures

IOMA needs this information in order to make your room and/or airport transfer reservations – even if your flight plans are not yet confirmed.

Arrival: Date \_\_\_\_\_ Time \_\_\_\_\_ Airline \_\_\_\_\_ Flight # \_\_\_\_\_

Departure: Date \_\_\_\_\_ Time \_\_\_\_\_ Airline \_\_\_\_\_ Flight # \_\_\_\_\_

### Registration Fee *(All fees are in U.S. dollars)*

- Company Representative . . . . . \$ 1,640
- Spouse/Companion. . . . . 1,200

### Hotel Reservation

*(Room type is on a first-come, first-served basis. Taxes and service fees are included.)*

	Per night		
<input type="checkbox"/> Standard . . . . .	\$ 265	}	# Nights x _____
<input type="checkbox"/> Executive Room (Club Access). . . . .	325		
<input type="checkbox"/> Junior Suite (Club Access). . . . .	385		
<input type="checkbox"/> Bi-level Suite . . . . .	445		

### Special Room Requests

- King Bed  Two Queen Beds
- Other: \_\_\_\_\_

### Special Needs / Physical Disabilities

Please indicate if you or anyone traveling with you has any special requirements, either physical or dietary: \_\_\_\_\_

### Optional Activities

	Per person		
<input type="checkbox"/> Tour of Old Town/Jewish Quarter/ Charles Bridge (Sun) . . . . .	\$ 25	}	# Persons x _____
<input type="checkbox"/> Tour of Nelahozeves Castle w/ Lunch (Mon). . . . .	145		
<input type="checkbox"/> Tour of Strahov Monastery/Library and Prague Castle (Tue) . . . . .	90		

### Optional Airport Transfer

*(See page 6 for description of services)*

- Round Trip . . . . . 90 x \_\_\_\_\_
- One-Way:  Arrival  Departure . . . . . 45 x \_\_\_\_\_

### Total Payment

Please sum all amounts from the subtotal column.  
 Payment in full must accompany registration.  
 IOMA will not accept any registrations without full payment.

### SUBTOTAL

= \$ \_\_\_\_\_  
 = \$ \_\_\_\_\_

= \$ \_\_\_\_\_

### PAYMENT METHOD

IOMA is not-for profit corporation.  
 IOMA's Federal Tax ID is #34 1654997

#### Credit Card:

- American Express  MasterCard  Visa

Account Number \_\_\_\_\_

> \_\_\_\_\_

3-4 Digit Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

> \_\_\_\_\_ > \_\_\_\_\_

Cardholder Name \_\_\_\_\_

> \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

> \_\_\_\_\_

- Check *(payable to IOMA, in U.S. dollars)*
- International Draft *(payable to IOMA, in U.S. dollars, clearable in U.S. bank)*

- Bank Transfer *(see instructions on p. 13)*

If placing a wire or electronic transfer, you must provide the following information:

Name of Your Bank \_\_\_\_\_

> \_\_\_\_\_

Date of Transfer \_\_\_\_\_

> \_\_\_\_\_

US\$ Amount \_\_\_\_\_

> \_\_\_\_\_

Tracer Number \_\_\_\_\_

> \_\_\_\_\_

Submit Registration with full payment to IOMA by fax or mail:

Fax: +1 (202) 833-3636

**IOMA**  
 2300 N Street NW, Suite 710  
 Washington, DC 20037 USA

### Questions?

Email IOMA at [info@iomaweb.org](mailto:info@iomaweb.org)



**TOTAL AMOUNT ENCLOSED**

\$



## General Responsibilities

**T**he International Oxygen Manufacturers Association, Inc. (IOMA) (the meeting sponsor), The Prague Marriott Hotel, and/or their agents, act only in the capacity as Agents in connection with these arrangements. As such, Agent's responsibility is limited to the conditions specifically assumed by them in this brochure.

IOMA, the Hotel, and/or their agents, accept no responsibility for losses or additional expenses incurred through delays or changes in flight schedules or transportation services, weather, strikes, war or insurrection, terrorist acts, quarantine, or other causes beyond their direct control. In the event the services and accommodations as set forth in this brochure cannot be supplied due to delay or other causes beyond the control of IOMA and/or the Hotel, all efforts to supply comparable service or accommodations will be made.

IOMA, the Hotel, and/or their agents and suppliers used in the performance of this meeting and related travel accept no responsibility in connection with the services of any hotel, airline, aircraft, motorcoach, limousine or automobile, taxicab, steamship, motorship, railroad train, interurban or subway train, or any other conveyance or accommodation, or the services of any individual, guide, escort, driver, outside contractor, or supplier used wholly or in part in the execution of this Annual Meeting and/or travel/tour program, and accept no responsibility for delays, accident, or loss to any person, personal property, or luggage, or for any additional expense incurred beyond reasonable control.

All airlines used in the performance of these travel programs are scheduled air carriers and are members of the International Air Transport Association (IATA) and/or the Air Traffic Conference of the United States (ATC) and are certified by, and operate under the authority and regulations of, the appropriate civil aviation administrations of all countries involved. The airlines are not to be held responsible for any act or omission or event during the time when passengers are not on board their aircraft, or in the course of embarking or disembarking. The passage contract in use by the airline concerned, when issued, shall constitute the sole contract between the airline and the purchaser of these arrangements and/or the passengers. Baggage is handled throughout the program entirely at the owner's risk unless covered by insurance which can be arranged at the time of purchase of the ticket.



## Your Responsibilities

As a registrant for, and participant in the IOMA 2009 Annual Meeting, your responsibilities are to:

- Register with full payment in accordance with the procedures, policies, schedules and deadlines set forth in this brochure and on the registration form.
- Provide IOMA with your arrival and departure dates, even though specific times and flights may not be known, when you register.
- When registering, advise IOMA if you or anyone attending with you requires special services for disabilities.
- Keep IOMA informed promptly of any changes in your travel plans; be aware that last minute changes of plans may cause problems with your booking at the hotel.
- Pay IOMA promptly and in full for all invoices rendered for the hotel rooms, registration, and other special services or arrangements.
- Pay the hotel directly for all incidentals, such as meals, bar bills, mini-bar charges, golf, tennis and spa fees, faxes and telephone calls, etc., (if applicable) which you have charged to your room; plus any additional nights stayed in the hotel not paid to IOMA when you check out of the hotel.
- Obtain any passport, visas or other documents required to visit Prague.

## Privacy Statement

**T**he information collected from each Annual Meeting registrant is for the use of IOMA, itself, in the registration process. Appropriate parts of the data are provided to the meeting hotel, and to other meeting-related suppliers, on a strict need-to-know-basis. The IOMA registration database is not available to anyone outside IOMA headquarters. IOMA does not sell, rent, loan or give any of the information in the Annual Meeting database to any persons, company or organization not directly involved with the Annual Meeting at any time. Our database is Copyright © 2009 by the International Oxygen Manufacturers Association, Inc., in Washington, D.C., and unauthorized possession or use of the data is strictly prohibited by both United States laws and international copyright conventions.



**SAVE THE DATE**  
**2010 ANNUAL MEETING**  
**OCTOBER 17-21**  
**(SUNDAY-THURSDAY)**  
**THE SANCTUARY AT**  
**KIAWAH ISLAND**  
**SOUTH CAROLINA, USA**



**International Oxygen  
Manufacturers Association, Inc.**

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Fax: +1 (202) 833-3636  
Web: [www.iomaweb.org](http://www.iomaweb.org)  
E-mail: [info@iomaweb.org](mailto:info@iomaweb.org)