

**What is included in a full conference pass?**

A Leap full conference pass includes entrance to our mainstage keynote speakers, access to 60+ breakout sessions, the chance of a 1:1 consultation with one of our experts, a sneak peek at the Workfront product roadmap, all meals and conference parties, and networking with the largest group of European Workfront users yet!

Where can I find a conference schedule?

A “week at a glance” agenda for the conference is provided at www.workfront.com/leap-uk#schedule.

When will a full conference agenda be available?

We are currently working hard on pulling together the full agenda for the conference including keynote sessions, breakout sessions, training/education, consulting and networking. We have an outline agenda available which can be viewed on the Leap event page, with a fuller agenda available early 2019.

How do I justify attendance to my manager?

Download our “[Email to your manager](#)” document to help justify your trip to leadership.

Is Workfront GDPR compliant?

Workfront is fully committed to all General Data Protection Regulation (GDPR) guidelines and utilises stringent enterprise security controls to protect and promote data privacy for all customers. When you sign up to Leap User Conferences any information you provide will not be used for other commercial purposes and will not be sold, rented, leased or forwarded to any third party. Read our full GDPR Privacy Statement [here](#).

**What types of sessions can I expect?**

2019 breakout and keynote session details will be coming soon. However, you can view the 2018 conference agenda [here](#). Check the 2019 website often for more information at workfront.com/leap.

How do I register for sessions?

Once you register for the event, you will be notified when registration for breakout sessions is live in approx March 2019.

How do I register for a 1:1 consulting session?

When breakout session registration for the event goes live, you will be given the option to register for a free 1:1 consulting session with a Workfront expert. Sessions are available on a first come first serve basis.

Will I get copies of the presentations and materials?

Presentations will be shared shortly after the end of the Leap London 2019 conference.

Can I change the sessions I've registered for once onsite?

Yes, session registration changes can be made anytime online leading up to the event or onsite using the Leap app, but there is no guarantee a session will have open capacity.

Will there be online streaming of the event?

There will not be online streaming of the event, but speakers may choose to share their presentation decks with attendees. Speakers will have the option whether or not to share their presentation deck.



How much is Leap London to attend?

A full conference pass includes entrance to all presentations and breakout sessions, conference meals, entertainment and networking events (refer to price chart).

Are there any group discounts available?

Yes, for groups of more than 3 people registering at the same time from one user account, the following discounts apply (refer to price chart).

How do I pay?

You can pay for the event using any major credit or debit card. Click the register button, and proceed through registration to pay for the event.

What if I would like to register, but need to pay in a form other than credit card?

If you require any payment method other than a debit or credit card, please email leapEMEA@workfront.com.

What is the cancellation and refund policy?

Registration to the Workfront Leap user conferences cannot be cancelled or refunded. If you are unable to attend, your registration can be transferred to another individual by emailing us at leapEMEA@workfront.com.

How do I transfer names and hotel reservations?

For conference substitution requests, email leapEMEA@workfront.com. If you need to transfer the name on your hotel reservation, contact our hotel accommodation partner, HotelRes on Reservations@hotelresuk.com or +44 845 0200 350 quoting **Workfront Leap 2019**.

Can I register and pay onsite?

If the capacity of the conference has not been reached by the start of the event, registration onsite will be available as late as the evening of Monday 3rd June 2019.

	Single Registration	3+ Attendees
SUPER EARLY BIRD Ends 30th November 2018	£495.00*	£395.00*
EARLY BIRD Ends 14th March 2018	£595.00*	£495.00*
STANDARD RATE 15th Mar - 3rd Jun 2019	£695.00*	£595.00*

*Prices subject to 20% VAT

**Is the hotel included in the conference price?**

Overnight hotel costs are not included in the conference price.

What is the special hotel rate?

We have reserved a block of rooms at the Royal Lancaster with a fixed rate of £230 ex VAT per night including breakfast during the conference dates. We recommend you complete your hotel booking immediately upon completion of your general Leap registration. The rate expires on 22nd April 2019, or as soon as all rooms have been filled.

How do I book a hotel room?

The link and contact number for reservations will be available at the end of the general registration process as well as via email after registering for the event.

How do I pay for a hotel room?

Delegates will need to provide a credit card at the time of booking as a guarantee, but payment will only be taken on arrival at the hotel.

How can I make changes to a reservation?

You can make changes to your hotel reservations up to 7 days prior to your reservation by contacting our hotel accommodation partner, HotelRes on Reservations@hotelresuk.com or +44 845 0200 350 quoting **Workfront Leap 2019**. Amended bookings after 27th May 2019 will be charged in full and non-refundable.

What is the hotel room cancellation policy?

Hotel room cancellations can be made up to 7 days prior to your reservation by contacting our hotel accommodation partner, HotelRes on Reservations@hotelresuk.com or +44 845 0200 350 quoting **Workfront Leap 2019**. Cancelled bookings after 27th May 2019 will be charged in full and non-refundable.



Hotel Directions

The Royal Lancaster Hotel is ideally situated in central London with Lancaster Gate tube station next door and Heathrow Airport only 20 minutes from nearby Paddington Station. Full hotel directions [here](#).

What airport is closest to the hotel?

If you are flying into the UK for Leap, we would recommend flying into London Heathrow Airport but alternative international airports are London City Airport and Gatwick Airport. Full airport directions can be found [here](#).

How do I arrange transport to and from the airport?

The Royal Lancaster hotel is located only half an hour from Heathrow Airport via the Heathrow Express train to London Paddington Station. The hotel is a 10 min walk from Paddington station or a short uber/taxi ride. Full airport directions can be found [here](#).

Will there be parking at the Royal Lancaster?

The Royal Lancaster does not currently offer any parking facilities so we would recommend you use public transport to and from the hotel. However, there are a couple of trusted and well-known car parks nearby. Full parking details can be found [here](#).

**Who do I contact if I have any special dietary or other needs?**

Special dietary and other needs will be asked when registering for the event. If you would like for us to be aware of any additional needs, email us at leapEMEA@workfront.com.

What is the recommended attire for the event?

The dress code for the event is business casual.

What is the weather like in London in early June?

June is a popular time to visit London, as the weather is steadily getting warmer throughout the month. During this time of year, the average temperature is 16°C (61°F). Rainfall should be at a minimum for the UK in June but it is England so always bring an umbrella!

Where can I find more information about London?

For more information about London, visit <https://www.visitlondon.com>.

Will there be an app for the conference?

Yes! Registered attendees will receive an invitation to download the Leap app a few weeks prior to Leap. The app will have helpful information about the venue and schedules, information about the conference agenda, and a personalised schedule.

STILL HAVE QUESTIONS?

Please do not hesitate to contact the Leap London team on leapEMEA@workfront.com.