

Registration form

for the ERA-ECLA's event

2nd European Forum for In-house Counsel

Brussels, 10-11 May 2007



Reference: 107DT13/sj

To register by fax:

+49 651-9373790

To register by post:

ERA, Postfach 1640, D-54206 Trier

Registration

☐ **I shall attend the conference.** I accept the terms and conditions described overleaf.

☐ Please provide me with a certificate of attendance for my professional training record.

☐ **I am unable to attend the conference.** Please continue to inform me of your activities.

Your contact details

☐ Please update my address ☐ My address (above) is correct ☐ Please delete me from your mailing list

Title: Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/>	Surname:	First Name(s):
Position:	Company:	
Street:	Postcode / City:	Country:
Phone:	Fax:	E-mail:

Fee & discounts (see reverse para. 7 terms and conditions)

Registration fee: 700 EUR

Discounts: ☐ 40% discount for EU & ERA patrons and ECLA members (Please indicate above your ECLA national member)
 or ☐ 25% special / group discount
 and/or ☐ 10% discount for early registration (before 9 April 2007)

Conference language(s)

Please indicate the language you prefer: **English** ☐ **French** ☐

Method of payment

☐ **Credit card:** ☐  ☐ **VISA** ☐ **AMERICAN EXPRESS** Cardholder's name:

Card No: Expiry date:

☐ **I shall pay by cheque** My cheque no. is attached to the registration form.

☐ **Bank transfer** I will transfer the registration fee to ERA's account at: BBk (Deutsche Bundesbank agency, 54295 Trier, Metzger Allee 2): bank code (BLZ): 58500000, account no. 58501900
Please specify the IBAN: DE 755850000000585019 00 and the BIC: MARKDEF1585.

IMPORTANT: Do not forget to state your name and the number of the seminar on the bank transfer

Accommodation at special rates (160 EUR per night for a single room)

The Academy will provisionally request a number of rooms to be set aside for participants at special rates at:
Hotel Leopold (Rue du Luxembourg 35, 1050 Brussels)
You can do your booking by email (lw@hotel-leopold.be) or fax (+32 2 514 19 39).
Please quote the reservation number 2778.

Place, Date

Signature

Important Legal Notice

I. Extract from the general terms and conditions

A. Participation in events

Registration

1. The number of places available for participants is limited. Registrations will be accepted on a first-come-first-served basis.
2. Registrations can be made until the day of the event or until the maximum number of participants has been reached. This shall not affect the cancellation conditions (see below §§ 11 ff.).
3. A list of participants including each participant's address will be made available to all participants unless the Academy receives written objection from the participant no later than one week prior to the beginning of the event.
4. The participant's address and other relevant information will be stored in the Academy's database in order to provide information about future ERA events, publications and/or other developments in the participant's area of interest unless the participant indicates that he or she does not wish the Academy to do so.
5. A certificate of attendance can be issued on request.

Payment and Discounts

6. The participant may pay either immediately by credit card or within 15 days of registration by means of a bank transfer or cheque. In all cases, the Academy will send the participant an invoice. The participant's registration will not be confirmed until payment has been received. Participation will not be possible without prior payment.
7. Insofar as this paragraph is invoked overleaf, the following discounts are available:

A discount of 25% for:

- Young lawyers up to 30 years of age (important: the participant must provide a copy or details of his or her passport or identity card on registration);
- Staff of the federal government or cantons of Switzerland;
- Full-time staff of universities or comparable academic institutions;
- Staff of charitable organisations or comparable institutions;
- Simultaneous registrations of a minimum of 3 employees from the same organisation for the same event.

A discount of 40% for:

- Staff of European Union institutions and agencies;
- Staff of ERA's patrons (Austria, Cyprus, Finland, France, Germany and the German states, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Poland, Portugal, Scotland, Slovakia, Spain, Sweden, United Kingdom, City of Trier).

These discounts cannot be combined.

For early registration (1 month before the start), **a discount of 10%** will be accorded either on the basic fee or on the reduced fee (25%/40% discount). A further **discount of 3%** on the final sum will apply for online-payment by credit card.

No other discounts will be applied.

8. Unless otherwise specified on the registration form, the registration fee includes lunch, beverages consumed during the event, the conference documents and attendance at an evening function (if applicable).
9. The participant must cover his/her own travel and accommodation expenses.
10. The Academy will charge a handling fee of EUR 20 for the return of incorrectly transferred registration fees.

Cancellation

11. The Academy reserves the right to cancel the event up to two weeks before the planned start. In this case, registration fees received will be fully reimbursed. The Academy will be not liable for any further damage caused by the cancellation.
12. The mention of a speaker's name does not commit the Academy. In case an advertised speaker does not appear, the Academy will do what it can to find a replacement of the same calibre.

13. The participant may cancel his/her registration without charge within two weeks of signing the registration form and accepting these terms and conditions, provided that (a) s/he informs the Academy in writing and (b) the event has not yet taken place.
14. After the deadline stated in paragraph 13, if notice of cancellation is received by the Academy at least one month before the event, a handling fee of EUR 40 will be charged. For cancellations received between one month and two weeks before the event, 50% of the registration fee will be charged. For cancellations received less than two weeks before the event, 90% of the registration fee will be charged. The participant may alternatively arrange for someone to attend the event in his/her place.

Accommodation

15. The Academy will provisionally request a number of rooms to be set aside for participants at special rates at:

Hotel Leopold
Rue du Luxembourg 35
1050 Brussels
Belgium
Email: lw@hotel-leopold.be
Fax: +32 2 514 19 39

The participant must contact the hotel directly if s/he wishes to make a definitive reservation; when doing so, s/he should indicate the event that s/he will attend. The Academy assumes no responsibility for the reservation of accommodation.

(...)

C. Other legal provisions

19. Should individual provisions of these general terms and conditions be invalid, this shall have no effect on the validity of the remaining provisions
20. The Academy cannot assume liability for incorrect information or other errors resulting from technical problems or other reasons beyond its control.
21. The contractual relationship between the parties shall be interpreted, construed and governed by the laws of Germany.
22. As far as legally possible, both parties hereby submit to the jurisdiction of the Courts of Trier.

II. Data protection

1. The Academy only collects and stores the data necessary for the purposes indicated when the data subject submits the relevant data to the Academy, notably:
 - a. Payment of purchases or participation fees;
 - b. Inclusion in the list of participants at the Academy's events;
 - c. Distribution of information about future initiatives of the Academy;
 - d. Distribution of publications.
2. Data collected for these purposes will be controlled by the Academy but may be processed by a third party contractually engaged by the Academy.
3. The data subject has the right to know if his/her data is being processed and to require the Academy to change, rectify, erase or block his/her data.
4. The Academy will not transfer personal data to third-party data controllers unless the data subject permits it to do so. In this case, the Academy undertakes to inform the third party of any changes requested by the data subject.
5. All correspondence concerning personal data should be addressed to the Academy's Data Protection Officer (Datenschutzbeauftragte/r) at the address above.

The full version of our general terms and conditions can be found on our website: www.era.int/legalnotice.