

## **I. Registration**

We should be most grateful if you would kindly make your own individual registration on-line **no later than 27<sup>th</sup> April** and send a copy of it to FIEC by e-mail, by fax or by post to:

FIEC  
Avenue Louise 225  
B-1050 Bruxelles  
Tel: +32 2 514 55 35  
Fax: +32 2 511 0276  
E-mail : [info@fiiec.eu](mailto:info@fiiec.eu)

### **Participation fee**

Delegate € 1.100,00

Accompanying person € 700,00

### **The participation fees for the delegates include:**

The Congress, lunches, dinners and the social activities mentioned in the programme from 31<sup>st</sup> May to 2<sup>nd</sup> June 2007 as well as all transportation within this programme.

### **The participation fees for accompanying persons include:**

Guided tours on May 31 and June 1, lunches and dinners, Opening Ceremony and the social activities mentioned in the programme as well as all transportation within this programme.

**Confirmation of registration will be sent by the congress office to the participants as soon as the payment is received.**

### **Payment**

The payment of the participation fee is to be made by bank transfer. Please note that all charges are to be paid by the sender.

If you wish to pay by credit card please contact the Secretariat of Mundiconvenius directly.

## **II. Secretariat of the FIEC Congress 2007**

### **Before and after the congress**

For registration, hotel reservations or any other question or practical information regarding the FIEC Congress 2007, please do not hesitate to contact the Congress Secretariat "Mundiconvenius"

#### **Mundiconvenius**

Ms. Sofia Silva  
Avenida 5 de Outubro, 53 -2º  
1050 – 048 Lisboa PORTUGAL  
tel. +351-21.315.51.35  
fax +351-21.355.80.02  
mailto : [sofia\\_silva@mundiconvenius.pt](mailto:sofia_silva@mundiconvenius.pt)

### **During the congress**

A **welcome desk « FIEC 2007 »** will be at your disposal in the Hotel Pestana Palace and at Hotel Vila Galé Ópera.

#### **Opening hours – Hotel Pestana Palace:**

Wednesday, 30<sup>th</sup> May 14h00 / 19h00

Thursday, 31<sup>st</sup> May 08h30 / 19h00

Friday, 1<sup>st</sup> June 09h00 / 19h00

#### **Opening Hours – Vila Galé Ópera Hotel:**

Thursday, 31<sup>st</sup> May 08h30 / 19h00

Friday, 1<sup>st</sup> June 09h00 / 11h00 and 17h00 / 19h00

**Upon arrival, the delegates will be welcomed at the registration desk "FIEC 2007" available in both hotels, where they will receive their individual badges allowing access to the various venues and events in the programme.**

**Please make sure you are in possession of your confirmation of participation.**

### **III. Cancellation of participation**

Before **30<sup>th</sup> April** total reimbursement less administrative costs of 60 € (written cancellation to Mundiconvenius by email or by fax is requested)

Before **18<sup>th</sup> May 50%** of the total payment is reimbursed less the administrative costs of 60 € (written cancellation to Mundiconvenius by email or by fax is requested)

With effect from **21<sup>th</sup> May** no reimbursement whatsoever.

### **IV. Accommodation**

Room reservations must be made via the individual registration form.

Your room will be guaranteed on submission of credit card details. A confirmation of your booking will be sent to you. Please pay your hotel bill and additional expenses directly to the hotel on departure.

- **Hotel Pestana Palace \*\*\*\*\***

Rua Jau, 54  
1300-314 Lisboa  
Tel: + 351 213 615 600  
Fax: + 351 213 615 601  
<http://www.pestana.com>

#### **Rooms are guaranteed at a preferential rate until 27 April**

After this deadline, neither the availability, nor the price of the rooms will be guaranteed.

#### **Conditions of cancellation:**

- 3 days before arrival, no costs
- Cancellation 2 days and 1 day before arrival or in the event of no-show : one night will be charged

**The meetings of the Steering Committee, the Council and General Assembly will take place in this hotel, as well as a part of the Conference.**

**PLEASE TAKE NOTE THAT THERE IS A LIMITED CONTINGENCY IN PESTANA PALACE HOTEL AND ROOMS WILL BE CONFIRMED ON A "FIRST COME / FIRST SERVED" BASIS**

**Please note that the check-in at Hotel Pestana Palace will be made at a specific counter on 1<sup>st</sup> floor.**

• **Hotel Vila Galé Ópera \*\*\*\***

Travessa do Conde da Ponte  
1300-141 Lisboa  
Tel: + 351 213 605 400  
Fax: + 351 213 605 450  
<http://www.vilagale.pt>

This hotel is located at approx. 15 minutes walking (up-hill) from Hotel Pestana Palace. A transport shuttle will be organised between the hotels. A schedule of this shuttle will be available upon your arrival at the Welcome Desk.

**Conditions of cancellation:**

- Four days before arrival date, no cancellation costs
- Cancellation three days, two days and one day before expected arrival or in the event of no-show: one night will be charged.

**V. Languages**

Official languages are: French, English, German and Portuguese

**VI. Transportation on arrival**

Please note that participants are kindly requested to make their own transfer arrangements to reach the two hotels. Taxi is the most convenient way (around 15 euros)

**VII. Weather**

The weather in Lisbon in May / June might be quite variable. The temperature is normally around 20°C during the day.

**VIII. Shops and banks**

Shops are generally open from Monday until Saturday, from 10.00 am until 7.00 pm and shopping centres are open daily from 10 am to 11 pm.

Opening hours of banks are from 8.30 until 3.00 pm. They are closed during the week-end. You will find cash machines that accept most credit and bank cards.

### **IX. Emergency services**

- Lisbon Police Tourism Station: 21.342.16.23
- National Emergency Number: 112

In case of difficulties, you can contact the congress organisers - "Mundiconvenius":  
+351-21.315.51.35 (10 a.m. - 7 p.m.)

+351-91.482.71.60 (8 a.m. - 12 p.m.)

A list with useful numbers will be available at the registration desk.

### **X. Responsibility and insurance**

The organisers of FIEC Congress 2007 will not assume any responsibility whatsoever for damage and injury to persons or property during the Congress. Participants are recommended to arrange their own personal travel and health insurance.