

REGISTRATION FORM
(Please complete in CAPITAL letters.)

Kick Off Meeting
of the Interest Group on Shared Services
Dijon (FR), 25 - 26 May 2011

Surname: _____ Title: _____
First name: _____ M / F
Current position: _____
Organisation: _____
Department: _____
Work address: _____
Postal code & town: _____ Country: _____
Tel. no. (work) : _____ Fax no.: _____
E-mail address: _____

REGISTRATION / p:1120100

Registration is free of charge but will only be validated when a hotel reservation is confirmed. Validation of your registration is done via the reservation number of your hotel booking. Please indicate below.

Herewith a list of hotels offering a reduced price for the participants of the Interest Group kick-off meeting.

Please tick the box to indicate in which hotel you have already made your hotel booking.

- Hôtel du Nord – Booking deadline: 28 March 2011
www.hotel-nord.fr
- Hôtel des Ducs – Booking deadline: 15 April 2011
www.hoteldesducs.com
- Hôtel Philippe le Bon – Booking deadline: 15 April 2011
www.hotelphilippelebon.com
- Hôtel du Jura – Booking deadline: 20 May 2011
www.oceaniahotels.com/hotel-lejura-dijon

Registration no. hotel: _____

Other accommodation: _____

MEALS offered by kind invitation of GIP

Dinner 25 May	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
Lunch 26 May	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
Dinner 26 May	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend

As the number of places is limited, please return the completed registration form **before 15 April 2011** to:

Ms Nicolette Brouwers, European Institute of Public Administration, P.O. Box 1229,
NL-6201 BE Maastricht, tel.: +31.43.3296 245, fax: +31.43.3296 296, e-mail: n.brouwers@eipa.eu

Your name and address will be part of EIPA's database for our mailing purpose only.
Please tick if you do not want to be included in our mailing database.

**Kick Off Meeting
of the Interest Group on Shared Services**
Dijon (FR), 25 - 26 May 2011

GENERAL INFORMATION

Programme

The programme will commence on Thursday 26 May at 09.30 hrs and finish at 16.30 hrs.

Venue Kick Off meeting

The meeting will take place at the premises of: GIP e-bourgogne, 3 bis rue de Suzon, F – 21000 Dijon, France, tel.: +33. 3 80 27 04 20, fax: +33. 3 80 27 08 70.

Working language

The meeting will be conducted in English.

Hotel reservations

Block bookings have been made by GIP e-bourgogne at the following hotels in Dijon:

- **Hôtel du Nord** (www.hotel-nord.fr), at a rate of € 111,00 p.p.p.n. (breakfast and city tax included);
- **Hôtel des Ducs** (www.hoteldesducs.com), room rate: € 99,00 p.p.p.n. (breakfast (€ 10,00) not included);
- **Hôtel Philippe le Bon** (www.hotelphilippelebon.com), room rate: € 99,00 p.p.p.n. (breakfast (€ 12,00) not included);
- **Hôtel du Jura** (www.oceaniahotels.com/hotel-lejura-dijon), room rate: € 94,00 p.p.p.n. (breakfast (€ 12,50) and city tax (€ 1,00) not included).

Reservation and payments are to be made directly and personally to the hotel. Please note that if you make a hotel booking after the closing date, hotel reservations cannot be guaranteed.

When booking a hotel room, please mention that you are attending the GIP e-bourgogne European event in order to benefit from a price reduction.

Meals

The venue of the dinners and lunch will be communicated to you in due time.

Registration

Kindly complete the registration form and return it **before 15 April** to Ms Nicolette Brouwers, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296.245, fax: +31.43.3296.296, E-mail: n.brouwers@eipa.eu. Your name and address will be part of EIPA's database for our mailing purpose only. If you do not wish to be included in our mailing database, please tick the box on the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Cancellation policy

EIPA reserves the right to cancel the event up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website www.eipa.eu (*legal notice*).

Should you wish to receive invitations to our seminars electronically, to inform us of any changes in your work or address details, or should you no longer be interested in receiving information from EIPA, please fill in our online update form at <http://www.eipa.eu/en/customer/new/>.