



EUROCONFERENCE 2010, the anniversary edition!

A stock-taking of the Brussels association environment

Registration Form

Event Date: Thursday 29th April 2010

Event Time: From 9.00 to 18.00

Location: Sofitel Brussels Europe, Place Jourdan 1, B – 1040 Brussels

Step 1/3 - Details:

| | |
|--------------------------|--|
| Title | |
| First Name | |
| Last Name | |
| Organisation Name | |
| Position | |
| Address | |
| City/Town | |
| Post Code | |
| Country | |
| E-mail Address | |
| Main Phone | |
| Fax | |
| VAT number | |



Please indicate which description suits your organisation best:

- Association Executive
- Consultancy
- Corporate Representative
- Institution Representative
- NGO Representative
- Permanent Representation to the EU Representative
- Press (Accreditation required)
- Speaker
- Other (Please specify)

Step 2/3 - Registration Items:

Regular Participant:

- **Registration fee* - €150**
- **Early bird fee before 2 April (excl. 21% VAT) - €125**

Second person from the same company/organization:

- **Registration fee - €125**
- **Early bird fee before 2 April (excl. 21% VAT) - €100**

Please complete each page per participant

*All prices exclude Belgian VAT (21%) where applicable.

I have read and agreed the general terms and conditions for the event (see Page 5 and 6).



Step 3/3 – Payment

3.1 Credit Card

| | | | |
|---|-------------------------------|-------------------------------------|-------------------------------|
| Card (please tick) | <input type="checkbox"/> VISA | <input type="checkbox"/> MasterCard | <input type="checkbox"/> AMEX |
| Cardholder's First and Last Name | | | |
| Card number | | | |
| Expiration date | | | |
| Card Verification Code (last three digits at back of VISA and Mastercards, last four digits at front of AMEX cards) | | | |
| Signature | | | |

3.2 Bank transfer

Please remit payment to:

Account Holder: Kellen Europe NV
Bank: BNP Paribas, Montagne du Parc 3, B-1000
 Bruxelles, Belgium
Acct. No.: 001-3884301-12
IBAN : BE19 0013 8843 0112
SWIFT/BIC : GEBABEBB

Communication: Registration EuroConference 2010

For questions on event registration
 Please call Sofie Peeters: +32 (0)2 761 16 43 or email:
euroconference@kelleneurope.com
FAX: +32 2 761 1699

**Your registration will only be confirmed
 once payment has been received.**

Please fax this form fully completed,

together with a proof of payment if you chose to pay by bank transfer.



General Terms and Conditions of the Event

Registration and Cancellation Policy

The present terms and conditions apply to EuroConference 2010, organised by Kellen Europe NV, 142, Avenue Jules Bordet, B-1140 Brussels, in the Sofitel Brussels Europe, Place Jourdan 1, 1040 Brussels.

1° Registration

Participants register to the EuroConference 2010 by using the online registration module provided on the event's website. Payment is made by bank transfer or by credit card (Visa, MasterCard or American Express) as part of the registration process. No registration is effective as long as no payment has been received and processed successfully.

Fees paid by participants cover admission to EuroConference 2010, access to all conference sessions, lunch and coffee breaks during the conference, conference material. All prices are excluding Belgian VAT (21%).

2° Confirmation of Registration

A confirmation of registration/acknowledgement of payment will be sent to each registrant upon receipt of payment together with an invoice. Delegates are asked to bring the letter of confirmation when collecting their conference documents.

3° Changes of participant

Organisations/companies can proceed to change names of participants of the same organisation/company until 2 April 2010, free of charge. After that date, registrations become personal any change in name will require a new registration.

4° Cancellation Policy - Cancellation by the participant

Participants can cancel their registrations until 2 April 2010. Until that date, payments already received by Kellen Europe will be refunded (limited to the amount paid by the participants). However, a fee of 100 EUR will be charged to cover administrative and banking costs. Refunds will be handled after the event.

In case of cancellation after 2 April 2010 or in case of no-show, fees paid for registration will not be refunded.

5° Cancellation Policy - Cancellation by the organiser

If the organiser cancels the event for any reason other than force majeure, registration fees are refunded to registered participants. However, refunds are limited to the amount paid by



the participants. The organiser is not liable for any other loss or expenses incurred by participants as a consequence of the cancellation.

In the event that the EuroConference would be cancelled, postponed or relocated on account of fire, flood, riot, earthquake, civil commotion, decisions taken by the national and/or local authorities, weather conditions, strike, lock-out, labour disturbances, explosions, sabotage, accident, terrorism, war, acts of God or any other causes or casualties beyond the control of the organiser, no refund shall be made. Participants to the EuroConference 2010 waive all claims for damage in this case.