

IFES Convention 2004 in Vilnius

booking form

(please fill in **per person** and fax to +49-5242-9454-99)



A Participant

Company name:			
sector of activity:			
country association:			
address			
area code		city	
country			
phone:			
fax:			
eMail + homepage :			
participant name	Family name	Christian name	function
			Vegetarian yes / no

B Accomodation

- I will book **myself** the **Hotel Reval Lietuva**
must reserve by 30 APRIL 2004 (availability of rooms cannot be guaranteed after this date)
- 1 Standard Single: EUR 86/night
 - 1 Single De luxe: EUR 115/night
 - 1 Double de luxe: EUR 129/night
 - 1 Double Executive: EUR 150/night

Make reservation under the code "IFES/LIPSTA" via

Phone: + 370 5 272 6200 Fax: + 370 5 272 6210

e-mail: sales@revalhotels.com

fromto	Number of rooms	single/double	price
June 23 th /24 th			
June 24 th /25 th			
June 25 th /26 th			
June 26 th /27 th			
in total			EUR

- I will book at another hotel which is _____ from/until _____

Attention: The hotel has to be booked and paid by yourself! Above statements are necessary for organization reasons only. All bus transfers start from Hotel Reval Lietuva

C Arrival in Vilnius

 (look at our website www.ifesnet.com) for descriptions:

(please fill in the date and time of estimated arrival and departure)

- by plane arrival: _____ departure: _____
- by train arrival: _____ departure: _____
- by car arrival: _____ departure: _____

D spouses program

- I am interested in the spouses program (see IFES Convention program for dates)

name of spouse / remarks: _____

- Reserve the Vilnius Old Town walking tour, price 15,- € (incl. VAT)
- Reserve the Vilnius Cathedral tour, price 15,- € (incl. VAT)
- Tour "A taste of Lithuanian History and Folklore", 50,- € (incl. VAT)

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name participant: _____

E IFES Convention

date	events	I will participate (mark w. X)		price per person	remarks
June,24	IFES Convention 2004	<input type="checkbox"/>	<input type="checkbox"/>	Participants Eastern Europe: EUR 230	No VAT*
		<input type="checkbox"/>	<input type="checkbox"/>	IFES members: EUR 280	
		<input type="checkbox"/>	<input type="checkbox"/>	Non members: EUR 330	
10:30 a.m.- 12:00 p.m.	IFES presidium meeting (<i>presidium members only</i>)	<input type="checkbox"/>	<input type="checkbox"/>		included
1:00 p.m. – 3:30 p.m.	IFES board meeting (<i>board members only</i>)	<input type="checkbox"/>	<input type="checkbox"/>		included
4:00 p.m. – 5:00 p.m.	IFES AGM (<i>all members and guests</i>)	<input type="checkbox"/>	<input type="checkbox"/>		included
6:00 p.m. – 7:00 p.m.	IFES get together and reception	<input type="checkbox"/>	<input type="checkbox"/>		included
7:30 p.m.	IFES dinner in <i>Restaurant ŽEMAICU SMUKLE</i> - <i>optional</i> -	<input type="checkbox"/>	<input type="checkbox"/>	EUR 50 (final price VAT incl.; estimated price)	to be paid separately
June,25	IFES Convention speeches and presentations (whole day)	<input type="checkbox"/>	<input type="checkbox"/>		included
7:00 p.m.	IFES dinner in the Town Hall of Vilnius	<input type="checkbox"/>	<input type="checkbox"/>	EUR 60 (!only if booked separately for spouse)	Included in convention fee
June,26 10.00 p.m.	IFES Tour Vilnius town, exhibition centre and countryside (Trakai Castle) (<i>inc. lunch and dinner</i>)	<input type="checkbox"/>	<input type="checkbox"/>	EUR 80 (final price VAT incl.)	to be paid separately
June, 23 7:00 p.m.	IFES dinner in Vilnius restaurant - optional -	<input type="checkbox"/>	<input type="checkbox"/>	EUR 45 (final price VAT incl.)	to be paid separately
in total				EUR	

All prices for convention attendees include lunches, softdrinks and coffee/tea. Further indicated prices are plus VAT.

Fees for the Convention have to be paid in advance against invoice by June, 4, 2004.

F IFES supplier showcase

I request space for

<input type="radio"/> 1 display	250 EUR (no VAT*)
<input type="radio"/> 1 frame for the panel – for rent, (panel will be delivered by myself according to product description of display banner fix duo in the web-site www.ifesnet.com/Convention/Exhibition)	free of charge
<input type="radio"/> 1 booth	450 EUR (no VAT*!)

Attention: The display or stand are to be set up by yourself.

Electricity only, no water supply

*IFES is an association based in Belgium, (a non business venture). Taxes are not levied. There are no possibilities to separately invoice pre-tax (VAT). Costs are invoiced inclusive of VAT. Therefore we must take Gross a equal to Net for calculation purposes. In IFES invoices that you receive we can therefore not note VAT as a separate cost factor. Due to this the receiver of the invoice cannot claim the VAT as a separate item.