



**Project carried out**

**with the financial support of the European Commission**

**Regional seminar I**

**Practical Guide for using Asbestos Registries**

**17 April 2018 in Ljubljana (Slovenia)**

**PRACTICAL INFORMATION**

**Dates**

Participants are expected to arrive on Monday, 16 April 2018 in the evening.

The conference will start on Tuesday, 17 April at 9 a.m. and end at 4:00 p.m.

**Conference Venue**

The seminar will take place in:

**Slovenian Chamber of Commerce and Industry**

**Dimičeva ulica 13**

**1000 Ljubljana**

**Slovenia**

[**https://eng.gzs.si/vsebina/Event-Management/Conference-Center**](https://eng.gzs.si/vsebina/Event-Management/Conference-Center)

**Hotel Accommodation**

Participants will be accommodated in:

**City Hotel Ljubljana**

**Dalmatinova 15**

**1000 Ljubljana**

**Slovenia**

[**https://www.cityhotel.si/**](https://www.cityhotel.si/)

**InterpretinG**

Interpreting will be provided from and into **Slovenian, Bulgarian, Serbo-Croatian and English.**

**ATTENDANCE LIST**

Registration of participants will take place on Tuesday, 17 April 2018 from 9:00 till 9:15 a.m.

All participants must sign the attendance list upon registration.

**HOTEL ACCOMMODATION**

The organizers will cover your stay in a single room for **a maximum of one day full board. No other expenses will be paid for**.

The **EFBWW** will arrange the **hotel reservations** and payment based on the information given in the registration form.

**REIMBURSEMENT OF TRAVEL EXPENSES**

Please note that the maximum amount that will be reimbursed for travel expenses is **350 Euro.**

Should your travel expenses exceed this amount, please contact EFBWW at info@efbh.be to ask for approval.

All participants will receive a reimbursement form upon registration, which must be completed correctly and returned to the organizers after the conference.

For **all** amounts and expenses stated in the form (train, air travel, bus, tram, metro, etc.) the original supporting documents must reach the EFBWW Secretariat in Brussels **no more than four weeks after the meeting.**

Statements of expenses that are not submitted in time will not be considered.

The EFBWW will reimburse travel expenses on the following basis:

* ![MCj04347500000[1]]()For **air travel**, which is authorised only for a distance of over 800 km (400 + 400) or a journey involving a sea crossing, expenses will be reimbursed on the basis of the least expensive fare available at the time of the invitation (business class and/or higher rate tickets will not be reimbursed).

**Those travelling by plane are required to send in both the remainder of the original plane ticket and the boarding passes!**

* For **train travel**, expenses will be reimbursed on the basis of the shortest and least expensive route in first class.
* For **travel by car**, expenses will be reimbursed on the basis of the price of a first-class return train ticket. Please provide documentary evidence from your railway station indicating the price of such a ticket. Parking costs are not refundable.

**Programme**

For further information, please contact the EFBWW secretariat:

Tel.: +32 (0)2 227 10 40 - Fax: +32 (0)2 219 82 28 - e-mail: info@efbh.be