
PEOPLE MANAGEMENT FOR LINE MANAGERS

YOUR PEOPLE ARE THE HEART OF YOUR BUSINESS

FINANCIAL CONDITIONS

The Luxembourg Ministry of Finance will pay for:

- Experts' fees
- Management fees
- Accommodation from Saturday 28 May to Sunday 5 June (8 nights, including breakfast)
- Welcome dinner on Saturday 28 May
- Lunches on seminar days (from Sunday 29 May to Friday 3 June)
- Dinner on Sunday 29 May
- Closing event on Friday 3 June
- Transportation: private bus to and from the Sunday activities in Belgium, city bus for the visit of the city.

The participants will have to pay for:

- Contribution fees: 140 € excl. VAT per participant per working day
 $6 \times 140 \text{ €} = 840 \text{ €} + 3\% \text{ VAT}$
- Insurance: contribution of 15 € + 3% VAT to a travel insurance valid in the Schengen area and covering medical costs, repatriation and physical injury.
- Flight tickets
- Visa fees if requested
- Dinners on seminar days (from Monday 30 May to Thursday 2 June)
- Meals during the weekend (lunch on Saturday 28 May if arrival in the morning, lunch and dinner on Saturday 4 June, lunch on Sunday 5 June if departure afternoon)
- Transportation for their personal needs
- Extra services in the hotel (telephone, pay-tv, etc)

Payment deadline

The payment of **880.65 EUR** will have to be made at the latest by **6 May 2016**. There will be no refund in case of cancellation after that date.

