

---

**PEOPLE MANAGEMENT FOR TEAM MANAGERS**  
***YOUR PEOPLE ARE THE HEART OF YOUR BUSINESS***  
**FINANCIAL CONDITIONS**

---

Ref. JT/HL/2017.032

**The Luxembourg Ministry of Finance will pay for:**

- Experts' fees
- Management fees
- Accommodation from Saturday 13 May to Sunday 21 May (8 nights, including breakfast)
- Welcome dinner on Saturday 13 May
- Lunches on seminar days (from Sunday 14 May to Friday 19 May)
- Dinner on Sunday 14 May
- Closing event on Friday 19 May
- 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: 200 € excl. VAT per participant per working day  
 $6 \times 200 \text{ €} = 1200 \text{ €} + 3\% \text{ VAT}$
- Insurance: contribution of 30 € + 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 15 to Thursday 18 May)
- Meals during the weekend (lunch on Saturday 13 May if arrival in the morning, lunch and dinner on Saturday 20 May, lunch on Sunday 21 May if departure in the afternoon)
- Transportation for their personal needs
- Extra services in the hotel (telephone, pay-tv, etc)

**Payment deadline**

The payment of **1266.90 EUR** will have to be made at the latest by **21 April 2017**. There will be no refund in case of cancellation after that date.