



PEOPLE MANAGEMENT FOR TEAM 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 4th May to Saturday 11th May (7 nights, including breakfast)
- Welcome dinner on Saturday 4th May
- Lunches on seminar days (from Sunday 5th May to Friday 10th May)
- Dinner on Sunday 5th May
- Closing event on Friday 10th 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 6th to Thursday 9th May)
- Meals during the weekend (lunch on Saturday 4th May if arrival in the morning, lunch on Saturday 11th 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 **15th April 2019**. There will be no refund in case of cancellation after that date.