



NOT PRIVATION BUT APPROPRIATE LIVING

5 to 7 December 2008

Chant d'Oiseau Conference Centre, Brussels, Belgium

Notes for Participants

Please note that a separate booking form should be completed for each person attending.

Costs

- The cost of the main conference (including meals and board) is **€195 per person**.
- If you are an Associate/Supporting Member of QCEA or if you are representing an MM or PM who is an Associate/Supporting Member of QCEA you are entitled to a reduced cost of €170. For representatives of MMs or PMs this is limited to one person per MM/PM.
- There is a separate charge of €35 for the optional session at QCEA on Monday 8 December. Please see the note below for more information.

Confirmation of Booking

- Places at the conference will be confirmed in writing on receipt of booking forms and payment.
- The full agenda and background papers will be sent to conference participants by mid-November 2008.

Facilities

- The accommodation is basic in shared rooms in the conference building. If you absolutely require a single room and you would be unable to come to the conference otherwise, please give reasons on the booking form. We cannot guarantee allocation of single rooms and will not be able to do so until after the closing date for bookings.
- The Conference Centre can cater for vegetarian and low fat diets, but unfortunately cannot cater for vegan or other specialist diets. A fridge and a microwave are available if you need to bring your own food. Please indicate clearly if you need to use these facilities.
- It is important to note that vegetarian meals will only be available to those who have indicated this preference on their booking form.
- Unfortunately, we are unable to offer childcare.

Non-residential participation

Due to space constraints, we can only accept a limited number of participants who do not require accommodation. These places will be allocated on a 'first come first served' basis.



Quaker Council for
European Affairs

Quaker Peace and
Social Witness



Optional programme at QCEA on Monday 8 December

- There will be an additional programme at Quaker House, Brussels on the morning of Monday 8 December. The programme will give an introduction to the work of QCEA with an additional speaker from one of the European Institutions or an NGO, followed by a discussion and lunch.
- Places for this are limited to 25 participants and will be filled on a 'first come first served' basis.
- The cost of this session will be €35 in addition to the standard conference fees. This includes an overnight stay at the Conference Centre on Sunday 7 December on a bed and breakfast basis and lunch at QCEA. (We are unable to provide an evening meal on Sunday 7 December. However, there are ample opportunities to sample Belgian cuisine in the centre of Brussels.)

Cancellation Policy

Chant d'Oiseau has a strict cancellation policy. Therefore we can only refund the full conference fees for cancellations received by 18 September 2008. After this date we are only able to refund 50% of fees paid unless we are able to fill your place.

Offers of Assistance

- The conference organisers would appreciate the assistance of Friends attending the conference in assisting participants with mobility difficulties e.g. helping with luggage, stripping beds on Sunday, wheelchair assistance (if needed). We also need some help on the bookstall (2-3 hours spread across the weekend).
- If you are able and wish to offer your services, please indicate on the booking form.
- All Friends who offer their services will be contacted and briefed by mid-November.

Travel

The Conference Centre is located in Brussels, and is accessible by public transport from the airport and Eurostar terminal. Full directions will be sent with receipts.

Please return booking forms and payments before 18 September 2008 to:

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