



General Information

Registration

Completed Registrations Forms should be returned to ICDA **before 1st April 2008**.

Any registration received after this date will be handled on a case-by-case basis, but it is firmly stressed – and this should be duly noted – that accommodation at the Westin Hotel cannot be guaranteed.

Registration Fees

The registration fee includes participation in the Meeting sessions, meals and drinks. Please note that **all bank charges** should be paid at your end.

Accompanying Person

The “Accompanying Person” is deemed to be a spouse and not a business colleague attending the Conference. The Accompanying Person’s Fee includes the two evening functions on 14th and 15th May.

Accommodation

Room rates at the Westin Hotel are as follows:

Single occupancy 370 €

Double occupancy 390 €

These rates include a buffet breakfast and taxes.

Confirmation of Registration and Accommodation

ICDA will confirm the registration of delegates after receipt of payment. Delegates are requested to send a **swift copy**.

Accommodation will be confirmed directly by the Westin.

Cancellation of Registration

For any cancellation made between 30 to 7 days before arrival, the Westin will charge a one-night rate to your credit card.

For any cancellation made 7 days before arrival, the Westin will charge all the nights previously booked to your credit card.

In case of no-show, the Westin will charge all the nights previously booked to your credit card.

As regards registration fees paid to ICDA, for any cancellation made 30 days before the meeting, internal rules will apply namely: “**No refund** of the registration fee will be made, however, **delegate substitution will be allowed.**”

REACH Session

Should you wish to attend the REACH meetings please mention it on the registration form.

It is possible to attend the REACH Session only.

Payment

As noted on the registration form, registration fees should be paid by **bank transfer** to ICDA (in Euros) whilst accommodation will be charged to your credit card by the Westin Paris.

Airport transfer

Roissy and Orly airports are well connected to the city by taxi and public transportation.

Visas

Delegates are invited to check whether a visa is necessary for their entry into France.

Climate

May is Spring in France. Temperatures around 18°C may be expected.