

Baltic Professional Development Program
“Innovative Management of Higher Education Institutions”
October 31th – November 2nd, 2012, Riga, Latvia
Hosted by: University College of Economics and Culture; Innovative Strategic Solutions

REGISTRATION FORM

Please return
 To UNIVERSITY COLLEGE OF ECONOMICS AND CULTURE
 Lomonosova street 1/5, Riga, Latvia, LV-1019
 Fax: +371 67114111 Mob: +371 29174940, +371 29251390
 E-mail: administracija@eka.edu.lv

(PLEASE USE CAPITAL LETTERS)

Title

First name:	Surname:
Institution:	Position:
Address:	
Phone:	Fax:
Email:	
V.A.T. number (if applicable):	
Registration no/Company code:	

REGISTRATION FEE

EARLY BIRD FEE UNTIL SEPTEMBER 10 th , 2012 450 EUR	<input type="checkbox"/>
PARTICIPATION FEE UNTIL OCTOBER 10 th , 2012: 500 EUR	<input type="checkbox"/>
LATE FEE AFTER OCTOBER 10 th , 2012: 550 EUR	<input type="checkbox"/>

Registration fee, payable in advance upon registering, cover program materials, refreshments, coffee breaks, welcome reception and opening dinner, lunches.
 Registration fee DOES NOT cover hotel accommodation.

Working language - English.

Translation into RUSSIAN language upon request, could be provided

Which language do You prefer?

English ☐

Russian ☐

DINNER SECTION

Will you participate in Welcome reception on the 30th of October?

Yes ☐

No ☐

Will you participate in opening dinner on the 31th of October?

Yes ☐

No ☐

VISIT SECTION

Will You participate

☐ in a walking tour around Old Riga?

☐ in a visit one of the Top 10 Latvian companies?

☐ in a visit to The Latvian National Opera House – Ballet “Anna Karenina”

☐ in an excursion to Rundāle (<http://www.rundale.net>) (fee – up to 20 EUR, depends on participation)

or Jūrmala (www.jurmala.lv)

PARTNER SECTION

My partner will be joining me for the following meal: 45 EUR Opening Dinner and party **31/10/2012** ☐

	31.10. 25 EUR	01.11. 25 EUR	02.11. 25 EUR
lunches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payment for partner

Payment for your partner's meal has to be made upon arrival.

DIETARY NEEDS

If you have special dietary need, food allergies, special requirements, please indicate in the next page:

☐ Vegetarian

☐ Other dietary needs (please give details below)

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ACCOMODATION

HOTEL ISLANDE 60 EUR/Single 65 EUR/Double

Please contact hotel directly with reference to the 1st International Baltic Professional Development Program

Tel. +371 67608016

Fax. +371 67608001

Mob. +371 28328106

E-mail: darja.bobovnikova@islandehotel.lv

PAYMENT

☐ By bank transfer to:

"Ekonomikas un kultūras augstskola" SIA

Lomonosova 1/5, Rīga, LV-1019

V.A.T. Nr. 40003402986

A/S SWEDBANK, SWIFT: HABALV22,

Account NO. LV74HABA0551013361890

Note: Unfortunately, we cannot accept credit cards.

Do you need to apply for a visa to enter Latvia?

Yes ☐ No ☐

CANCELLATIONS

Only cancellations in written received before October 21th, 2012 will be refunded (a cancellation administration fee of 10% will be charged). Thereafter, unfortunately, we are not able to refund any fees. If you are not able to attend, you are always welcome to send a replacement. However, prior notification is required.

DATE

The confirmation email will be sent to you after getting filled in registration form.

Please note that UNIVERSITY COLLEGE OF ECONOMICS AND CULTURE is only collecting Conference Registration fees.
Hotel fee is to be paid directly to the hotel.

INFORMATION FOR INVOICING: please fill in the information about invoice recipient

Institution/ Person:	
Address:	
Phone:	Fax:
Email:	
V.A.T. number (if applicable) for institutions:	
Company code/ Personal code :	