

**Baltic Professional Development Program  
“Innovative Management of Higher Education Institutions”  
October 31<sup>th</sup> – November 2<sup>nd</sup>, 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](mailto: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 <sup>th</sup> , 2012 450 EUR	<input type="checkbox"/>
PARTICIPATION FEE UNTIL OCTOBER 10 <sup>th</sup> , 2012: 500 EUR	<input type="checkbox"/>
LATE FEE AFTER OCTOBER 10 <sup>th</sup> , 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 30<sup>th</sup> of October?

Yes

No

Will you participate in opening dinner on the 31<sup>th</sup> 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](http://www.jurmala.lv))

## PARTNER SECTION

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

	<b>31.10.</b>	<b>01.11.</b>	<b>02.11.</b>
lunches	25 EUR	25 EUR	25 EUR
	<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](mailto: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 21<sup>th</sup>, 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 :	