

REGISTRATION FORM

SEMINAR: "Family Mediation and Guidance in Cross-Border Disputes within the EU: How to improve practices?"

This seminar is organized by the Judicial Training Institute (Belgium) in conjunction with the European Judicial Training Network (EJTN), the '*Ecole Nationale de la Magistrature*' (France), the '*Consejo General de Poder Judicial (Escuela Judicial)*' (Spain), the '*Studiecentrum Rechtspleging*' (Netherlands), the *Supreme Court* (Estonia), the *National School of Judiciary and Public Prosecution* (Poland) and the *National Institute of Magistracy* (Romania) with financial support from the European Commission's Directorate-General for Justice, Freedom and Security (Programme 'Civil Justice' (2007-2013)).

Ref.: MAG/INT/2012.103

Please return the fully completed registration form not later than **Friday 16 March 2012** by e-mail or fax to:

Ms Anita COOLS
Judicial Training Institute
Avenue Louise 54
1050 Brussels
Phone: + 32.2.518.49.56
Fax: +32.2.518.49.79
[mailto: Anita.cools@igo-ifj.be](mailto:Anita.cools@igo-ifj.be)

Dates

- Monday 16 April 2012 (during the afternoon and evening): arrival of the participants at the conference centre
- Tuesday 17, Wednesday 18, Thursday 19 April (ending at 14.00)

Venue

Hôtel Jean de Bohême – Place aux Foires, 2 – 6940 Durbuy - Tel. +32.86.21.28.82 – www.jean-de-boheme.be

1.- Personal data

Surname: _____

First name: _____ Gender (M/F): _____

Current position: _____

Organization: _____

Department: _____

Work address: _____

Postal code: _____ Town: _____

Country: _____

Telephone: _____

Mobile phone: _____

E-mail: _____

2.- Travel

2.1. Reimbursement of travel expenses

Within the following limits and under the following conditions, the Judicial Training Institute will reimburse the following travel expenses:

- long distances: by airplane: flights in economy class, limited to 400 €
- short distances:
 - by train: reimbursement limited to the price of a train ticket (1st class) for the distance between your work address and the seminar centre
 - by car: reimbursement limited to the equivalent of the price of a train ticket (1st class) for the distance between your work address and the seminar centre.

You are kindly requested to organize your trip yourself. **The travel costs shall be reimbursed after the seminar by bank transfer.** The budgetary rules of the European Commission impose the production of the following documents for the reimbursement of travel costs:

- a copy of the invoice of plane or train tickets; or
- a copy of flight or train tickets, including boarding passes;

- travel expenses by private car: a copy of the reimbursement claim.

At the seminar you will be given a form “declaration of travel expenses” through which you’ll have to identify the bank account on which the travel costs can be reimbursed (IBAN and BIC codes obligatory for international payments!) and to which the above-mentioned documents have to be attached. In order to facilitate and accelerate the administration of the reimbursement, **please bring the above-mentioned information and documents (including identification of your bank account) with you to the seminar.**

2.2. Indication of your transport mode

For participants travelling by airplane, the Judicial Training Institute will organize **a shuttle service** between the Brussels airport and the conference centre.

For those who travel by train, **a shuttle service** will be organized between the station of Barvaux, the station of “Bruxelles-Midi” and the conference centre. The station of Barvaux is the nearest to Durbuy. It is a rather small station and trains are not going frequently. The station could however be interesting for participants coming from Germany.

In order to be able to organize the shuttle service, please indicate below your transport mode (without this information, you will have to organise the transport to the seminar centre yourself).

☐ AIRPLANE

- Flight number: _____

- Arrival at the Brussels Airport: date: _____ + hour: _____

- Departure from the Brussels Airport: date: _____ + hour: _____

☐ TRAIN

- Arrival: date: _____ + hour: _____ + station: Barvaux / Bruxelles-Midi^(*)

- Departure: date: _____ + hour: _____ + station: Barvaux / Bruxelles-Midi^(*)
(*) [Encircle the station of your choice].

☐ CAR

[Route to the hotel: www.jean-de-boheme.be/fr/pages/jeandeboheme_fr_acces.php]

3.- Accommodation and meals

The Judicial Training Institute covers the cost of lodging and meals at the hotel “Jean de Bohême”. The JTI will also take care of your room reservation.

Please indicate below what your intentions are concerning nights and meals.

I will stay at the Hotel « Jean de Bohême » the following nights:

- ☐ Monday 16 April 2012
- ☐ Tuesday 17 April 2012
- ☐ Wednesday 18 April 2012

I will attend the reception on Tuesday 16 April:

- ☐ yes
- ☐ no

I will attend the lunch on:

- ☐ Tuesday 17 April 2012
- ☐ Wednesday 18 April 2012
- ☐ Thursday 19 April 2012

I will attend the dinner on:

- ☐ Monday 16 April 2012
- ☐ Tuesday 17 April 2012
- ☐ Wednesday 18 April 2012

Particular dietary requirements:

- ☐ no
- ☐ yes, which one ?

4. Active language knowledge

In which language would you prefer to participate in the workshop on 18 April?

English

French

Do you have sufficient good knowledge of the other language in order to participate in the workshop?

YES

NO

Any other observations:
