REGISTRATION GUIDELINES

You can register through this ONLINE FORM until 24 June.
Before filling in the form, please read carefully the information below.

I. About the conference

Programme outline

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Throughout the conference:
Exhibition stands, Inspiration and Commitment Wall, Social Media Corner, ‘Sketch my rights!’ Corner

Read more about the conference programme on the Eurochild website:
http://www.eurochild.org/events/eurochild-conference-2016/

Conference Venue

**Palace of the Academies** (Hertogsstraat 1, 1000 Brussels)
https://goo.gl/maps/oNYWRTaExJ72

**Hotel Le Plaza Brussels** (Adolphe Maxlaan 118-126, 1000 Brussels)
https://goo.gl/maps/QizA98e4axz
II. Registration fees and registration process

Registration fees
The early bird registration fee is 150€ for Eurochild members and Brussels based organisations and professionals and 200€ for non-members, applicable until 30th May. The standard rates after 30th May are 175€ for Eurochild members and Brussels based organisations and professionals and 250€ for non-members. We are offering a special rate for selected children’s delegations: 200€/delegation.

The registration fee covers lunches, the welcome reception and conference dinners.

Registration process & Payment of registration fees
Participants (including selected workshop contributors) need to register through this online form. After we have processed your registration, you will receive a confirmation email, together with an invoice for the registration fee. Payment instructions will be on this invoice.

In order to participate with a children’s delegation, please send us your submission to the call for delegations. Following selection, delegations will receive a confirmation email, an invoice for the delegation’s fee, payment instructions, as well as information about the child protection policy.

III. Travel and accommodation

Travel
Please arrange and book your travel individually. We advise to book early. You may want to use Skyscanner or Expedia. Travel costs of sponsored participants will be reimbursed after the conference up to 250€.

Accommodation
Sponsored participants:
Eurochild will book and pay directly for rooms for sponsored participants, including invited speakers, sponsored Eurochild members, selected workshop contributors, and members of the children’s advisory group. Sponsored participants will be staying at Hotel Brussels Motel One.

Non-sponsored participants:
Non-sponsored participants will be asked to cover their own accommodation costs and make their own bookings.

We made an agreement with Hotel Brussels Motel One, which is located in walking distance to the conference venue. A high number of rooms have been blocked for conference participants, until the 31th May, for a fix rate of 79,00 € per room (single or double) per night. This rate includes VAT but excludes city tax (4,50€ per room per night) and breakfast (9,50€ per person per day).

As Motel one only offers single or double rooms (no twins), we have also made a block booking for conference participants, until 5th June, at Ibis Brussels off Grand Place for fixed rates of 105€/room/night (double room for single use) and 120€/room/night (double/ twin room for two persons); as well as at Ibis Brussels Centre Sainte Catherine for fixed rates of 95€/room/night (double room for single use) and 110€/room/night (double/ twin room for two persons). These rates exclude city tax (4,75€/room/night), but includes buffet breakfast, service and VAT.

After the dates above, the same rates apply, but rooms can be booked upon availability. After we have processed your registration, you will receive a confirmation email with further information about the available rooms and instructions for the booking.
IV. Sponsorship policy

Principles and conditions for refunding travel and accommodation and exemption of registration fees

EUROCHILD MEMBERS

Sponsorship for Eurochild members: Application closed

This year, in addition to the sponsorship for speakers, workshop contributors and young people co-organising the event, Eurochild has allocated funds for sponsoring a limited number of members. Sponsorship for selected members covers travel (up to €250) and accommodation (2 nights) for one representative per selected member organisation.

Sponsorship was granted on a first come, first served basis, to members fulfilling the following criteria:

Demonstrated motivation to attend the conference; Financial need for sponsorship

CONTRIBUTORS

Invited Plenary Speakers – Eurochild covers travel and accommodation (2 nights). Exemption from the registration fee.

Children’s advisory group (including accompanying adults) – Eurochild covers travel (up to €250/ person) and accommodation (3 nights). Exemption from registration fee.

Other contributors (e.g. workshop facilitators & speakers) – Eurochild will cover the travel costs up to a maximum of 250€ for up to two persons/contribution, or in case the workshop is co-organised by children and young people, up to two children/young people and one accompanying adult. Travel costs will be reimbursed following receipt of an expenses claim after the event.

Eurochild will cover the accommodation costs for up to 2 nights for two persons/contribution, or in case the workshop is co-organised by children and young people, up to two children/young people and one accompanying adult. Under exceptional circumstances 3 nights may be covered if required for preparation time or due to lack of travel options. The hotel rooms will be booked and costs will be paid directly by Eurochild. Extras (phone bills, bar etc.) are not included.

All contributors are required to pay the conference registration fee at the ‘Early bird’ members rate (€150).

CHILDREN AND YOUNG PEOPLE

Children’s delegations: Open until 17th June

A fixed registration fee is offered for children’s delegations (comprising children, young people and accompanying adults representing the same organisation). In order to participate with a children’s delegation, interested organisation need to send their submission to the call for delegations.

Delegations will be asked to cover their own travel and accommodation costs, but following selection and registration, we will assist with bookings of accommodation in order to enable most participants staying at the same hotel and to secure preferential rates. The organisers are also reaching out to partners to help fund the participation of children and young people at the conference. In case of success we will allocate the received contributions to reimburse expenses of the delegations.

Sponsored participants will be able to claim agreed travel costs after the conference using the standard Eurochild Expense claim form. Their accommodation will be booked and pay directly by Eurochild.

Should you have any questions, please contact us at Andreia.DosSantos@eurochild.org