**REGISTRATION FORM**

**Case Management and the use of EU legislation and tools: Key Components in the Fight against Financial Crimes.**

This seminar is supported by the European Union Programme Hercule II (2007-2013). This programme is implemented by the European Commission. It was established to promote activities to combat fraud affecting the EU's financial interests, including cigarette smuggling and counterfeiting.

<http://ec.europa.eu/anti_fraud/about-us/funding/index_en.htm>

Ref.: INT-200/2014

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**Dates**

* Wednesday 21 May 2014 (during the afternoon and evening): arrival of the participants at the hotel

<http://ibishotel.ibis.com/gb/hotel-3152-ibis-brussels-centre-gare-midi/index.shtml>

* Thursday 22 and Friday 23 May 2014 (ending at 16:00)

**Venue**

Institute of Judicial Training (IGO-IFJ) – Avenue Louise 54 – 1050 Brussels (Belgium) <http://goo.gl/maps/vrmRv> **.**

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| **1.- Personal data** |

* **SPEAKER**
* **PARTICIPANT**

**Surname**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Gender (M/F)**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Current position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postal code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Town:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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
* 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: cost of a journey is calculated at a rate per km in accordance with the internal rules of the organisation concerned up to a maximum of € 0.22/km.

You are required to organize your trip by 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 therefore receive a “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**

The closest airport is Brussel – Zaventem (national airport)

There are two Terminals: T1 (principal one) and T2 (low cost flights). A shuttle bus runs from T1 to T2

From both you can get to the city by:

* Taxi: about 30€ each trip to the city center
* There is also a train station going straight from the airport to Brussels-Midi (8€)

<http://www.belgianrail.be/jp/sncb-nmbs-routeplanner/query.exe/en>

You also may look for flights going to Brussels South ( Charleroi, Liege) or Oostende (both are low cost airports, 1hour / 1.h 30min far from Brussels city by bus or train; <http://www.belgianrail.be/jp/sncb-nmbs-routeplanner/query.exe/en>

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| **3.- Accommodation and meals** |

The Judicial Training Institute covers the costs of the nights and meals on 22 and 23 May till 16:00. The JTI will also take care of your room reservation. <http://ibishotel.ibis.com/gb/hotel-3152-ibis-brussels-centre-gare-midi/index.shtml>

Please indicate below:

**hotel**

* night of 21 to 22 May
* night of 22 to 23 May
* **diner 22 of May (evening)**
* **reception 23 May 16:00**

if you have **particular dietary requirements**:

* yes, which one ?

**Eventually, other observations:**

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