

##### Chamber of Commerce Luxembourg – International Affairs

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##### RETURN BEFORE 31 MARCH 2014

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**Official Mission to Poland**

**Mai 6-9, 2014**

**Registration form**

**Participant-/ Company profile**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | | |
| First Name: |  | Last Name: |  |
| Job title: |  | | |
| Languages spoken: |  | | |
| Address: |  | | |
| E-mail: |  | | |
| Tel.: |  | Cell phone: |  |
| Assistant’s Name: |  | | |
| Assistant’s email: |  | | |
| Website: |  | | |

**Hotel booking**

The Chamber of Commerce suggests you to book a room at HYATT REGENCY WARSAW, where the seminar and round tables will take place. A special rate has been negociated. Each participant is personally responsible for hotelreservations. **Please be aware of the deadlines (April 7, 2014)**. Every booking has to be guaranteed by a credit card number.

|  |  |
| --- | --- |
| O | I will book a room at  **HYATT REGENCY WARSAW**  **ul. Belwederska 23, 00-761 Warszawa, Poland** T: +48 22 558 1016 F: +48 22 558 1009  Single room- 125€ +8% VAT/night  Double room- 140€ +8% VAT/night    The above rates include breakfast.  All rooms can be booked individually through as special link which will be available by **end of February** and forwarded to your attention. |
|  | |

**Transport**

The Chamber of Commerce recommends you to book the following flights:

1 LH6865S 06MAY 2 LUXFRA SS1 1420 1510   
2 LH1350S 06MAY 2 FRAWAW SS1 1610 1750   
3 LH1347T 09MAY 5 WAWFRA SS1 1010 1200   
4 LH6864T 09MAY 5 FRALUX SS1 1250 1335

Bus transfers are organised according to the proposed flights. Participants travelling on other flights will arrange their own transfers from and to the airport.

Each participant is personally responsible for flightreservations.

|  |  |
| --- | --- |
| O | I will book the recommended flights. |
| O | I will book other flights than the ones suggested by the Chamber of Commerce. |

**Delegation Brochure**

The Chamber of Commerce will publish a brochure presenting all participant’s company profiles. The brochure will be published in **English.** Therefore, please provide us with the following information before **March 15, 2014:**

|  |
| --- |
| Company description (max. +- 350 words) |
| Company’s logo (in high resolution) |
| Name, Job title (in English), company representatives’s passport photos (in high resolution) |
| Contact details (email/phone) |
| Website |

**Sectorial interests**

|  |  |
| --- | --- |
| **I confirm my interest for:** | |
| O | Banking / Finance |
| O | Logistics |
| O | ICT |
| O | Renewable energies |
| O | Space technologies |
| O | Materials |
| O | BioHealth |
| O | Construction |
| O | Other. Please specifiy: |

**General purpose of my participation:**

|  |  |
| --- | --- |
| O | Exploratory informative mission |
| O | Export of my products |
| O | Import of new products |
| O | Look for new partners |
| O | Look for investment opportunities |
| O | (Partial) transfer of my production or of my services |
| O | Look for end customers |
| O | Other. Please specifiy: |

**Business contacts (matchmaking)**

Matchmaking sessions will be organised. In case of interest, please fill out the form below and return it before **March 31, 2014** at the latest.

|  |  |  |
| --- | --- | --- |
| O | Herewith I confirm that I would like the Chamber of Commerce to organise individual meetings with Polish companies for me | |
| **Profile of contacts that I am looking for :** | | |
| O End customers | | O Commercial intermediaries (importers, distributors,…) |
| O Industrial partnership or co-operation | | O Manufacturing agreement (licence, patents) |
| O Partners for a joint-venture | | O Partners for technology transfer |
| O Other. Please specify: | | |
| **Specific companies that you would like to meet: Detailed description of the requested contacts** (if available, please indicate contact details: Company, name, surname, address, zip code, city, country, email address, phone number) | | |
|  | | |
| **Existing contacts or activities undertaken in Poland:** O Yes O No | | |
| If yes, please describe the activities or contacts (names) : | | |
| **Which activities would you like to develop in / with Poland?** (Main objectives of your participation: imports, exports, establishing a company, offering services…) | | |
|  | | |

Date: Signature/Company Stamp:

**N.B. In case of your cancellation after final registration the Chamber of Commerce will invoice you administrative costs amounting to 200.00 EUR per person.**