Welcome to JA Europe Annual Conference
29.11.2017 – 01.12.2017
Sofia, Bulgaria

THE CONFERENCE

Every year we invite our members to an internal conference, where they learn essential information about the network, communications, structure and overall organisation. This is an excellent opportunity for them to gain knowledge in important processes and procedures, as well as our growing community.

Our Conference is a great networking opportunity, where participants can connect with colleagues from other member countries. It is definitely an event not to be missed!

We are happy to welcome our colleagues this year in Sofia!
THE CONFERENCE VENUE

Grand Hotel Sofia
1, Gurko Str., 1000 Sofia, Bulgaria
Tel: (+359 2) 811 0811
Email: concierge@grandhotelsofia.bg
www.grandhotelsofia.bg

Location HERE

DRESS CODE FOR THE CONFERENCE

Dress code for all our meetings and workshops is Business Casual.

HOW TO GET THERE

Arrival by car/taxi – main hotel entrance

Arrival by own car and parking – secondary hotel entrance and garage entrance

Arrival by public transport frm the airport – take the tube from the airport and get off at Serdika station. The hotel is 5 minutes walk.
THE ACOMMODATION

The accommodation will be held in 3 hotels this year:

**GRAND HOTEL SOFIA**
1, Gurko Str., 1000 Sofia, Bulgaria
Tel: (+359 2) 811 0811
Email: concierge@grandhotelsofia.bg
[www.grandhotelsofia.bg](http://www.grandhotelsofia.bg)

**CENTRAL PARK HOTEL SOFIA**
106 Vitosha Blvd., 1463 Sofia, Bulgaria
Tel: (+359 2) 805 8181
Email: reservations@centralparkhotel.bg

**SUITE HOTEL SOFIA**
1A Yordan Yossifov Str.
1700 Sofia, Bulgaria
Tel: +359 2 440 80 80
Email: reception@suitehotelsofia.bg
Please note: The hotels are not located next to each other.

Check In/Out: • Check-in: after 2 PM / Check-out: 12 AM
Guests may contact hotel for further details if arriving earlier.
SPECIAL EVENTS

DINNERS – More info soon..

A visit to St. Alexander Nevski Cathedral is an exciting journey from history to the present.
CITY TOUR

A short city tour highlighting Sofia will be organized before the Welcome dinner. Details will be announced during the first day of the event.

VISIT & SHOPPING

Although we will have a busy agenda for meetings and trainings (as always), some of you will find some time to see the city and do some shopping before or after the conference. For more information visit here. Local attractions here & sightseeing here.
PARTICIPATION FEE

The fee includes all meals (breakfast, 2 lunches, 2 dinners, coffee breaks), accommodation, training materials, conference facilities and city tour.

The fee does not include the transportation from/to airport and your personal costs at the hotel (phone calls, minibars). Please do not forget to pay your extra costs when you check-out.

Registration deadlines:

<table>
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<tr>
<th>Registration Type</th>
<th>Dates</th>
<th>Fee Details</th>
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<tbody>
<tr>
<td>Early Bird Registration</td>
<td>Until September 30th</td>
<td></td>
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<tr>
<td>Late Registration</td>
<td>October 1st – October 31st</td>
<td>the fee will be increased up to 100 €/person</td>
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<tr>
<td>Very Late Registration</td>
<td>After November 1st</td>
<td>the fee will be increased up to 200 €/person</td>
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Early Bird registration fee at the **GRAND HOTEL SOFIA**

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<th></th>
<th>SINGLE ROOM / per person</th>
<th>DOUBLE ROOM / per person</th>
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<tr>
<td>2 Nights</td>
<td>599 EUR + 20% VAT</td>
<td>499 EUR + 20% VAT</td>
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Early Bird registration fee at the **CENTRAL PARK HOTEL SOFIA**

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<tr>
<td>2 Nights</td>
<td>499 EUR + 20% VAT</td>
<td>399 EUR + 20% VAT</td>
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Early Bird registration fee at the **Suite Hotel Sofia Ltd**

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<th>SINGLE ROOM / per person</th>
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<tr>
<td>2 Nights</td>
<td>399 EUR + 20% VAT</td>
<td>330 EUR + 20% VAT</td>
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You can book extra nights on request. Please mark the date in the registration form. My colleague Kristina Velkovska Dias (<kristina@jaeurope.org>) will be in touch with you for invoicing (first week of December). Please contact her for more details.

Fee without accommodation: **270 Eur + 20% VAT**

Cancellation Policy – according to the hotel agreement cancellation within 0–25 days before the event is 100%.
! Please note that this year we will start with an optional PRE-CONFERENCE workshop: Introduction to the Global Learning Management System (LMS) on November 28th at 14:00. Make sure to register separately for this session!

**LMS Workshop PARTICIPATION FEE**

The fee includes all meals except first dinner on Nov 28th (breakfast, 2 lunches, coffee breaks), accommodation for 1 night on Nov 28th, training materials & conference facilities.

The fee does not include the transportation from/to airport and your personal costs at the hotel (phone calls, minibars). Please do not forget to pay your extra costs when you check-out.

**Early Bird registration fee at the GRAND HOTEL SOFIA**

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<tr>
<td>1 Night on Nov 28</td>
<td>199 EUR + 20% VAT</td>
<td>150 EUR + 20% VAT</td>
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<tr>
<td>1 Night on Nov 28</td>
<td>149 EUR + 20% VAT</td>
<td>105 EUR + 20% VAT</td>
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<tr>
<td>1 Night on Nov 28</td>
<td>99 EUR + 20% VAT</td>
<td>89 EUR + 20% VAT</td>
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You can book extra nights on request. Please mark the date in the registration form.

**Cancellation Policy – according to the hotel agreement cancellation within 0–25 days before the event is 100%.**
EMERGENCY NUMBER

In case you need a help or assistance email or call:

Vanda Franciscy, Senior Special Events and Project Manager, JA Europe
vanda@jaeurope.org
+421 903 529 747

SEE YOU SOON IN SOFIA!