**ETUC Resource Centre**

European Social Dialogue Academy

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| **APPLICATION FORM**  **For the**  **European Social Dialogue Academy**  **Brussels**  **24-25-26 September 2018**  **Second session 29-30-31 October 2018** |

TO BE RETURNED BY 0**7/09/2018**

**To:** Ruairi Fitzgerald [rfitzgerald@etuc.org](mailto:rfitzgerald@etuc.org)

tel. +32 (0)2 224 04 04

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| **Family name:** |  | | |
| **First name:** |  | **Mr** | **Ms** |
| **Organisation:** |  | | |
| **Position:** |  | | |
| **Address:** |  | | |
| **Tel.:** |  | | |
| **Fax:** |  | | |
| **E-Mail:** |  | | |

## Motivation *(please briefly explain your interest in attending this programme)*

**English level**

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|  | **Understanding**  ***1 = poor, 2 = average; 3= good; 4 = very good*** | **Speaking**  ***1 = poor, 2 = average; 3= good; 4 = very good*** |
| **1 2 3 4** | **1 2 3 4** |

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| **Accommodation**  (please refer to the accommodation – and travel – policy, enclosed to the invitation circular) |
| To be booked yourself, directly with the hotel. A list of hotels with which the ETUC has negotiated a special rate will be circulated. |

## Meals

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| **24 September** (Day one) | **Lunch** | **Yes** | **No** |
| **25 September** (Day two) | **Lunch** | **Yes** | **No** |
| **26 September** (Day three) | **Lunch** | **Yes** | **No** |
| Please inform us of any dietary requirements (e.g. allergies): | |  | |

Dinners will be reimbursed (up to **25€** maximum per day, three days) once we receive your reimbursement form and relevant receipts.

## Transport

Your travel costs will be reimbursed by the organisers. You will receive a reimbursement form to be completed and returned by post.

Before buying your ticket, please note:

* Your travel expenses will be met on the basis of real costs, against invoice and original substantiation documents, taking into account maximum rates foreseen in the budget and in line with EC rules;
* Journeys must be carried out by the most direct and economic route. Please obtain the cheapest fare;
* Car expenses will be refunded on the basis of a first-class train ticket. In this case, mention the towns of departure and arrival;
* Taxis are not reimbursed.

**Please wait for confirmation of participation before booking travel and accommodation.**

**If you have any problem or questions about travel or accommodation, please contact the organisers before buying your ticket.**

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| **Please send to:**  **Ruairi Fitzgerald,** [**rfitzgerald@etuc.org**](mailto:rfitzgerald@etuc.org)  **tel. +32 (0)2 224 04 04 Fax: +32 (0)2 224 04 54**  **TO BE RETURNED BY the 7th September 2018** |