

BS/LR Nov. 2

5th November 2009

To registered participants (see attached list)

For information:

To all EMF affiliates

To the EMF Collective Bargaining Committee and SWP

**6th EMF Collective Bargaining Conference
"Jobs, Rights and Collective Bargaining"
Madrid, 17th & 18th November 2009**

Dear Colleagues,

We are very pleased to note the huge interest in our conference and to be able to welcome you to this event which, as you know will be held in cooperation with our Spanish affiliates, Industria CC.OO and MCA-UGT, and with financial support from the European Union.

Venue and timetable

The conference will start at

9.30 a.m. on Tuesday, 17th November

and will close at

1.30 p.m. on Wednesday, 18th November 2009

at the **HOTEL VELADA**
Calle de Alcalá, 476
E - 28027 Madrid

Tel.: + 34 913 75 68 00 / Fax: + 34 913 75 68 05

www.veladahoteles.com/madrid/home.php

The hotel is approx. 3km (10 minutes) from Barajas Airport. It is located midway between two metro stations on Line No. 5: "Ciudad Lineal" and "Suanzes".

Registration

All participants will receive their conference folders, with all documents, and badges during registration, which will begin at 8.30 a.m. Participants are requested to respect the start and finishing times of the conference.

Conference documentation in English, French and German can be found on the EMF website:

<http://www.precariouswork.eu/Campaign-Activities/6th-EMF-Collective-Bargaining-Policy-Conference>.

Documents in Spanish will be distributed at registration only.

The **Final Conference Programme** is also enclosed herewith.

Simultaneous interpretation at the Conference will be provided in English, French, German, Italian, Spanish, Swedish, Polish and Czech
Passive interpretation will also be provided from Portuguese, Norwegian and Slovak.

Press Conference

The EMF will hold a *press conference* at the close of the conference to launch the EMF campaign in respect of its second common European demand.

Accommodation and meals

All participants will stay at the Conference venue: the Hotel Velada.

Attached please find the list of participants and list of hotel bookings. Participants are kindly asked to check these and contact Valérie Fesland at the EMF Secretariat for any changes (vfesland@emf-fem.org).

Lunch will be provided in the hotel on the first day of the conference. Participants will be invited to a walking dinner, hosted by our Spanish affiliates, on the evening of 17th November.

A buffet supper will also be provided on the arrival day (16th November) for those participants who confirmed they required a meal on their attendance forms. Please check the enclosed list and contact Valérie Fesland for any changes or additional requests.

Reimbursement of costs

Both the reimbursement form and the note regarding the rules for reimbursement were included with the first invitation.

We would like to remind you that the conference is being held with European Commission funding. This will allow us to reimburse the travel and accommodation costs for a maximum of 225 participants coming from EU Member States and Candidate countries (Croatia, Macedonia and Turkey).

Other arrangements have been made for participants from non-EU countries and non-Candidate countries who are attending at their own cost or using funds from the EMF account in their country. N.B. Prior approval for use of the funds in the EMF own country accounts must be made to the EMF General Secretary, in advance, and the Secretariat must be sent documentary proof of expenditure after the event.

In order to be reimbursed participants are requested to fill out the reimbursement form, provide travel invoices, original airplane/train tickets and original boarding passes. These documents can be given to the EMF representative on the spot or immediately sent to the EMF Secretariat after the conference for the attention of Linda Rackham.

N.B. Participants have to sign an attendance sheet on both days of the conference (compulsory for reimbursement).

The EMF will pay the accommodation directly (bed and breakfast for the nights of 16th and 17th November for each conference participant. Extra nights must be paid by participants themselves on departure, together with any extras (bar, telephone, etc.) and extra costs for accompanying persons.

Travel costs will be reimbursed after the event.

Transfer to the airport

Please note that the hotel has a shuttle service to the airport which you can use on departure. If you wish to take advantage of this, please contact the hotel reception.

We look forward to seeing you in Madrid and to a successful and interesting conference.

Yours fraternally,

Bart SAMYN
Deputy General Secretary

Enclosures: - Final programme, hotel booking list and list of participants