

GENERAL INFORMATION

ENROLMENT

Please complete the details in the enrolment form included in this brochure, and return it to:

- By post:
GUIDE SHARE EUROPE
Zugerstrasse 47
P.O. Box 2223
CH-6330 Cham 2
Switzerland
- By fax: +41 41 748 70 35
- or on www.gse.org

DELEGATES FROM GSE REGION SPAIN

Delegates from GSE member companies in the Region Spain: please contact GSE office (phone +41 41 748 70 20, e-mail gsehq@gse.org) for special enrolment conditions.

ENROLMENT FEES

Enrolment fees are charged in Euro (EUR). If you are based in Switzerland and wish to pay in Swiss Francs, please contact GSE Office in Cham.

Member: EUR 990; Non-member: EUR 1,190, includes

- Access to all sessions and lunches on 10-11 October
- Welcome cocktail on 9 October
- Cocktail and Conference dinner on 10 October
- Download of presentations after the event

ACCOMPANYING GUEST TICKET

EUR 70.00, includes

- Welcome cocktail on 9 October
- Cocktail and Conference dinner on 10 October

EARLY BIRD DISCOUNT

EUR 100 discount is granted to enrolments received **before 31 August 2011**. The early bird discount does not apply to the Accompanying Guest Ticket.

EXPO

An expo will be held from Sunday, 9 October, 18:00 till Tuesday, 11 October, 16:00, where our appreciated Partner and Sponsors will showcase their solutions and services.

PAYMENT METHODS

An invoice will be sent once your enrolment is processed. You will find payment information in the invoice. Please complete the details on the enrolment form if you are paying by credit card.

SUBSTITUTION AND CANCELLATION / NO-SHOW

Substitution needs to be confirmed in writing, identifying the name of the pre-registered delegate and of the substitute.

Cancellation must be in writing to GUIDE SHARE EUROPE in Cham on or before 10 September 2011. After 10 September 2011, EUR 500.00 will be charged as a cancellation fee.

No-show: The full enrolment fee will be charged.

CONFERENCE VENUE

GSE Management Summit will be held in the **Hotel Silken Puerta America, Avenida de America 41, 28002 Madrid**
Telephone +34 917 445 400.

ACCESS TO THE HOTEL

The Hotel Silken Puerta America is located in the business district of Madrid.

Taxi: A taxi from the airport takes approximately 15 minutes and costs around EUR 20.

Bus: Line 200 stops at Terminal 1, 2, 3 and 4, and goes to Avenida de America bus station. From the bus station it is 7 minutes walking distance to the hotel.

Metro: The nearest station is «Cartagena» (Line 7, orange).

HOTEL RESERVATION

GSE is blocking a set of rooms at special congress rates at the Hotel Silken Puerta America. You will find the reservation form on www.gse.org and in your conference confirmation. Please use only this form in order to benefit from these special rates.

Rates (Category «Deluxe Queen»)

7, 8, 9 October:

EUR 150 single occupancy / EUR 165 double occupancy

10, 11, 12 October:

EUR 160 single occupancy / EUR 175 double occupancy

Buffet breakfast, 8% VAT and Premium Wireless included.

We recommend that you reserve as early as you can and before 5 September 2011.

FOR MORE INFORMATION

Please contact:

GUIDE SHARE EUROPE

Telephone +41 41 748 70 20

Fax +41 41 748 70 35

Email gsehq@gse.org





CONFERENCE ENROLMENT FORM – GSE MANAGEMENT SUMMIT 10–11 OCTOBER 2011

Please photocopy, complete and return this form as early as you can to GUIDE SHARE EUROPE by fax, +41 41 748 70 35.

ENROLMENT INFORMATION

- GSE Member / Membership Code: _____
 Non-Member Please send me information on becoming a GSE member

Mr. Ms. Mrs. Dr. Prof. Prof. Dr.

First Name / Family Name: _____

Job Title: _____

Company: _____

Department: _____

Postal Address: _____

Postcode/City: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

DIETARY NEEDS

- Vegetarian food required

If you have dietary requirements, please attach a written description of your needs.

FEE (If you enrol before **31 August 2011** an **Early Bird Discount of EUR 100** will automatically be deducted from your enrolment fee.)

GSE MEMBER

- Full registration fee, 2 days EUR 990.00
(Welcome cocktail and Conference dinner included)

NON-MEMBER

- Full registration fee, 2 days EUR 1,190.00
(Welcome cocktail and Conference dinner included)

ACCOMPANYING GUEST TICKET

(Welcome cocktail and Conference dinner only)

- Per person EUR 70.00

TOTAL EUR _____

If you are purchasing a ticket for an accompanying guest to attend the Welcome cocktail and Conference dinner, please fill in the guest's name for the badge.

Ms. Mrs. Mr. Dr.

First Name: _____

Family Name: _____

I hereby recognise and accept the enrolment conditions, reservation and cancellation policy as notified in the conference brochure of the GSE Management Summit Madrid.

Signature: _____

Date: _____

PAYMENT INFORMATION

Payment for my attendance to the GSE Management Summit will be made by the following method:

- Bank transfer (details will be included in the invoice)
 Cheque (details will be included in the invoice)
 Credit Card American Express Visa
 Mastercard

Note: For technical reasons American Express can only accept payment in CHF.

Please charge above credit card for the following amount:

EUR: _____

Card number: _____

Expiry date: _____

Cardholder's name as on card: _____

Cardholder's signature: _____

NETWORKING EVENTS

For organizational reasons, please mark the events you will attend. Thank you for your help.

WELCOME COCKTAIL

Sunday 9 October, 18:00-20:00, Hotel Silken Puerta America

- Yes, I will attend No, I will not attend

COCKTAIL / CONFERENCE DINNER

Monday 10 October, 19:45-23:30, Casino de Madrid

- Yes, I will attend No, I will not attend

HOTEL RESERVATION

You will find a link on www.gse.org and in your conference confirmation to book a room at special congress rates at the Hotel Silken Puerta America. Please **reserve before 5 September 2011** and see also the General Information section.

Delegates from member companies in Region Spain please request separate enrolment form from gshq@gse.org