

MEMBERS' DAY - BRUSSELS

Friday 10th November 2006



*The Radisson
SAS Royal Hotel*

Our fourth annual Members' Day will take place in Brussels on Friday the 10th

November, at the Radisson SAS Royal Hotel, a five minute walk from Brussels Central station, and 20 minutes by cab from Brussels Midi and the Eurostar Terminal. Brussels International Airport (Zaventem) is a 30 minute transfer by train to Brussels Central Station.

For anyone coming into Brussels on Thursday night, we have organised

a dinner (see packages on the booking form overleaf) and a special rate for delegates, at the Radisson of €175.

The EuRA Members' Day has become a great opportunity for networking and this year will be centred around two training sessions, both of which are accredited as part of the EARP training programme. The day will count as 50 points towards the CERP qualification at any level. The EARP points system has been changed to allow delegates at any level of the programme to attend and still gain their points towards their

qualification.

Session One will look at the most successful ways to respond to RFP's. The RFP process has become both essential to the industry, and a time consuming, stressful chore. What does the client need to see? Why does an RFP fail? As the process of compliance has become more complex since the SARBOX legislation, this session will examine the importance of accurate disclosure.

Session Two will look at the dynamics of multi-cultural meetings, and how best to manage ideas and time, using the EuRA Council as an example. This entertaining session will give members the chance to see the EuRA Council in action!

There is a large choice of alternative hotels within a three minute walk of the Radisson, including the Scandic Grand Place, the NH Hotel and the Ibis. Details are provided overleaf. This event is likely to be over subscribed, so early booking is recommended. We look forward to seeing you in Brussels.

Programme

Thursday November 9th

20:00 **Members' Dinner**

Friday November 10th

09:00 **Registration and Coffee**

09:30 **Session One**

RFP's -

This session will look at the best ways to respond to an RFP, with advice from HR and the RMC's. Where does an RFP fail? What are the legal and compliance issues since SARBOX? The first part of this session will be a lecture, and the second half, an interactive panel discussion

12:30 **Lunch**

14:00 **Session Two**

The Dynamics of an Intercultural Meeting

The EuRA Council will represent a multi cultural meeting, and Michael Gates of Richard Lewis communications, will provide an examination of their methods.

17:00 **End of Day**



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Name of First Delegate	
Name of Second Delegate	
Name of Guest/s	
Company	
Address 1	
Address 2	
Address 3	
Postcode	
Country	
Phone	
Email	

<i>Package</i>		<i>Total Cost</i>	<i>No of Places</i>	<i>Total</i>
Members Day and Dinner Combination	Member	€275		
	Non-Member	€410		
Members Day Only	Member	€230		
	Non-Member	€345		
		TOTAL		

Accommodation

We have a special discounted rate at The Radisson of €170 incl breakfast. To book, call +32 2 227 3000 and quote EuRA Conference. A booking form is on the EuRA web.



Within a three minute walk of The Radisson, is the **NH Grand Place**. Rooms are available from €150. Go to www.nh-hotels.com or call +32 2 5011 616



Also within a three minute walk from The Radisson is the **Scandic Grand Place**. Rooms are also available from €150. For full details go to www.scandic-hotels.com or call +32 2 5481 811



A ten minute walk from The Radisson is the **Ibis Grand Place**, which has rooms at €109. For full details go to www.accorhotels.com or call +32 2 5144 040

