

General Notes to consider

Program

A Preliminary Outline Program is attached. The final one including the detailed agenda will be forwarded to all by the Regional Coordinators and WTC-Cyprus. (Program and Agenda are subject to changes).

Cancellations and Refunds

Cancellations received before 15th April 2006, will incur a 50% cancellation fee. No refunds will be paid for cancellations after 15th April 2006. Substitutions are welcome, provided they are given in writing.

Bank Transfers

Please instruct your bank to ensure that your name and organisation is mentioned on the transfer, remembering also that all bank charges in your home country are from your own account.

Please fax to +357 25 588 299 your bank's electronic transfer or direct deposit sheets to ensure receipt of funds as well as enabling us to confirm your registration.

Hotels

Four Seasons Hotel: Main venue for the meeting. The hotel lies on a sandy beach east of Limassol and a short drive from the city. This 5 star establishment is a member of "Great Hotels of the World".

Website: www.fourseasons.com.cy

Amathus Beach Hotel: This 5 star hotel is a member of "The Leading Hotels of the World" and is spread along 200 meters of its own sandy beach east of Limassol and a short drive from the city.

Website: www.amathushotel.com

Both hotels are near the site of the ancient Kingdom of Amathus and a 5 minute walk from each other.

Hotel Accommodation

Participants are requested to fill out the Hotel Application Form for the hotel of your choice and send it together with the Registration Form. We will confirm the reservation and will send you the confirmation once the Registration Form has been received.

Demand for rooms is extremely high during the month of May therefore your hotel and room preference will be treated on a first come first served basis.

The room allocation for each hotel is 50% inland view rooms and 50% sea view rooms.

Hotel Check-in & Check-out

Kindly be informed that the check in time is at 14:00hrs and the check out time is at 12:00hrs noon. The rooms will be reserved from 14:00hrs. If you intend to arrive earlier than this, you must let us know. Demand for rooms is extremely high during the period of your visit, and while every effort will be made to accommodate guests without delay, hotels cannot guarantee that your rooms will be ready earlier. If morning access is essential, we would suggest that you reserve your rooms from the previous evening. Alternatively, hotels will be delighted to store any luggage, while inviting you to make full use of their other facilities.

Transfers from and to Airport

Transfers can be arranged upon request, provided we have your exact travel details. Transfer fee approximately CY£30.00 per journey (to be settled by each delegate).

- Larnaca International Airport is 68 km
- Paphos International Airport is 63 km

Tours Program

A program will be prepared for tours on:

Friday 19th and Saturday 20th May (for accompanying persons and TM Delegates)

And

Sunday 21st May (for all participants)

Please complete the Tour Registration Form indicating your interest to participate in order to enable us to organise the Tour Program (according to the number of participants).

* Exchange Rate: 1 CYP(£) = 1.75 EUR

Contact Persons

For further information or assistance, our WTC Cyprus team will be more than welcome to assist you.

Please contact:

**Mrs Styliana Pontiki-Drege
and/or
Miss Stella-Louise Polland**

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Fax: +357 25 588 299

Email: info@wtccy.org