



## Accommodation Form

### International Bar Association Northern European Conference 3 – 4 September 2009, Helsinki

Please fill in (please write in BLOCK CAPITALS) and return this form by 31 July, 2009 at the latest to:

Porkkala Promotion Ky  
att. Helena Koski-Väänänen  
tel. +358 40 836 2886  
fax nr. +358 (0)20 506 6100 or e-mail [helena@porkkalapromotion.com](mailto:helena@porkkalapromotion.com)

Discounted rates apply subject to availability, to reservations made via Porkkala Promotion by 31 July, 2009. Porkkala Promotion Ky can accept reservation requests up to 28 August, but can not guarantee rates or availability in the recommended hotels. Thereafter, please contact the hotel of your choice directly.

See below cancellation policies per hotel.

Mr.  Mrs.  Ms.

Family name: \_\_\_\_\_ First name: \_\_\_\_\_

Firm/company/institution: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Hotel reservation

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ No. of persons: \_\_\_\_\_

Non-smoking  Smoking

Hotel	Single room	Double room
Hotel Haven	<input type="checkbox"/> 180 €	<input type="checkbox"/> 201 €
Hotel Glo	<input type="checkbox"/> 175 €	<input type="checkbox"/> 175 €
Hotel Arthur	<input type="checkbox"/> 104 €	n/a

All rates mentioned are in Euro (€) per room and night, including breakfast, local taxes and service. All reservations will be handled on a “first come – first serve” basis.

All cancellations and changes must be addressed in writing to Porkkala Promotion Ky.

### **Accommodation guarantee/deposit**

Please guarantee your reservation with a credit card. Reservations can not be made without credit card details. Visa, Amex, MasterCard and Diners are accepted.

Type of card: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

In case of no show, the full cost of the reservation shall be charged on your credit card.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Hotel alternatives**

#### **Hotel Haven**

Unioninkatu 17

00130 Helsinki, Finland

<http://www.hotelhaven.fi/en>

Small luxury hotel (5 \*), centrally located in the area of Helsinki Market Square.

Close to the location of Thursday evening social program.

All rooms are air-conditioned, large in size and come with all latest accessories and equipments including a MP3 player, laptop convertible safety deposit box with a socket, a proper writing desk, a mini bar, a spastyle bathroom with in-room television, ironing board and iron, bathrobes & slippers.

#### *Cancellation*

*policy*

Individual booked rooms can be cancelled directly to the hotel 48 hours prior to the arrival. After that, a full stay will be charged to your credit card.

#### **Hotel Glo**

Kluuvikatu 4

00100 Helsinki, Finland

[http://www.palacekamp.fi/in\\_english/hotels/hotel\\_glo/](http://www.palacekamp.fi/in_english/hotels/hotel_glo/)

Contemporary and urban lifestyle hotel (4\*), located in the center of culture, history and business. Rooms are equipped with bath/shower, flat TV with a wide selection of international channels, wireless internet connection, minibar and a unique music and lightning experience.

*Cancellation policy*

Individual booked rooms can be cancelled directly to the hotel 72 hours prior to the arrival. After that, a full stay will be charged to your credit card.

**Hotel Arthur**

Vuorikatu 19

00100 Helsinki, Finland

<http://www.hotelarthur.fi/index.php?lang=eng&area=1&id=hotelli>

Privately owned, cozy hotel (3\*) is located close to the Railway station in the very heart of Helsinki. The main sights, biggest department stores and theatres are just a walking distance away. The rooms are with shower/toilet, telephone, color-TV, Pay-TV and hairdryer – some with minibar.

*Cancellation policy*

Individual booked rooms can be cancelled directly to the hotel 48 hours prior to the arrival. After that, a full stay will be charged to your credit card.



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the legal profession

## Registration Form

### International Bar Association The Northern European Conference 3 – 4 September 2009, Helsinki, Finlandia Hall

Please read the “information” section before completing this form. Please return the form together with proof of the payment for the registration fee by 14 August, 2009 at the latest to Ms. Helena Koski-Väänänen at the below address.

Personal details (please write in block capitals)

Title: \_\_\_\_\_ Given name: \_\_\_\_\_ Family name: \_\_\_\_\_

Name and country to be shown on the badge (if different from above): \_\_\_\_\_

IBA membership number (if applicable): \_\_\_\_\_ Date of birth: \_\_\_\_\_

Firm/company/institution: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Special dietary requirements: \_\_\_\_\_

**Registration Fee (incl. VAT)**

IBA member	650 €
Non-member	800 €
Young Lawyer (under 35 years)	400 €

Full payment must be received in order to process your registration. Please attach a copy of the bank transfer details into the registration form.

**Social Functions**

Please sign up for the social functions (no extra charge)

Wednesday, 2 September, 19:00, venue to be confirmed

Welcome cocktails hosted by the Finnish Bar Association

Yes, I will participate                       No, I will not participate

Thursday, 3 September, 18:30

Sight-seeing cruise, reception and dinner, Restaurant Klippan

Yes, I will participate                       No, I will not participate

Quest fee for social functions only (no conference attendance): 100 €

Yes, I will bring a quest to

Welcome cocktails Wednesday, 2 September

Sight-seeing cruise, reception and dinner Thursday, 3 September

**Please, send the completed form to:**

Helena Koski-Väänänen  
 Porkkala Promotion Ky  
 tel. +358 40 836 2886  
 fax nr. +358 (0)20 506 6100 or e-mail: [helena@porkkalapromotion.com](mailto:helena@porkkalapromotion.com)

## Information

### Date

3 – 4 September, 2009

### Venue

Finlandia Hall  
 Mannerheimintie 13  
 00100 Helsinki, Finland  
 tel. +358 (0)9 402 41  
[www.finlandiatalo.fi/en](http://www.finlandiatalo.fi/en)

### Language

All working sessions and conference materials will be in the English language.

### How to register

Complete the attached registration form and return it to the address mentioned together with a copy of the bank transfer details by 14 August, 2009 at the latest. You will receive an e-mailed confirmation of your registration.

### Fees (incl. VAT)

IBA member	650 €
Non-member	800 €
Young Lawyer (under 35 years)	400 €

Full payment must be received in order to process your registration.

### Fees include:

- Attendance to all working sessions
- Conference materials
- Lunch on Thursday, 3 and Friday, 4 September
- Tea and coffee during breaks
- Welcome cocktails on Wednesday, 2 September
- Conference dinner on Thursday, 3 September

Please note that registrations are not transferable.

### Payment of registration fee

By bank transfer, to: Bank: Nordea Bank

IBAN: FI69 2400 1800 0605 19

SWIFT/BIC: NDEAFIHH

Beneficiary: Roschier, Attorneys Ltd.

Please mark the payment “IBA Northern European Conference”

Please ensure that a copy of the bank transfer details is attached to your registration form.

**Cancellation of registration**

If cancellation is received in writing at the Porkkala Promotion e-mail address or fax by Friday, 21 August, 2009, fees will be refunded less a 25 percent administration charge. We regret that no refunds can be made after this date.

**Travel arrangements**

Participants are responsible for making their own travel arrangements. Permanent citizens of Nordic or Baltic countries do not need a visa to Finland, but for example Russian citizens do need one. It is recommended that you check your visa requirements with your local embassy or consulate. We are unable to dispatch visa invitation letters to support your visa application prior to receipt of your registration form and full payment of registration fees.

Please note that it is important to apply for your visa well in advance as IBA does not accept responsibility for inability to attend due to failed or delayed visa applications.

**Hotel accommodation**

For information regarding accommodation, please see Accommodation Form. Please observe that the discounted rates apply subject to availability, to reservations made via Porkkala Promotion Ky by 31 July, 2009. Porkkala Promotion Ky can accept reservation requests up to 28 August, but can not guarantee rates or availability in the recommended hotels.

**Social programme**

Wednesday, 2 September, 19:00, Venue to be confirmed  
Welcome cocktails hosted by the Finnish Bar Association

Thursday, 3 September, 18:30  
Sight-seeing cruise, reception and conference dinner, Restaurant Klippan

No additional charge for the social events, which are included in the conference fee.

For quests participating only in the social events, the charge is 100 €, which needs to be paid in connection to the registration fee.