



**The Head of Division**

Brussels,  
SI/mp D 813/2004

Dear colleague

As part of the developing relationship between the Committee of the Regions and CIRCOM-Regional, we have the pleasure to invite you to a Study Visit for News Editors at the CoR plenary session of 16-17 June in Brussels.

We believe that the visit will be of interest to you, including the chance to attend the plenary session, hear a special presentation on the role of the institution and obtain unequalled access to our President, Peter Straub, over dinner.

The 16-17 June Plenary session will be the first one where new Committee of the Regions members from the enlargement countries will participate as full members. In addition, as the CoR moves to its new premises, a special reception to which you are kindly invited will mark this event.

To make more out of the visit, we are also proposing a tour of the European Commission Audiovisual Service (Europe by Satellite and the TV Studios) and to attend the midday press briefing at the Commission.

The CoR Press and Communication Unit will arrange, at our expense, the practical details including travel (by rail under 400km or by air over 400km) and hotel accommodation in Brussels (including breakfast.)

We would be grateful if you could complete and fax the attached document to us no later than 5 June 2004.

Once we have received this information, we will make the necessary arrangements and send the programme and tickets.

Yours sincerely,

Steen ILLEBORG

CIRCOM Regional Secretariat  
e-mail: [circom@circom-regional.org](mailto:circom@circom-regional.org)



 The Head of Division

Brussels, 19 May 2004

**Schedule for the Study Visit for News Editors, Brussels  
16-17 June 2004**

**Wednesday 16 June**

**Morning**

- 9h15 member of the CoR press Service meets group at hotel and escorts them to CoR building for presentation on the CoR
- 9h45 CoR Presentation by Press service. Exchange of views, question time
- 11h00 Group with CoR Press Service, departure to the European Commission
- 11h30 meeting DG Press, Head of A/V Unit and presentation on, and tour of, facilities
- 12h00 Attendance at press briefing in Press Room
- 13h00 Lunch hosted by Commission

**Afternoon**

- 14h30 Group with CoR Press officer depart for CoR Plenary session
- 15h00 – 20h00 Attend the debate, interviews available with the President and / or CoR Members ( CoR Press Service will provide as technical television facilities one ENG free of charge for the interested journalists. No editing possibilities. Satellite Transmissions could be arranged from the TV Studios in the Breydel Commission building.)
- 20h00 Reception.

**Thursday 17 June**

**Morning:**

- 9h00 – 13h00 Attend the debate, interviews available with the President and / or CoR Members

**Afternoon**

- Departure of journalists

**REGISTRATION FORM TO BE FILLED IN BY JOURNALIST  
AND RETURNED TO US BY 3.06.2004**

**Plenary Session 16-17.06.2004**

The Committee of the Regions has pleasure in inviting you to its plenary session to be held in Brussels on 16-17.06.2004.

The CoR will pay your travel and hotel (single room for one night) costs. Please return this form to the CoR's Press and Communication Unit by fax \*322/282 20 85.

**Only tickets and hotel rooms reserved by our service will be paid for by the CoR.**

NAME of member you will be accompanying: Mr/s\*.....

NAME of the journalist:.....

Tel & e-mail: .....

Press card no.: .....

Newspaper

Radio

Television

Media coverage: National

Regional

NAME of the MEDIA:.....

Address:.....

Town/city and country: .....

Tel: .....Fax: .....E-mail: .....

Travel - please indicate your timetable (if known):

More than 400 km, by air

Departure airport: .....

Airline (your prepaid ticket will be waiting for you at the airline desk at the departure airport):

.....

Date and time of departure from your town/city:.....

Date and time of departure from Brussels: .....

Less than 400 km, by rail

Departure from: .....

Date and time of departure from your town/city: .....

Date and time of departure from Brussels: .....

(your ticket will be sent by express courier)

  
<http://www.cor.eu.int>

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## CONDITIONS FOR THE FINANCING AND ARRANGEMENT OF TRAVEL AND ACCOMMODATION

1. This form, duly completed, together with any changes to the information supplied, must reach the person responsible for organising the visit at the secretariat-general of the Committee of the Regions, whose details are given on the form, at the latest 20 days before the beginning of the meeting. No changes will be accepted after that date.

2. All information relating to travel and accommodation (type of ticket reserved, place and method for ticket collection, airline, dates and timetables, cancellation fees, hotel reservation) shall be sent as soon as possible by fax or e-mail.

3. The Committee of the Regions shall be responsible for the following costs only: return air or rail ticket for each person invited, hotel room (single with breakfast, excluding any other hotel expenses incurred) for a maximum of three nights.

Only tickets and hotel rooms reserved by the Committee of the Regions secretariat will be paid for by the Committee.

The cost of travel to the airport or railway station of departure and from the airport or railway station of arrival shall be at the expense of the person invited.

The Committee of the Regions shall not reimburse the cost of travel by car. The Committee of the Regions shall, however, exceptionally reimburse taxi fares if the hotel at which the journalist is staying is distant from the meeting venue.

**4. In the event of late arrival, the person invited shall be responsible for informing the hotel at which a reservation has been made of his/her likely time of arrival.**

**In the event of failure to inform the hotel of late arrival in time, any cost arising from non-use of the room reserved shall be the responsibility of the person invited.**

**5. Any costs arising from the cancellation of, or changes to, the ticket provided and any action required to this end shall be the responsibility of the person invited.**

**If the person invited is unable to use an air ticket issued, he/she shall inform the airline as soon as possible before the scheduled departure time. He/she shall also inform the person named on the registration form and return the unused, cancelled ticket to the address below.**

**If the person invited is unable to use a rail ticket, he/she shall cancel the ticket at the railway station of departure before the scheduled departure time. He/she shall also inform the person named on the registration form and return the cancelled ticket, with a note to the effect that it was not used, to the address below.**

