



## **EUROPEAN CONFERENCE**

**"THE ELECTED EXECUTIVE AND THE LOCAL AUTHORITY  
CHIEF EXECUTIVE – A DELICATELY BALANCED AND  
COMPLEMENTARY PARTNERSHIP"**

**Strasbourg, 17 and 18 January 2008**

## **PRACTICAL INFORMATION**

(latest update 30 October 2007)

## **Co-organisers of the Conference**

Congress of Local and Regional Authorities of the Council of Europe  
Federation of Local Government Chief Executive Officers of Europe (UDITE)

## **Conference Venue**

Strasbourg, Palais de l'Europe, Room 1  
(for more information, you can see the map for access to the Council of Europe on the page [http://www.coe.int/T/E/Com/About\\_Coe/visits.asp](http://www.coe.int/T/E/Com/About_Coe/visits.asp) )

## **Press and Media**

Representatives of the media are invited to attend the sessions of the conference and to put questions to the speakers and participants.

## **Visas**

An entry visa for France may be required for citizens of some member States of the Council of Europe. Participants are asked to enquire at the French Consulate in their respective country. If you need a visa, please tick the corresponding box on the registration form (attached). You will receive an invitation in your name for your visa request.

## **Working languages**

Simultaneous interpretation will be provided in English, French, German, Italian, Russian and Spanish.

## **Accommodation**

For the hotel booking, the organisers suggest participants contact **Euraccueil Service**. Bearing in mind the high demand in Strasbourg (European Parliament session), the participants are invited to send back **as soon as possible – before 30 November 2007** - a hotel booking form attached **to the fax number + 33 (0) 3 88 52 28 39**, and specifying:

- fax number and telephone number
- dates of stay
- the maximum price requested for a hotel room and the category of the room (single or double)
- the type of credit card, the credit card number and the card expiry date (necessary to guarantee the reservation of the room)

## **Contacts**

**For questions concerning the Conference Programme  
(speeches, themes, debates etc.)**

### **In Strasbourg**

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### **At UDITE**

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**For questions concerning the practical arrangements of the Conference**

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The Congress  
Le Congrès  
of the Council of Europe  
du Conseil de l'Europe



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**REGISTRATION FORM**

SURNAME..... FIRST NAME .....

INSTITUTION/FUNCTION .....

COUNTRY.....

Tel. (mobile.).....

e-mail.....

I will participate in the Conference in Strasbourg on 17 and 18 January 2008  yes

I have booked with the Service Euracceuil at the Hotel: .....

OR

I have made own booking at the Hotel: .....

I would like an invitation for a visa :  yes  no

Date and signature: .....

Please return before 15 December 2007 to:

Louise Ellul  
Assistant to the President of UDITE  
fax + 356 2168 9733

e-mail: [louise@udite.eu](mailto:louise@udite.eu)



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**HOTEL BOOKING FORM**

SURNAME.....FIRST NAME.....

COUNTRY.....

Fax.....Tel.....

I will participate at the Conference in Strasbourg on 17 and 18 January 2008 and **would like a reservation as follows :**

Arrival date.....Departure date .....Total nights.....

The maximum price requested for the hotel room .....€                      single room   
double room

*Necessary to guarantee the room reservation:*

Card type and number.....

Card expiry date .....

Date and signature .....

**Please return before 30 November 2007**  
**to the Service Euracceuil**  
**fax + 33 3 88 52 28 39**