**26th European CPO Round Table**

**4th - 5th July 2019**

Hosted by LVMH Wines & Spirits, in Champagne, France

REGISTRATION FORM

**Please print this form (one per participant) and email it to** **scodeville@eipm.org**

**or fax it to Silmara Codeville at +33 (0) 4 50 31 56 80**

**❒** Ms. **❒** Mr.

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| --- |
| Family Name: |
|  |
| First Name: |
|  |
| Job Title: |
|  |
| Company: |
|  |
| Address: |
|  |
| Zip Code: | City: |
|  |
| Country: |
|  |
| Tel: | Fax: |
|  |
| E-mail: |

**Schedule:**

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| **Wednesday, 3rd July** | **Thursday, 4th July** | **Friday, 5th July** |
| **- Arrival at CDG airport****- Shuttle transfer to Reims****- Welcoming dinner** | **- Round Table day 1****- Moët & Chandon cellar visit****- Dinner at Chandon Hotel** | **- Round Table day 2****- Veuve Clicquot cellar visit****- Sequel of day 2****- Closing & return to CDG** |

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| **Food restrictions / vegetarian?** |  |

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| **FEES** (Includes lunches, dinners, coffee breaks and documentation) |
| ❒ Special fee (for payments by credit card) | **1’500 € + VAT** | **Date & Signature:** |
| ❒ Normal fee (for payments by check or bank transfer) | **1’700 € + VAT** |

**Payment Terms**

**COMPULSORY**

**Purchase Order N°:………………………………………………………………………..**

**Your company VAT N°:**…………………………………………………………………………………………

**Invoicing dept contact and Tel N°:**…………………………………………………………………………..

**Invoicing address: (If different from participant’s one)**………………………………………………….

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| **PAYMENT CAN BE MADE BY:** (please tick)* **Credit Card** (Diners card not accepted) □ amex_logo □ Eurocard□ visa_logo
* **Cheque payable to** EIPM – Bât Mont Blanc II – Rue Antoine Redier – 74160 Archamps – France
* **Bank transfer in Euros payable to**:

SARL EUROPEAN INSTITUTE OF PURCHASING MANAGEMENTBank: Crédit Agricole des Savoie – 2, Place de la Libération BP 95 – 74160 St Julien en Genevois – FranceBank Code: 8106 - Sort Code: 00034 - Account n°: 341 626 74 050 - Key: 08 Swift Code: AGRI FR PP 881 - IBAN: FR76 1810 6000 3434 1626 7405 008European VAT Number: FR 913 930 946 28**IMPORTANT: Please specify Invoice Number on transfer**. |

|  |  |
| --- | --- |
| **Cardholder’s name:**  | **Cardholder’s Signature:** |
| **Number:** |
| **Expiry date:** |
| **Security code (last 3 digits on the back):** |

## CANCELLATION POLICY

All cancellations are to be made in writing. You may change the name of the participant at any time.

 For cancellations received until April 30th, 2019, 50% of the amount due will be charged.

 For any cancellations received from May 1st, 2019, 100% of the amount will be charged.

***Please note that NO REFUND will be made for cancellations due to issues with Airline or Train companies!***

Please note that we’ll be filming and/or taking pictures during the event and a photo of you might be used on our website and/or printed promotional material. Please email scodeville@eipm.org if you do not want us to use it for such purposes.

❒ **I have taken note and accept the conditions** (please tick)