

PROCEDURE FOR REGISTRATION AND COSTS

You want to participate to an Inserm Workshop. First, you must **download the registration form** and **return it completed before the deadline**.

About **ten days after the deadline**, you will receive a **letter from Inserm workshop staff** informing about your application and **asking to confirm your registration by sending back administrative and financial documents**.

Incomplete registration form will not be taken into account

1. PHASE I – Registration fees

The registration fee includes lunch but not accommodation.

Staff from public or academic sector

- Researcher Engineer/Researcher/Lecturer: 460 €
- Engineer (except research engineer): 160€
- Technician: 160 €
- Graduate student, Student PhD, Postdoc: 160 €

Staff from private sector: 1000 €

This registration fee will be returned to Inserm Workshop Staff and they will only be paid by:

- Credit Transfer
- Cheque payable to «Mr l'Agent Comptable de l'Inserm»

2. PHASE I – Accommodation fees

La phase I takes place in a hotel. You will find below the rates of residential package. It includes the night, dinner and breakfast.

Tariff 2009:

- Single room per day per person: 101,19 € exclusive of VAT (110 € included VAT)
- Double room per day per person: 68,08 € exclusive of VAT (74 € included VAT). Double rooms are spacious and include 2 single beds.

Inserm workshop staff centralizes requests for accommodation. The residential fee will be paid the first day of the workshop by cash, cheque or credit card

3. PHASE II – Registration fees

These fees do not include travel expenses (transportation, accommodation and meals).

Phase II:

- Staff from public or academic sector: 130 €/ day / person
- Staff from private sector: 250 €/ day / person

4. CONTACT

Pôle des Ateliers de formation

Tél : 00.33.(0)1.44.23.62.04 - Fax : 00.33.(0)1.44.23.62.93

Email : ateliers@inserm.fr