

**49<sup>th</sup> Plenary Meeting of the EJM  
22-24 November 2017, Tallinn**

**CONFIRMATION OF ATTENDANCE**

**COVER E-MAIL MESSAGE TO PARTICIPANTS**

23 October 2017

Dear Participant,

We are pleased to confirm that your registration to participate in the **49<sup>th</sup> Plenary Meeting of the European Judicial Network** to take place on 22 – 24 November 2017 in Tallinn, Estonia has been accepted.

Please take a moment to review the attached personalised Confirmation of Attendance Letter and the accuracy of your **registration and payment details** which appear on it.

If you have any amendments to the registration please inform us at your earliest convenience, but **no later than end of the day on Friday, 10 November 2017** by sending an e-mail to **events@eurojust.europa.eu** with the following subject line: “49th EJM Plenary Meeting”.

**IMPORTANT! Please read the following information carefully and follow as instructed.**

**The organisers (neither the EJM Secretariat/Maltese Presidency nor any of their affiliates) are not responsible, whether as a result of human error or otherwise, for the Participant’s failure to guarantee their hotel booking as per below instructions and/or within the specified deadline.**

**Hotel reservations are financially binding and it will be greatly appreciated if participants would inform the EJM Secretariat about any modifications or cancellations by 10 November 2017 to avoid their charging of cancellation and no-show fees.**

- If not indicated otherwise in your *Confirmation of Attendance letter*, the EJM Secretariat will reserve and **directly pay** for accommodation on a single room occupancy basis (incl. breakfast, VAT and city tax) for the nights of **22 and 23 November**.
- If you have not requested any additional arrangements, no further action will be necessary on your part to guarantee the booking. However, please note that the hotel has reserved the right to take random credit card pre-authorisation charges at any time prior to the event. If that becomes necessary, respective participants will be contacted separately. More information on Credit Card guarantee is provided below.
- If indicated otherwise in your *Confirmation of Attendance letter*, please kindly refer to the information provided below and follow as instructed.
- Due to contractual agreements, participants
  - paying their own accommodation expenses, and
  - who have requested extra nights’ stay and/or double room occupancy, and

- who have been randomly selected by the hotel,

will shortly be receiving directly from the hotel an e-mail link to their online **Credit Card Authorisation Form (CCAF)** and will **be required** to complete the form in order **to guarantee** their arrangements **by 10 November 2017**.

- Please do not send your completed CCAF to the EJM Secretariat (and/or Eurojust Events Office).
- FAILURE TO COMPLY IN ANY WAY WITH THIS MATTER WILL LEAD TO CANCELLATION AND LOSS OF YOUR HOTEL BOOKING.
- For those who are paying their own accommodation expenses, extending their stay in Tallinn and/or have requested additional arrangements, we are pleased to offer you the following specially negotiated Swissotel Tallinn rates\*:
  - € 130 / night for single room occupancy (incl. breakfast, VAT and city tax)
  - € 156 / night for double/twin room occupancy (incl. breakfast, VAT and city tax)
  - € 30 / 24-hours parking
- *Unless specified otherwise in your [Confirmation of Attendance letter](#), payment of any extra hotel charges (including extra nights' stay, double occupancy, etc.) is the responsibility of the delegates. Participants are kindly requested to settle the extra cost payments (if any) directly with the hotel.*
- *Due to venue capacity limitations, attendance to special functions and events (Cultural Programme, Welcome Reception, and Official Dinner) is strictly limited to registered delegates and may not include their accompanying persons or family members.*
- Please follow the link in your confirmation letter (or visit the EJM website) to find and read our **PRACTICAL INFORMATION NOTE** carefully. There you will find all logistical information needed for your participation in the meeting and accompanying events.

Thank you!

Kind regards,

The EJM Secretariat Team