



EMB Europäische Metallgewerkschaftsbund  
EMF European Metalworkers' Federation  
FEM Fédération Européenne des Métallurgistes

HK/AM/LR Dec. 5

8<sup>th</sup> December 2005

**To registered participants (see enclosed list):**

To UNI-Europa

For information: to all EMF affiliates

**EMF conference for European Works Councils within the ICT sector**

Theme: Improving the involvement of company employee representatives  
in anticipating and managing change on company and sectoral level in a  
national and European context  
*Brussels, 14<sup>th</sup> – 16<sup>th</sup> December*

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Dear Colleagues,

We are pleased to note the interest in our conference and to be able to welcome you to this event, which as you know will be held in co-operation with Uni-Europa and with financial support from the European Union.

Enclosed you will find the practical details regarding the conference arrangements and the documents.

**Final Conference Programme** – See enclosed.

**Interpretation**

Simultaneous interpretation will be provided as follows:-

Active: English, French, German, Hungarian, Polish and Czech

Passive: English, French, German, Hungarian, Polish, Czech, Spanish and Italian

**Venue and timetable**

The conference will be held from 14<sup>th</sup> to 16<sup>th</sup> December at the

**Hotel Tulip Inn Brussels Boulevard**

Avenue du Boulevard 17

B-1210 Brussels

Tel: +32.2.205.15.23

Fax: +32.2.201.15.25

(Please see: [www.tulipinnbb.be](http://www.tulipinnbb.be) for map and other details of the hotel.)

**Wednesday 14 December:** Arrival of participants – before 12H30  
Lunch 12H30 – 13H30  
Registration: from 13H30  
Start of conference: 14H30 – End 18H00  
Dinner: 19H30

**Thursday 15 December:** Start 9H00 / End 17H30  
Lunch 12H30 – 14H00

**Friday, 16 December:** Start 9H00 / End 12H30  
Lunch 12H30 – 13H30  
Departure of participants

### **Registration**

Registration of participants will begin at 13H30. All participants will receive conference folders and badges and are requested to respect the start and finishing times of the Conference. They will be required to sign an attendance list.

### **Conference documents**

In attachment please find the following documents:

- ◆ Conference Programme
- ◆ List of registered participants

The Conference folder will contain the above documents as well as:

- ◆ The ICT Strategy Paper
- ◆ The EMF Handbook on Restructuring (Chapters 1-3)

(The English version of these documents will also be sent to you in electronic version on Friday 9<sup>th</sup> December and the French and German versions on Monday 12<sup>th</sup> December.)

Copies of the conference presentations will be provided during the course of the conference, together with a number of background documents concerning company policy, industrial policy, ICT and collective bargaining.

### **Accommodation and meals**

All the participants will stay at the Conference venue, the Hotel Tulip Inn Brussels Boulevard and should have received confirmation of their bookings from the hotel. If this is not the case, please contact the hotel immediately.

**Reminder:** The EMF will pay the hotel rooms directly, i.e. room + breakfast. All extras must be paid by participants. (You will be asked for a credit card number at the hotel check-in. Participants who do not provide a credit card number will be asked for a guarantee of 25€ per day in advance. This sum will be refunded at check-out.)

The lunches on all three days, as well as the dinner on Wednesday 14<sup>th</sup>, will be taken in the Hotel.

### **Reimbursement**

Participants are reminded that they must duly fill in the reimbursement forms and hand these over to the EMF staff representative on the spot, together with a copy of their travel documents (rail/air ticket – or in the case of an e-ticket copy of the bill showing the name of the person, amount and travel details – and boarding card).

We look forward to seeing you in Brussels next week and to a successful and interesting conference.

With best regards,

A handwritten signature in black ink that reads "Peter Scherrer". The signature is written in a cursive style with a large, prominent 'P' and 'S'.

Peter SCHERRER  
General Secretary

Encs. Final programme  
List of participants  
Further copy of the reimbursement form and regulations