

ORGANISATIONAL FRAMEWORK

www.vitalruralarea.eu for more detailed information about **Vital Rural Area**

International Policy Forum on Regional Development BILLUND 2010 in the framework of the European project Vital Rural Area

*central theme: **innovation and involvement***

dates: October 7th and 8th, 2010 (with pre-meetings on October 6th, 2010)

venue: LEGOLAND HOTEL (with free parking)

Aastvej 10

DK-7190 BILLUND

Denmark

Tel.: 0045 7533 1244

Fax: 0045 7535 3810

E-mail: hotel@legoland.dk

Internet: www.hotellegoland.dk (in Danish, German and English)

The Legoland Hotel is situated in close proximity of the Legoland Billund Resort (www.legoland.dk), Denmark's most famous and popular amusement park for families and children of all ages. Billund is also the town where since decades the famous Lego bricks are manufactured.

conference language: English

The forum has an open structure and character, with enough time and opportunity for networking, exchange of opinions and expertise, and to make new contacts.

hotel accommodation at the Legoland Hotel at Billund (DK)

The project Vital Rural Area made a temporary reservation for 100 comfortable standard hotel rooms (double room for single use) at the Legoland Hotel for October 6th and 7th, 2010. For all participants of the forum, these rooms are made available at a reduced price of DKK 995 (approximately EUR 130, dependable on currency rates) pro person/pro night (inclusive breakfast, VAT and charges for the use of non-Danish credit-cards). Rack rate: DKK 1,500 = approximately EUR 200.

Forum participants are requested to mention the International Policy Forum on Regional Development when making their reservation for hotel accommodation

Forum participants are requested to make their own hotel and travel reservations, individually or group-wise, and to settle their own bills for travel and hotel costs. If required, costs for hotel rooms for keynote speakers, workshop facilitators, members of the Scientific Group will be paid for by the project and their travel costs will be reimbursed in a later phase on the basis of the original invoices.

For project partners, the hotel and travel costs are eligible within the project Vital Rural Area and will be reimbursed via their normal claims in the framework of the Interreg North Sea Programme.

Extended stays are possible at participants' own expense. Please ask for arrangements when making your hotel reservations at the Legoland Hotel.

travel suggestions to Billund (DK)

The nearest airport is Billund International Airport (the second Danish airport after Copenhagen International Airport) with regular flights to and from a great number of European destinations. It takes only a short taxi ride (1 kilometer) to arrive at the Legoland Hotel. Please check with your travel agency for more details.

Billund is also good accessible by car via the E45 from Hamburg to Flensburg in Germany. After crossing the Danish/German border near Flensburg (no pass control), continue driving along the E45 to Kolding and Vejle. Near Vejle leave the E45 and take Road 28 to Billund.

If required, we'll organise your return trip to the airport after lunch on Friday, October 8th, 2010, in a combined way (travel details not yet available).

invitation and registration

The invitation for this forum has been sent to potential participants via an e-mail message with attached pdf. Registration will be organised via the website: www.vitalruralarea.eu.

Persons interested in attending the forum will be asked to complete the registration form on the website for each participant separately: contact information, choice of workshops, dietary requirements, etc. After submitting, the sender will receive an automated e-mail with the confirmation of his or her registration.

forum fee

The forum (including study tour on day 2, conference pack, 2 dinners, 2 lunches, as well as coffee, tea and other refreshments) is free of charge.

conference pack

The conference pack will consist of a (photocopied) version of the final programme, a list of participants with e-mail addresses and (touristic) information about the Region of Southern Denmark and Denmark, as well as other appropriate information, using ready made folders made available by the Region of Southern Denmark. Conference packs will be handed over at the registration desk on Thursday, October 7th, 2010.

pre-meetings: Wednesday, October 6th, 2010

(afternoon, only for project partners and members of the Scientific Group)

The pre-meetings will consist of two parts: a plenary meeting for all three workpackages, and three parallel meetings to discuss the workpackage activities separately under the chairmanship of the chairs of the workpackages.

The plenary part of the meeting will start at approximately 3 pm. Project partners are requested to book their travel arrangements in such a way that their estimated times of arrival allow them to attend these pre-meetings (plenary and workpackage part).

More details will follow in a later phase

informal buffet diner on Wednesday, October 6th, 2010

For project partners who attend the pre-meetings and for forum participants who arrive already on Wednesday, October 6th, 2010, an informal buffet diner with traditional Danish dishes will be served free of charge on Wednesday evening. Three (alcoholic) drinks free. Representatives of project partners and forum participants are welcome to join the meal at any time between 8 and 10 p.m. However, last orders will be taken at 9.45 p.m.

webcasting of the forum activities and proceedings

During the forum on October 7th and 8th, 2010, the forum activities will be recorded and webcasted directly on the internet. Arkena, the Danish company responsible for this webcasting, will also interview (some of) the forum participants to record their reactions and comments on the speeches and workshops. The link to this site will be published in time to enable persons who do not attend, to see and listen to the presentations almost in real time.

These forum activities and proceedings will also be published on the website:
www.vitalruralarea.eu.

exhibition

project partners and other related organisations will have the possibility to build a small exhibition in the plenary meeting room or directly outside the plenary meeting room