

**AARP and European Centre Vienna
High Level Expert and Policy-Makers Conference**

**Reinventing Retirement:
Reshaping Health & Financial Security
for the EU 27 and Eastern Europe**

**October 23-24, 2008 - Dürnstein, Austria
Venue: Romantik Hotel Richard Löwenherz**

TERMS OF REFERENCE

AARP and European Centre Vienna Conference
"Reinventing Retirement: Reshaping Health & Financial Security for the EU 27 and Eastern Europe"
Dürnstein 23-24 October 2008

For the Conference in Dürnstein and for all participants (also speakers) the following is applicable:

Flights

Please mind that all participants are asked to make their flight arrangements themselves. A common bus transfer from the Airport Schwechat (Vienna International Airport) to the Venue in Dürnstein will be organised on Wednesday 22 October afternoon (please try to arrive earlier than 4:00 p.m.).

For the return, another common bus transfer will be arranged by the European Centre on the 25 October to the city of Vienna (for participants who stay on) and to the Vienna Int. Airport at a fixed time.

We will try to fix it once we know the majority of the flight arrangements.

However individual taxi transfers can be arranged upon request (mail to gonzalez-quijsano@euro.centre.org), but these will have to be borne by the participants themselves (approx 118,- Euro/transfer to the Vienna Airport).

Accommodation

The European Centre has pre-booked 3 Hotels and will try to meet participants' preferences made in their online registration.

Nevertheless the number of rooms are limited and the European Centre will have to decide the bookings on a first come, first served basis.

Please understand that later bookings might have to be shifted to another than the preferred hotel category.

The deadline for registration is September 12th.

The European Centre will confirm hotel reservations to the participants 2 weeks before the meeting (Week 6-10 October) at the latest.

After this confirmation any change of the booking or special request will have to be done directly with the Hotel.

Romantik Hotel Richard Löwenherz (Venue hotel)

3601 Dürnstein 8, Austria

<http://www.richardloewenherz.at>

double 166,-
double single use 116,-

Hotel Dürnstein (5-Star Hotel in 2 minutes walking distance from the venue)

3601 Dürnstein, Austria

<http://www.schloss.at>

double 195,-
double single use 175,-

Hotel "Sänger Blondel" (Hotel next to the venue)

3601 Dürnstein, Austria

<http://www.saengerblondel@aon.at>

double from 93,- to 110,-*
double single use from 65,- to 75,-*
(* different categories of rooms)

All hotel prices are in Euro and per room and night, including buffet breakfast and all taxes.

Meals and coffee breaks

All meals and coffee breaks will be provided by the organizers during the conference.

For invited speakers only

Reimbursement of travel

Please note that only economy flight tickets will be reimbursed by the European Centre after the meeting. A special reimbursement form will be distributed electronically with further instructions. The hotel bill for accommodation and breakfast for the stay of **3 nights (22-25 October 2008) will be paid directly by the organizers to the hotel,**

all other extras like further nights before or after the workshop, minibar, cost for double use supplement or telephone etc... have to be borne by the participants themselves upon check out. Speakers will be accommodated preferentially in the Venue Hotel Richard Loewenherz.

Honorary and submission deadlines

We kindly remind all speakers that the PowerPoint presentation will be put as PDF-link on the website before the Conference. If you would not like us to put it online, please explain.

The deadline for submitting the PowerPoint presentation electronically is the 15 October. Invited speakers will receive a honorary of Euro 300,- upon submission of their final written contribution - deadline for submission is January 16th 2009.