



Practical information: workshop on internal audit, 20-21 September 2007, Leuven

WHAT?

The aim of this workshop is to train the participants to efficiently and effectively direct and/or participate in a laboratory audit in the spirit of peer review and education.

Participants are motivated to exchange ideas and learn from each other and the experts, by general presentations, role play, video fragments and group discussions.

The workshop also provides a unique chance to meet and discuss with colleagues working in diagnostic labs around Europe.

FOR WHO?

These workshops are of equal value to accredited and non-accredited genetic testing labs.

Participants include lab directors, scientists, technicians and quality managers.

As the number of participants is limited to 30, we can only accept maximum two people of the same laboratory. The workshops are in English.

WHEN?

Start: Thursday 20th of September 2007 at 9am

End foreseen: Friday 21th of September 2007 at 2pm

WHERE?

University of Leuven

Campus Gasthuisberg – Onderwijs & Navorsing 1

3000 Leuven

Belgium

WORKSHOP REGISTRATION

Follow the link below to have access to the registration form:

<https://www.formdesk.com/eurogentest/WorkshopOnInternalAuditLeuven>

Registration closes July 15, 2007 (but note that the number of places are limited).

Your registration is not confirmed until full payment is received.

WORKSHOP COSTS

Registration fee:

400 euros per person

500 euros per person for industrial partners.

The fee covers documentation, restaurant dinner together on Friday evening, plus two lunches and morning and afternoon refreshments.

Travel and hotel are at the expense of your laboratory.

Bank details:

Account holder: K.U.Leuven, Krakenstraat 3, 3000 Leuven

Bank address: KBC Bank, Bedrijvenkantoor Leuven, Brusselsesteenweg 100, B-3000 Leuven, Belgium

Account number: 432-0000011-57

IBAN code: BE09 4320 0000 1157

Swift code: KREDBE BB

Please mention structured communication : ***400/0000/67434***



Network for test development harmonization, validation and standardization of services

ACCOMMODATION

Registration fee does not include hotel accommodation.

Participants should arrange their own accommodation.

Due to the fact that during the month of September many congresses are being organised in Leuven, and that hotel rooms are limited, early reservation is highly recommended.

Therefore, we have reserved a block of rooms in the Hotel Binnenhof and Hotel La Royale, from Wednesday 19 to Friday 21 September (2 nights):

* Hotel Binnenhof:

10 rooms at 106 EUR per night for single occupancy and 120 EUR per night for double occupancy including breakfast

<http://www.hotelbinnenhof.be/>

+32 (0)16 20 55 92

* Hotel La Royale:

15 rooms at 66,5 EUR per night for single occupancy and 79,8 EUR per night for double occupancy including breakfast

<http://www.laroyale.be/>

+32(0)16 22 12 52

All room reservations should be made by June 15, 2007. After this date the block will be released to the general public and availability cannot be guaranteed.

Both hotels have an online booking form. Please mention EUROGENTEST to have the reduced rates mentioned above.

The following website gives a good overview of other hotels in Leuven:

<http://www.leuven.be/showpage.asp?iPageID=1408>

CANCELLATION POLICY

For cancellation within four weeks of the workshop, 50% of the registration fee is due to cover our costs.

For cancellation within two weeks, the full fee is due. There is no penalty if you send someone else in your place.

MORE INFORMATION

<http://www.eurogentest.org/unit1/workshops.xhtml>

Practical information will be sent to you nearer the workshop.

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