

PRACTICAL INFORMATION CONCERNING YOUR STAY AT CERAN BELGIUM | SPA

LOCATION OF THE CENTRE

CERAN BELGIUM | SPA - Avenue des Petits Sapins 27 - 4900 Spa – BELGIUM

Tel.: +32 (0)87 79 11 11

E-mail: reception.spa@ceran.com

Internet: www.ceran.com



IMPORTANT DOCUMENTS

If you need a visa and/or a passport, please make sure you obtain these before you start your training. You should also arrange health insurance in advance. Residents of EU countries and Switzerland should be in possession of the European Health Insurance Card.

TRANSPORT

If you have already booked a transfer, and also if you would still like to book one, please complete the section '**Transport Reservation**'.

In the event of last-minute changes, please contact us by calling the number provided above.

ARRIVAL

You should arrive **on Sunday between 6.00 p.m. and 7.00 p.m.** for a welcome aperitif, dinner, and the first socio-cultural activity. If you expect to arrive at a different time, please call the telephone number above to let us know, so that we can organise your welcome accordingly.

DEPARTURE

The programme ends **on Friday at 5.30 p.m.**

On payment of a supplement you can book accommodation and breakfast for the weekend, subject to availability. From Friday evening to Sunday noon inclusive, only breakfast is served at the centre.

The weekend between the two course weeks is included in the price of the YOUNG ADULTS SUMMER programme.

MEALS

The centre offers cuisine suitable for an international clientele and can cater for your special dietary requirements on request.

If you are allergic to any types of food and/or follow a particular diet, please let us know by completing the section(s) '**Food Allergies**' and/or **Diets**.

TOBACCO

In compliance with the law, it is strictly forbidden to smoke indoors.

CERAN S.A.

Avenue des Petits Sapins 27 - 4900 Spa - BELGIUM • T. +32 (0)87 79 11 22 • customer@ceran.com • WWW.CERAN.COM

Company Number / VAT: BE 0450 688 823

Bank details: ING - Account number: 348-0110349-27 - IBAN: BE48 3480 1103 4927 - SWIFT-BIC: BBRUBEBB or

BNP PARIBAS FORTIS - Account number: 248-0135000-06 - IBAN BE85 2480 1350 0006 - SWIFT-BIC: GEBABEBB



COURSE MATERIALS

We suggest you bring your own dictionary, tablet and/or laptop. If you have booked one-to-one tuition, we recommend you bring any relevant documentation (documents, reports, presentations, etc.) regarding your job or your company and the topics you want to work on.

On arrival, you will receive a Welcome Pack (course materials).

CLOTHING AND SPORTS ACTIVITIES

Our students generally bring casual clothing for their stay. However, we recommend you bring something smarter for the Thursday evening event.

The centre has one outdoor tennis court, one outdoor sports ground and a relaxation and fitness area with jacuzzi and sauna (bathing robe, towel and slippers provided).

In the immediate neighbourhood, you will find a signposted jogging trail; you can also play golf, go horse-riding, go mountain-biking, do cross country skiing, etc.

We recommend that you bring your own equipment. Tennis rackets and balls can be provided by reception free of charge.

For sports activities organised within the framework of the YOUNG ADULTS SUMMER programme, please bring sportswear, appropriate footwear (only footwear with non-marking soles can be worn in the indoor sports hall and tennis courts), walking shoes, a waterproof jacket and your swimming costume, bathing cap and towel. You may also bring equipment for tennis, badminton, table tennis and horse-riding.

Please note that the management cannot be held responsible for any accidents that occur during any unsupervised sports activities.

ROOMS

You will be accommodated in a **single room** (or double on request) with private shower and/or bath and WC. Suites with lounge are available at an extra charge.

Each room has a television, a direct-dial telephone, a high-speed Internet connection, a fridge (mini bar), a coffee/tea set, a hair dryer and a safe.

LAUNDRY

Bed linen and towels are supplied by the centre.

A washing machine, a dryer, an iron and an ironing board are available at the centre.

You can pay to have your laundry done as well. Please go to reception if you wish to make use of this service.

VALUABLES

Management cannot be held responsible for the disappearance of money and/or personal items from rooms or any other area of the centre. Each room has a safe.

EXPENSES

All expenses incurred during your stay must be paid by credit card or cash before you leave the centre.

If you would like further information about the centre, please visit our [website](#).

We look forward to welcoming you to CERAN BELGIUM | SPA!

PRE-ARRIVAL INFORMATION – CERAN BELGIUM | SPA

Please complete and return by e-mail
by the **Monday before your arrival at the latest.**

E-mail: reception.spa@ceran.com

Last name: Starting date of training:
First name: Mobile:

ARRIVAL AND DEPARTURE

I will have my car at my disposal during my stay:

- yes Make: Registration no:
- no

- I will arrange my own transport to the centre. Approximate arrival time:
- I will arrive earlier than 3.00 p.m. at the centre and would like to book a lunch pack.

TRANSPORT RESERVATION

- I booked a transfer when registering.
Please find my precise arrival and departure details below.
- I would like to book a transfer now.
Please find my precise arrival and departure details below.
This service is payable along with any other expenses during my stay.

Please confirm my transport details by e-mail at the following address:.....

Important: we can only organise the transport if we receive the information by **the Monday before your arrival at the very latest.**

ARRIVAL (recommended arrival time - Sunday between 6.00 p.m. and 7.00 p.m.)

Arrival date:/...../..... Arrival time:

- at **Brussels Airport:** 210 EUR/journey/person per individual transfer
- Brussels Midi Station:** 210 EUR/journey/person per individual transfer
- Brussels South Charleroi Airport:** 210 EUR/journey/person per individual transfer
- Liège Guillemins Station:** 105 EUR/journey/person per individual transfer
- Verviers Station:** 80 EUR/journey/person per individual transfer

Flight/train no: Terminal: Arriving from:

DEPARTURE FROM THE CENTRE (activities end on Friday at 5.30 p.m.)

Departure date:/...../..... Departure time:

- from **Brussels Airport:** 210 EUR/journey/person per individual transfer
- Brussels Midi Station:** 210 EUR/journey/person per individual transfer
- Brussels South Charleroi Airport:** 210 EUR/journey/person per individual transfer
- Liège Guillemins Station:** 105 EUR/journey/person per individual transfer
- Verviers Station:** 80 EUR/journey/person per individual transfer

Flight/train no: Terminal: Destination:

The price per transfer includes waiting time of up to 2 hours. Please note that in the event of any waiting time exceeding 2 hours, any part hour will incur a charge of **35 EUR/hour**.

All our prices are quoted exclusive of VAT.

Terms and conditions apply. Please visit www.ceran.com for more details.

Last name: Starting date of training:
 First name: Mobile:

FOOD ALLERGIES

Please check the list below and tick the relevant boxes if you are allergic to any of these food items.

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Cereals containing gluten, namely: wheat, rye, barley, oats, spelt, kamut, and products thereof. | <input type="checkbox"/> 6. Soyabeans and products thereof. | <input type="checkbox"/> 11. Sesame seeds and products thereof. |
| <input type="checkbox"/> 2. Crustaceans and products thereof. | <input type="checkbox"/> 7. Milk and products thereof (including lactose). | <input type="checkbox"/> 12. Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/l (total SO ₂). |
| <input type="checkbox"/> 3. Eggs and products thereof. | <input type="checkbox"/> 8. Nuts, namely: almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts, and products thereof. | <input type="checkbox"/> 13. Lupin and products thereof. |
| <input type="checkbox"/> 4. Fish and products thereof. | <input type="checkbox"/> 9. Celery and products thereof. | <input type="checkbox"/> 14. Molluscs and products thereof. |
| <input type="checkbox"/> 5. Peanuts and products thereof. | <input type="checkbox"/> 10. Mustard and products thereof. | <input type="checkbox"/> Other(s), namely: |
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| | | |
| | | |

Despite our best efforts to accommodate your dietary requirements, given that all meals are prepared in our kitchen, there is still a risk of cross-contamination.

DIETS

If you follow a special diet, please specify:

ILLNESS – DISABILITY

Do you suffer from an illness or a disability that we should know of (e.g. visual impairment, etc.)?

- no
 yes. Please specify:

PERSON TO CONTACT IN CASE OF EMERGENCY

Ms Mr

Last name: First name:

Telephone: Mobile:

Date: / / Please write "Read and approved", followed by your signature

