Thank you for registering for **FBA’s** **International Forest Business Conference 2018** to be held at **Hotel Kiston in Kistowo, Poland,** beginning **6th June 2018**. Please see important information below.

**REGISTRATION**:

If you have questions about your conference registration, please contact Karolina Chudy at: karolina@forest-analytics.com

**CANCELLATION:**

A cancellation received by 5:00 p.m. CET on or before 6th May, 2018, will be refunded, minus a 67.5 EUR processing fee. No refunds will be issued thereafter; substitutions will be allowed.

Cancellations after 6th May 2018 will be charged the entire registration fee, but substitutions are always welcome.

To cancel your registration, please send an e-mail to: support@fba-events.com

Pre-registrants who fail to cancel or send a substitute are liable for the full registration fee. If this event is cancelled for any reason, the FBA will not be responsible for any charges related to travel and accommodation.

**LOCAL TRANSPORTATION**

The closest international airport to the conference venue is **Gdansk Lech Walesa Airport (GDN)**. From the airport or railway in Gdansk you can get to Hotel Kiston either by car or by a shuttle bus, which we can organize for you.

Please note that, the shuttle service will be guaranteed only if you will send us back the form duly filled in by **15th May.** The cost of the shuttle from Gdansk to Hotel Kiston will depend on number of participants interested in this service. All needed information regarding the shuttle will be provided shortly after 15th May.

**Do you want us to organise your transport from the airport/railway station in Gdansk to the Hotel Kiston and back?** [ ]  **Yes** [ ]  **No**

**If Yes, please provide us following additional information:**

**Family Name/First Name:
Organisation:
Tel.:**

I will be arriving at **Gdansk Lech Walesa Airport** on ………….at……..… hrs, terminal n° …….. with airline ……… flight number………..from…………………………

I will be departing: from **Gdansk Lech Walesa Airport** on …….….. at……..hrs terminal n°

.......with airline …………….flight number…………to…………………………………..

Time requested for check-in [ ] 45 minutes [ ] 60 minx [ ] 90min [ ] 105 min [ ] 120 min

**Meeting point at Gdansk Lech Walesa Airport:** Hall of arrivals (T1 or T2)

**Driver**: Please note that (if you asked for transportation) a driver will wait for you at the above-mentioned meeting point holding a sign saying ***International Forest Business Conference 2018***

**LODGING INFORMATION**

The conference will be held at [Hotel Kiston in Kistowo](https://www.google.pl/maps/place/Hotel%2BKiston/%4054.2722624%2C17.7470576%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x46fdf3f35ecbb8df%3A0xb5dc0c2c6d035b3c%218m2%213d54.2722593%214d17.7492463), Poland. Hotel Kiston is located within a quiet and green area rich in lakes, in the centre of the Kashubian region. This 4-star hotel offers its guests comfortable air-conditioned accommodation with free access to an indoor swimming pool, a sauna and a hot tub.

Reduced rate lodging is available at the Hotel Kiston by mentioning **International Forest Business Conference** by calling +48 607 300 500. To secure your spot in the hotel, please book your accommodation before **15th March 2018.**

The rate for a single room is 260 PLN/night (ca. 61€), for double room 330 PLN/night (ca. 78€) and for a one bedroomsuite 550PLN/night (ca. 129€).

For more details about the conference information, lodging and directions, please visit [www.fba-events.com/](http://www.fba-events.com/)

**SPECIAL NEEDS:**

If you require special services, contact Rafal Chudy at rafal@forest-analytics.com **at least 5 business days** before your event. Dietary restrictions should have been indicated on the registration form.

Do you have any dietary restrictions? [ ]  **Yes** [ ]  **No**

**If Yes, please provide specific information:**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**OTHER QUESTIONS:**

If you have questions about the program, please contact us (support@fba-events.com).

We look forward to seeing you!

Sincerely,

Conference Registration Team
support@fba-events.com