



FROM TRADITION TO MODERNITY

We have the privilege to invite you to participate at the first PROTOCOL SEMINAR realised in Luxembourg.

One week of intensive study in the heart of the ARDENNES at the "Château de Wiltz", historical symbol of the city, surrounded by an attractive hilly landscape environment, quiet to study with comfortable classes and amenities.

This seminar is a unique opportunity to learn protocol and etiquette in a multicultural and multilingual ambiance.

When?

From Sunday, June 7th to Sunday June 14th, 2015.
Classes start on Monday 8th and daily at 09.00 am and ends at 16.00 pm,
With one hour break for lunch.

Course Venue

BBI-LUX Campus of Applied Sciences
Address: Château de Wiltz - L-9516 Wiltz
Telephone: + 352 279 112 092
Email: info@bbi-edu.eu

Programme

- Universal notions of protocol
- Protocol and diplomacy
- Preparations and organization of State meetings
- Comparative protocol in different cultures
- Protocol in business negotiations
- How to plan a formal dinner - Dining Etiquette
- Protocol within the United Nations system

Fees

3.000 Euros for courses + 680 Euros for 7 nights accommodation (B&B) and Gala Dinner (optional). Fees are payable upon registration as a condition for participation. For cancellations received 15 days before the seminar, we will charge an administration fee of 150 Euros.

Accommodation

Hotel "Aux Anciennes Tanneries" (Bed & Breakfast)

The hotel is quietly located along the Wiltz River in the heart of a romantic Ardennes landscape. The hotel offers free Wi-Fi, facilities include a restaurant, a fitness center with sauna, and a swimming pool with solarium for relaxation. It has also a very nice garden terrace to enjoy the sunny weather.

Address:
Rue Jos Simon 42A, 9550 Wiltz, Luxembourg
Telephone: + 352 95 75 99
Email: tannerie@pt.lu

Gala dinner

Following the Seminar's closing ceremony a Gala Dinner, will take place at the restaurant "Vieux Château", on June 12th, 2015, with special guests attending. The restaurant is located at the campus entrance.

Meals

Meals are not provided within the campus premises. However the restaurant "Au Vieux Château" offers daily an affordable quick lunch, and there are many restaurants and cafes in the nearby area.

Registration

The number of place is limited, please complete and return the registration form, as soon as possible in order to guarantee you a place. The deadline for registrations is set on May 15, 2015.
The form is provided at our BBI-LUX website www.bbi-edu.eu

Language

Classes are conducted in English

Certification

Successful participants will obtain a "Certificate of Specilization in Protocol", jointly awarded by the EIDP Luxembourg

Cancellation Rule

If due to unforeseen circumstances the programmed Seminar is cancelled, registration fees will be returned ten days prior the opening date. However no responsibility assumed for costs incurred in travel, hotel etc.