



14th LUXEMBOURG EURO MEET
27th – 29th January 2012

Internet Registration procedure for the Luxembourg Euro Meet

Dear team leader,

This document will help you to register for the 14th Luxembourg Euro Meet via the official website www.euromeet.lu. Every team has to apply using the online registration form. Applications via E-mail are not accepted. The registration has to be done in two (2) steps.

Please note that the hotels Novotel and Ibis have to be booked directly at the hotel by using the promotion code shown on our website in the category hotels. The d'Coque Hotel and INS have to be booked through the OC. For both please use the forms on our website to get the special rates. The hotel reservation forms have to send to the following e-mail address: euromeet@flns.lu

If one of the hotels can not be selected in the registration form it means that this hotel is no longer available.

Step 1 – Preliminary entry

From **November 1st, 2011** every interested team or federation may register by filling in the preliminary entry form on our website. At this stage, the following basic data of each team/federation will be requested:

1	Name of the team/federation
2	Name of the contact person
3	Name of the head of delegation
3	Address
4	Country
4	Phone
5	Fax
6	E-mail
7	Preliminary number of swimmers
8	Preliminary number of coaches, officials
9	Choice of the hotel (Novotel, Ibis, Coque, INS)
10	Preliminary number of rooms per day
11	Preliminary numbers of meals per day

Once all the information provided, you will get a confirmation e-mail including your registration number, a username and a login password. The username will be the e-mail address indicated in the registration form. With the registration number,

username and login password you may access to the system at **any time** and modify, correct or update the preliminary data provided in the registration form as often as required. Only after you are sure that all information provided is final you shall to pass to **step 2** of the registration procedure.

Step 2 – Final entry

Latest **before January 16th, 2012**, you need to complete your registration by logging in with your registration number, username and login password filling in **part two** of the online form. You need to confirm the information provided during step 1 of the registration procedure and the following additional and final data will be requested:

12	Arrival date and time
13	Departure date and time
14	Place of arrival (airport or train station)
15	Place of departure (airport or train station)
7.1	Final number of swimmers
8.1	Final number of coaches, officials
10.1	Final number of rooms booked per day
11.1	Final number of meals ordered per day
16	Upload of the detailed registration form “Lenex” (.lxf file)

After confirming the data in step two of the procedure you **NOT** anymore make any changes to your registration. **Important:** Before validating the step 2 please do not forget to upload the registration form “Lenex” (.lxf file)

All entries have to be made in the “LENEX” format. The forms and the program for this type of entries can be downloaded under www.euromeet.lu. In case you use any other format, an **additional fee of 1,5.- Euro per entry** has to be paid. The entry times shall be 50m pool times not older than 12 months.

The entry fees, consisting of a one-time entry fee of 20.- Euro per team/federation and the individual entry the fees of 13.- Euro per entry have to be paid in advance and **latest by 16.01.2012** via telegraphic bank transfer on the following account:

FLNS-SL – Euro Meet: CCPLLULL IBAN LU98 1111 1753 6485 0000

The restitution of 3.- Euro for those entries having reached the time standards will be paid on Sunday January 29th, 2012 after the heats at the welcome desk. No restitution will be paid for absence.

Deadline for registration: **January 16th, 2011**