

## **EDHEC-Risk Institutional Days 2010: Expense Refund Policy and useful information on transportation and hotels in Monaco.**

### **1-Expense Refund Policy**

If you qualify as an institutional investor (pension scheme, charity, endowment, foundation, insurance company (third party asset management excluded), single family office or financial executive from non-financial company) and are attending the EDHEC-Risk Institutional Days 2010 in Monaco on the 8<sup>th</sup> and/or 9<sup>th</sup> of December 2010, the following expense refund policy applies:

-For institutional investors who are not attending the IPE awards on the 7<sup>th</sup> and who will attend the conference on the 8<sup>th</sup> and the 9<sup>th</sup> (two days), EDHEC-Risk will refund the shuttle bus transfer from Nice airport to Monaco and the return as well as overall travel and accommodation expenses of up to 500 euros. Bank account details, receipts of the bus transfer, a receipt from the hotel and any other justification of transportation expenses need to be sent to EDHEC-Risk at the following address after the event for any refund to be processed:

Vania Schleef  
EDHEC-Risk Institute  
393-400 Promenade des Anglais  
0600 Nice-France

If no receipt is sent or if there is a no show at the hotel, EDHEC-Risk will not refund the expenses incurred.

-For institutional investors who are not attending the IPE awards on the 7<sup>th</sup> and who will attend the conference on the 8<sup>th</sup> or the 9<sup>th</sup> (one day), EDHEC-Risk will refund the shuttle bus transfer from Nice airport to Monaco and the return as well as overall travel and accommodation expenses of up to 300 euros. Bank account details, receipts of the bus transfer, a receipt from the hotel and any other justification of transportation expenses need to be sent to EDHEC-Risk at the following address after the event for any refund to be processed:

Vania Schleef  
EDHEC-Risk Institute  
393-400 Promenade des Anglais  
0600 Nice-France

If no receipt is sent or if there is a no show at the hotel, EDHEC-Risk will not refund the expenses incurred.

-For institutional investors who are attending the IPE awards on the 7<sup>th</sup> and who will attend the conference on the 8<sup>th</sup> and the 9<sup>th</sup> (two days), EDHEC-Risk will refund the accommodation expenses and the transfer from Monaco to Nice Airport of up to 200 euros as IPE is already covering part of the travel and accommodation expenses. Bank account details, a receipt from the hotel and any other justification of transportation expenses need to be sent to EDHEC-Risk at the following address after the event for any refund to be processed:

Vania Schleef  
EDHEC-Risk Institute  
393-400 Promenade des Anglais  
0600 Nice-France

If no receipt is sent or if there is a no show at the hotel, EDHEC-Risk will not refund the expenses incurred.

No other expenses will be covered as EDHEC Risk will provide lunch for both days of the conference at the Grimaldi Forum, the conference centre. There is a limit of three participants by institution for the refund policy to be applied. Above three participants by institution, EDHEC-Risk can refuse to refund the expenses.

## **2-Useful Information for the bus transfer between Monaco and Nice airport**

The bus number 110 leaves Terminal 1 every 30 minutes to go to Monaco and will take 50 minutes. The cost is 28.5 euros for a return ticket. There is a free bus from Terminal 1 to Terminal 2 for participants landing at Terminal 2.

The 110 bus will stop at the different hotels in Monaco and at the Grimaldi Forum, the conference centre. Please tell the driver where you want to stop.

## **3-Useful information for the hotels.**

EDHEC-Risk recommends the MonteCarlo Bay for your stay as a special rate can be offered. We will provide you with a dedicated link and password upon registration at our conference.

If you are attending the IPE awards and IPE is in charge of your hotel booking for the night of the 7th, they will book the MonteCarlo Bay if you are planning to stay at the MonteCarlo Bay for the night of the 8<sup>th</sup> to be able to attend our event.

For any additional information, please contact Vania Schleef ( [vania.schleef@edhec-risk.com](mailto:vania.schleef@edhec-risk.com) )