

Contacts:

1. General enquiries, programme, travel, early arrivals etc:
englishweek@t-online.de (Doris Schlott, Frankfurt/Main)

2. Registration, rooms, courses, payments:
s.albert-jahn@web.de - Mülheim/Ruhr

Prices and how to register

Please note:

You can only **register online** from our website **www.english-week.de**
Sorry, no more written enrolment forms sent by post as in previous years

**Haus Altenberg doesn't take any registrations for the conference
nor do they make reservations for rooms.**

What you have to pay

• 1. The Conference Fee of € 390.-

has **to be paid in advance** after your online registration **to make your reservation legally binding** within 6 days after you registered online.

The conference fee is used to pay our members of staff.

Please transfer the conference fee (€ 390.-) to our account

English Week / Silvia Albert-Jahn

GLS Gemeinschaftsbank eG Bochum (Christstraße 9, D44789 Bochum)

Konto IBAN: DE29 4306 0967 6042 4729 00, **BIC/swift code: GENODEM1GLS**

Ref: Waldorf English Week 2025 - your name and your school/country

(Special arrangements on request for non-EU schools to avoid high bank charges)

• 2. The accommodation at Haus Altenberg as well as the meals **(full board arrangement, vegetarian or non-vegetarian)**

has **to be paid in cash once you arrive at Haus Altenberg** and register at our desk for the conference.

(sorry, **no credit card facilities at Altenberg**). As the closest cash machine is at a local bank is in Odenthal, about 3 km from the conference centre we strongly advise you to organize your cash in advance.

I.	double room with shower and toilet on each floor	€ 350.-	<i>all these rooms are located in different parts of the main building (with separate beds - no king size or queen size beds)</i>	These prices include your accommodation and all meals including the coffee breaks. Mineral water in big bottles (€ 1.-) self-service in the Conference Hall. Soft drink and coffee machines near the Dining Room at reasonable prices.
II.	double room with ensuite bathroom/WC	€ 410.-		
III.	single room with shower and toilet on each floor (only a limited number of rooms available)	€ 445.-		
IV.	single room with ensuite bathroom/WC (only a very limited number of rooms available)	€ 520.-		
V.	Multi-bedded room with ensuite bathroom/WC	€ 300.-	<i>these rooms are very spacious ones situated in the most modern part of the building</i>	
VI.	In case you don't stay overnight at Haus Altenberg: <u>full board conference package without accommodation</u> <u>conference package without accommodation, full board but without breakfast</u>	€ 210.- € 167.-		

If you wish to **share a room with a particular colleague(s)** please write a separate email to **s.albert-jahn@web.de**

In case your wish for a particular **room category cannot be fulfilled** Silvia Albert-Jahn will contact you asap to offer you an alternative.

- **Cancellations: In case you have to cancel your place after 25th September,**
(from this date onwards we may have to pay a non-show fee to Haus Altenberg) we'll try our best to give your place to one of the participants on the waiting list in order to minimize your costs. However, we are charging a handling fee of **€ 50.-**
Depending on the overall number of participants we may have to charge you up to 100% of our conference fee in the case of cancellation within the 10 days before the English Week starts, and 50% for cancellations from **15th October** onwards.
We trust that Haus Altenberg will be as generous as they previously were and will only charge a minimum fee to cancel your accommodation and your meals.
- **For last minute enrolments from 10th October onwards**
first contact s.albert-jahn@web.de to find out if there are still places available.