



## **ICEDR Forum—Developing Leaders at Every Level— Cascading Leadership Development & Building Organizational Cohesion**

Jointly Hosted by Suez and INSEAD  
Fontainebleau, France ❖ October 13-15, 2004

### **Travel and Facility Information**

#### **Contact Information**

The program will take place at:

INSEAD  
Boulevard de Constance  
Fontainebleau  
77305 FRANCE  
Tel : 33 (0)1 60 72 40 00  
Fax : 33 (0)1 60 74 55 00  
www.insead.edu

Unless there is an emergency, the program will not be interrupted for phone calls or faxes. INSEAD offers some computer kiosks to access the internet. The Forum hotels offer high-speed internet access.

#### **Travel Information**

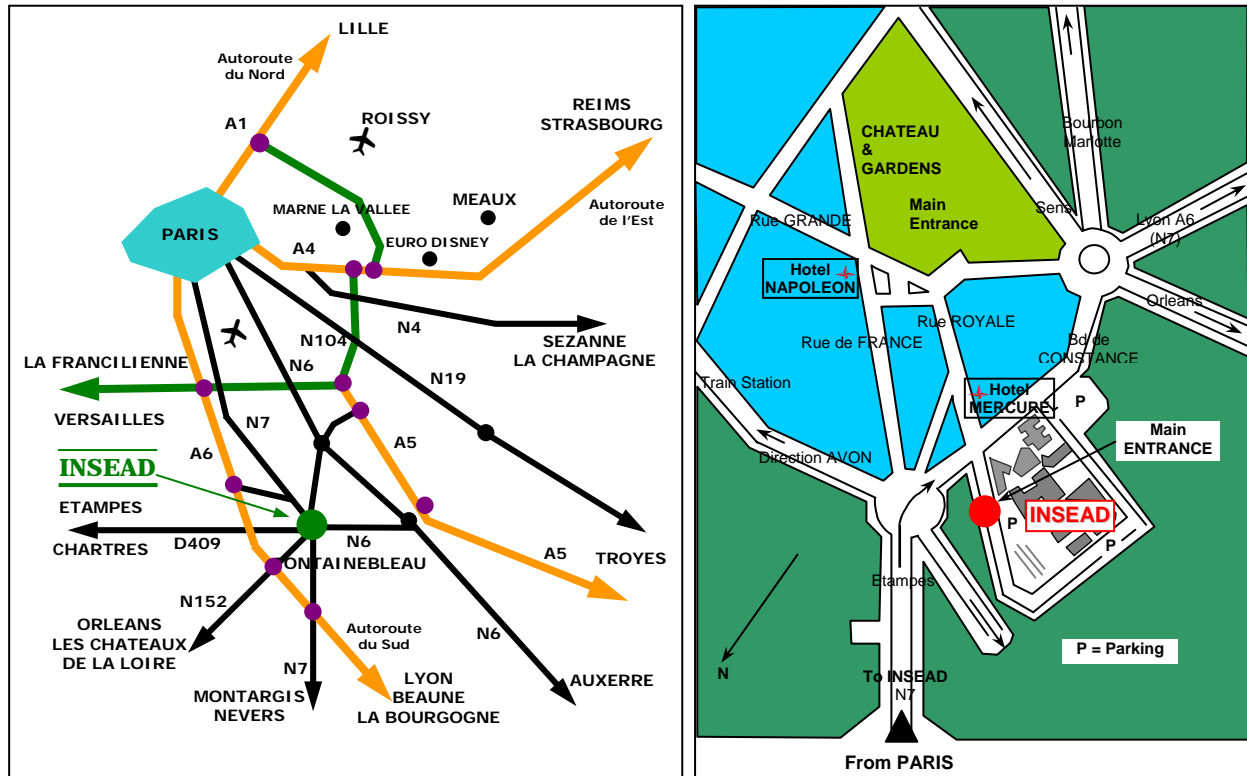
**Train Info**—Search for train times, prices, and availability at [www.sncf.fr](http://www.sncf.fr).

**Airport Info**—Search for information on Paris Airports at [www.adp.fr](http://www.adp.fr).

The closest airport is Orly, but most international flights are into Roissy-Charles de Gaulle (CDG). Orly is about 45 km or 45 min. from Fontainebleau, while CDG is about 100 km or 1.5 hours from Fontainebleau. **You are encouraged to make use of the taxi service arranged through INSEAD (see attached form)**, as regular airport taxis may charge up to 200% for the same ride. Please provide us with the **date and time of arrival, airline, flight number, originating city, and arrival airport and terminal** to book this taxi service. INSEAD will confirm your taxi service for you. The driver will be waiting outside customs with an INSEAD sign.

- Orly to INSEAD €72-98 (depending on time of day)
- CDG to INSEAD €105-145 (depending on time of day)

See maps on next page.



## Dress

**Comfortable casual clothing** is recommended for the Forum program and the reception and dinner on October 13. On Thursday, October 14, SUEZ will host a special evening for ICEDR and **formal dress** (suits and ties for men and women dress accordingly) is requested. Average temperature in October is around 8-15° C (48-59° F).

## Hotel Information

Participants will be staying at one of the two hotels below. The Hôtel Mercure, a chain hotel, is closest to INSEAD. Hôtel Napoleon, a French country-style hotel near Chateau Fontainebleau, is about a 5-minute walk from INSEAD.

### Hôtel Mercure

[www.mercure.com/mercure/fichehotel/gb/mer/1627/fiche\\_hotel.shtml](http://www.mercure.com/mercure/fichehotel/gb/mer/1627/fiche_hotel.shtml)

Rue Royale

77300 Fontainebleau FRANCE

Tel : 33 1 64 69 34 34

Cost per night 120€

Supplement for an additional person 12€ + 1€ tax

## ***Hôtel Napoleon***

www.hotelnapoleon-fontainebleau.com

9, rue Grand

77300 Fontainebleau FRANCE

Tel : 33 1 60 39 50 50

Cost per night 110€

Supplement for an additional person 14€ + 0.80€ tax

When registering for the Forum, please indicate your hotel preference in the Comment section on your on-line registration form. ***Hotels will be assigned in the order requests are received; no guarantees can be made on hotel choice.*** We will inform you of the confirmed hotel as soon as possible.

A credit card number and expiration date is ***mandatory*** for hotel reservations. The hotels accept all major credit cards. Reservations for the Forum may only be made through ICEDR.

## ***Extending Your Stay***

If you wish to extend your stay, the pre- and post-Forum rates are the same, based upon limited availability. Hotel accommodation space is extremely limited, so please make your reservations with ICEDR as soon as possible.

## ***Spouses and/or Guests***

Spouses/special guests are invited to join the group for all evening events, but there will be no special spouse program during the day.

## ***Meals***

On Wednesday, October 13, INSEAD will host a reception and dinner immediately following the program at Le Cercle on the INSEAD campus. On Thursday, October 14, SUEZ will host a very special dinner for ICEDR. Breakfast is included in your room rate and will be served at your hotel each day. Buffet lunches will be served at INSEAD. Please inform us in advance if you have any special dietary needs.



**Transport Request Form**  
**ICEDR Forum—Developing Leaders at Every Level**

*13-15 October 2004*

INSEAD would be most grateful if you would complete this form in as much detail as possible so that a taxi can be arranged in accordance with your instructions. Please fax this form to the INSEAD Events Department at **fax +33-1-60 74 61 62**.

Name (in capitals): \_\_\_\_\_ Your fax number: \_\_\_\_\_

|  |  |
|--|--|
| <b>Arrival date:</b> _____                         |  |
| At: _____  |  |
| (please specify airport and terminal)              |  |
| From: _____  | To: <input type="checkbox"/> Hotel (name): _____ |
|  | <input type="checkbox"/> INSEAD                  |
| Time of arrival: _____                             |  |
| Flight No: _____                                   |  |
| Number of people traveling (incl. yourself): _____ |  |

|  |                                       |
|--|---------------------------------------|
| <b>Departure date:</b> _____                               |                                       |
| Time of Departure: _____                                   |                                       |
| Pick-up from: <input type="checkbox"/> Hotel (name): _____ | To: _____                             |
| <input type="checkbox"/> INSEAD                            | (please specify airport and terminal) |
| Time of flight departure: _____                            |                                       |
| Flight No: _____   |                                       |
| Destination: _____   |                                       |
| Number of people traveling (incl. yourself): _____         |                                       |

Please fax this form to the INSEAD Events Department at **+33-1-60 74 61 62** and INSEAD will organise a taxi on your behalf, as requested. A fax will then be sent to you confirming the taxi arrangements. Drivers will meet participants outside customs with an INSEAD sign.

*If you have any questions, please call 33 1 60 72 40 00 and ask to be connected with the Events Dept.*