



For para-athletes with  
an intellectual disability

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Thursday, 13 September 2012

Dear Member

### Inas National Eligibility Officer Conference

On behalf of the Inas Eligibility Committee, it is my pleasure to invite you to the 1<sup>st</sup> Inas NEO Conference which will take place in the United Kingdom on February 2-3 2013.

The conference is organised by Inas and provides an opportunity to discuss:

- The Inas eligibility process
- The new 'provisional eligibility process
- Member experiences and sharing of good practice
- Consideration of the draft Inas Strategic Plan (in the area of Eligibility)

A detailed agenda will be distributed nearer the time and if you have topics you would like to include then please forward these to us.

The conference is intended for the National Eligibility Officer (NEO) of each member nation and a maximum of one further representative. The representatives should have considerable knowledge of, and involvement in, the eligibility process within their nation.

The conference will take place at the Premier Inn Hotel at Manchester Airport, UK beginning on Saturday, 2 February at 9:00am and will finish on Sunday, 3 February at 1.00 pm.

Please note that accommodation bookings should be made directly with the hotel and we kindly ask you to book at the earliest opportunity (and no later than 26 November 2012) as rooms are limited. Details of how to book are attached.

I look forward to meeting you at the conference.

Kind regards,

A handwritten signature in black ink, appearing to read "Jan Burns". The signature is fluid and cursive, with a long horizontal stroke at the end.

Professor Jan Burns  
Head of Eligibility

## INFORMATION – NATIONAL ELIGIBILITY OFFICER CONFERENCE 2-3 February 2013 – Manchester, UK

### Location

Premier Inn Hotel,  
Runger Lane South,  
Wilmslow Road,  
Manchester, M90 5DL  
United Kingdom

Telephone: +44 871 527 8730

Web: <http://www.premierinn.com/en/hotel/MANAIR/manchester-airport-m56/j6-runger-lane-south>

### Travel to and from the airport

The hotel is a short taxi ride from the hotel (you will be responsible for covering the cost of this).

### Accommodation and meals

Rooms are 42GBP per night. Bookings should be made directly with Alison Burnell at the hotel, either by calling the phone number above or emailing [Groups.Manchesterairport@whitbread.com](mailto:Groups.Manchesterairport@whitbread.com). Reservations cannot be made through Inas.

*IMPORTANT: Meals are not included in the room price.* When making your reservation, please select the 'meal deal' option (22GBP per day) which includes both breakfast and evening meals. Lunch will be provided by the organisers.

### Confirmation of attendance

After making your hotel reservation, please submit the name, contact details and travel arrangements of your representatives to: [eligibility@inas.org](mailto:eligibility@inas.org) before 26 November 2012.

### Conference fee

In addition to the cost of your hotel reservation, there is a \$50USD per person conference fee. This can be paid in cash on arrival, online at [www.inas.org/neo-conference/](http://www.inas.org/neo-conference/) or by bank transfer to:

Account Name:	INAS-FID
Bank:	HSBC
Bank Code:	30056
Branch code:	00030
Swift:	CCFRFRPP
Address:	HSBC at 103, Avenue Des Champs-Elysees - 75419 Paris, France, Cedex 8
Account No:	00300712956 USD
Key:	49
IBAN:	FR76 3005 6000 3000 3007 1295 649