



How to Register for Le Spit

(from the <http://www.ddra.org/events.htm#lespit> web page)



Registration will be made on a strictly “first come, first served” basis. To avoid overbooking this is how registration works:

- Open and download **Le Spit Itinerary** (optional)
- Open the **Le Spit Registration Form**
- Download Registration Form to your computer. This document is called ‘LeSpitRegistrationForm.doc’.
Save it to your PC with your name prefixed to it (for example, if your name is Francis Crawford, then save the file as FrancisCrawfordLeSpitRegistrationForm.doc). This will make tracking incoming registration forms easier.
- Fill in the **Registration Form**. Save it again when you have finished and then send it as an e-mail attachment to this e-mail address: **lespit@my-paris-tours.com**
- Please state whether you are going to attend the Welcome Dinner and the Gala Dinner on the Registration Form. This information is needed at the time of registration to book the venues. It is possible to sign up additional participants for the two dinners (i.e. if your partner/travelling companion is not participating in the main events but wants to come to the Welcome Dinner and/or Gala Dinner.)
- To register you are required to pay a **Registration Fee of €350**. This covers everything but the Welcome Dinner and Gala Dinner. Payment for those will be taken at a later date.
- Once I have received your Registration Form I will check if there are still places available and if so will direct you to a **special LeSpit PayPal Page**. You will then have **48 hours to pay your Registration Fee** once you have been notified by me that you are on the list and have been sent the link for the PayPal site.
- If the payment is not made within 48 hours your place will go to the next applicant.
- Once I have been notified of your PayPal payment your registration is complete and you will be put on the list of participants and will receive an e-mail from me confirming this.
- In case of overbooking there will be a waiting list which will also be operated on a “first come, first served” basis.

Birgit Sahn