



Dear Franco-British Colloque Guest

Franco-British Colloque 25th – 27th January 2024 - Versailles

1.1 [REDACTED] and the UK Committee are delighted that you will be joining them in Versailles for the 2024 Franco-British Colloque. I am responsible for co-ordinating everything for the UK delegates therefore if you have any questions, please do not hesitate to contact me. I will be your main point of contact throughout the event and can be reached on 1.3 [REDACTED] 1.2 [REDACTED]@francobritishcolloque.co.uk

Venue:

Le Trianon Palace
1 Boulevard de la Reine
78000 Versailles
France

Hotel switchboard: + 33 1 30 84 50 00

Hotel arrangements:

All room bookings will be organised by the Colloque team. The Colloque covers the cost of two nights' stay at the Trianon Palace (25th & 26th January) any incidental expenses will be at the delegates own cost along with any additional nights. I would be happy to liaise with the hotel on your behalf to arrange extra nights if required.

Timings:

Participants should plan to arrive at the hotel on Thursday, 25th January no later than 6:45pm to allow for check-in. Drinks will be served at 7:30pm followed by dinner at 8:15pm, the event will finish at 11:00am on Saturday, 27th January (see arrivals/departures for suggested travel).

Dress Code:

There is no precise dress code. Please feel free to wear whatever you feel comfortable in. However, for those who would like some indication we suggest business casual for meetings and business attire for dinners.

Attendance:

Participants are expected to attend for the duration of the event i.e., from drinks/dinner on Thursday evening through to Saturday morning unless agreed otherwise.

Recreation and Leisure:

The hotel offers a fitness centre, swimming pool and sauna.

Off-the-record:

Fruitful discussions are enhanced by an atmosphere of mutual trust in which participants can express themselves freely under the Chatham House rule. All discussions are therefore private, off-the-record and non-attributable; the press is excluded from meetings.

Working Groups & registration:

Please complete the information required on the registration form by 6th December by following the link <https://forms.office.com/e/5a2d96Zc6w>

Please complete the working group form by 6th December by following the link. Please indicate your 1st choice and your 2nd choice <https://forms.office.com/e/1Pg1qU1Pwn>

Note that group allocation will be on a first come first served basis.

Arrivals / Departures:

Delegates are asked to arrange their own travel to/from Paris; transfers from the airport/ Gare du Nord to the hotel will be organised by the Colloque team as will transfers to your point of departure. Transfer time from Gard du Nord and Paris airports is approximately 1 hour, please bear this in mind when organising travel. As a guide if travelling by Eurostar we would encourage you to take the 12:31 or the 14:16 departure from St Pancras on 25th January, for the return on 27th the 13:12 or 14:12 departure from Gare du Nord. Please complete the following links before 12th January 2024.

<https://forms.office.com/e/Dt1TT2vArr>

<https://forms.office.com/e/ts301GxTjz>

Advance papers/information:

The final agenda and UK and French delegate lists will be sent to you by email around 22nd January along with details of your transfer to the Trianon Palace. Transfer details for the return journey will be confirmed by a notification in your room at the hotel the day before departure.

Do not hesitate to contact me if you require any further information regarding the Colloque.

Yours sincerely

2.1


Colloque Secretariat

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Redaction 2.1

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- S.40 - Personal Information