

male  female  First name: ..... Surname/Family name: .....

School: ..... /country: .....

Address of your school:

PRIVATE ADDRESS:

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.....

.....

.....

.....

phone: .....

phone: .....

email: .....

email: .....

I have been to the English Week before  It's the first time I am taking part

How long have you been teaching? ..... years      How long have you been teaching in a Waldorf School? ..... years

mainly classes ..... I currently teach classes .....

I'm a full-time student in my ..... year at the seminar in.....

I'm a part-time student at the seminar (berufsbegleitend) in .....

What you have to pay:

**I. Accommodation and full board Sunday to Friday:** (to be paid **in cash on arrival**)  
plus **II. Conference Fee €370.-** (to be paid **in advance** to make your reservation legally binding- see page 3, step 2)

**There are different room categories - subject to availability.** Please make your choice clearly visible - first come first served

<input type="checkbox"/> I. <b>double room</b> with shower and toilet on each floor	€ 330.-	<i>In case you wish to</i> <b>share a room with a specific colleague:</b>  I would like to <u>share a double room with</u> my colleague  Mr/Ms.....  from the school in .....
<input type="checkbox"/> II. <b>double room</b> with ensuite bathroom/WC	€ 365.-	
<input type="checkbox"/> III. <b>single room</b> with shower and toilet on each floor	€ 410.-	
<input type="checkbox"/> IV. <b>single room</b> with ensuite bathroom/WC	€ 480.-	
<input type="checkbox"/> V. <b>Multi-bedded room</b> with ensuite bathroom/WC	€ 280.-	
<input type="checkbox"/> VI. <b>full board conference package <u>without accomodation</u></b>	€ 195.-	

These prices include accomodation and all meals.  
in case you don't stay overnight at Haus Altenberg

If you have already been at Haus Altenberg you surely know that the rooms differ in size.

**TRANSPORT:**     I'm planning to arrive by train/plane       I'm planning to arrive by car       I don't know yet  
 I'm willing to offer a lift

**MEALS:**      I am a **vegetarian**     YES      Please note, that we can ONLY offer a **full board arrangement** including all meals and coffee breaks.

For special diet requirements such as **gluten/lactose intolerance** please contact Doris Schlott (englishweek@t-online.de) **in advance** in order to arrange your meals with the kitchen staff.



**ENROLMENT FORM / page 2 of 3**

Oct 29 to Nov 3, 2023

**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

NAME ..... / School .....

**Registration for the English Week workshops / working groups**

This year you may register online via our website and choose both your morning working groups as well as the afternoon drama workshop online.

I'd like to attend the following **AFTERNOON DRAMA WORKSHOP (Sunday & Monday - Thursday 3 to 6 pm)**  
Minimum number of a working group is **9 participants**

*please state workshop number and workshop leader's name*

Please check our website for a detailed description of the **AFTERNOON** workshops and the artists running these workshops.

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....

3<sup>rd</sup> choice: .....

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I'd like to attend the following **MORNING WORKING GROUP (Monday - Thursday)**  
Minimum number of a working group is **9 participants**

Please check our website for a detailed description of the **MORNING** working groups offered for slot 1 and slot

**SLOT 1: Working group I. (10 - 11.30 am) Intensive working group, 4 consecutive sessions**  
*please state workshop number and workshop leader's name*

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....

3<sup>rd</sup> choice: .....

**SLOT 2: Working group II. (11.45 - 1 pm)**  
*Either you choose one intensive working group with 4 consecutive sessions (Monday - Thursday)*

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....

*or*  
*you choose one working group for Monday & Tuesday and a second working group for Wednesday and Thursday*

**choosing a second working group in slot 2:**

MONDAY & TUESDAY

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....

WEDNESDAY & THURSDAY

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....



## ENROLMENT FORM / page 3 of 3

Oct 29 to Nov 3, 2023

### 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

NAME ..... / School .....

### How to proceed in order to register

**Step 1:** Either enrol online on our website

OR

**Fill in the enrolment form** and **send the completed and signed form (3 pages) by post** to

**Silvia Albert-Jahn**

Frohnhauser Weg 98,  
D - 45472 Mülheim/Ruhr

**overseas enrolments:** first scan your enrolment form and email it in order to speed up the whole process till your letter arrives by post

**Step 2:** **PAYMENT:** (max 5 days after step 1) **Please transfer the conference fee** (370.-) 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 2023 - your name and your school/country

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

**Step 3:** **Wait for our letter of confirmation (by email)** - we only send out the letter of confirmation AND book a room for you once we have received your payment of the conference fee. Only then is your booking legally binding.

Sometimes letters get lost in the post. Should you not hear from us within a reasonable length of time please do not hesitate to contact us (s.albert-jahn@web.de)

- **For last minute enrolments from 10th October** onwards first contact s.albert-jahn@web.de to find out if there are still places available.
- The **accommodation/full board should be paid in CASH on arrival** (sorry, **no credit card facilities at Altenberg**). As the closest cash machine is at a local bank in Odenthal, about 3 km from the conference centre we strongly advise you to organize your cash in advance.
- **Cancellations: In case you have to cancel your place after 1st October,** 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 **6th 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.

I hereby confirm that I have read the '**Data Protection Sheet**' document (see our website) and confirm that I will comply with this policy.

The participant acknowledges, no claim for damages can be made against the organizers unless they are guilty of gross negligence or unlawful intent.

The English Week 2023 Organisation Team / Verein Waldorf English Week e.V.

Date / signature

(I herewith acknowledge these terms and conditions stated on **page 1, 2 and 3**)