

VIRGINIA STATE BAR
41st ANNUAL MIDYEAR LEGAL SEMINAR
MADRID, SPAIN
November 4 - 11, 2014
(1 overnight flight + 6 hotel nights)



THE WESTIN PALACE MADRID

<http://www.westinpalacemadrid.com/en>

The Virginia State Bar's 41st Annual Midyear Legal Seminar will be held in MADRID, SPAIN, perhaps *THE* liveliest city in the world! It's been well over a decade since the VSB visited Madrid and there is much to rediscover: astonishing art galleries, stunning architecture, relentless nightlife, fine restaurants and tapas bars, and the list goes on and on. The Westin Palace will once again be our home base in Madrid. Its excellent location in the heart of Madrid, places us just steps away from the Parliament building, the Royal Palace, the Opera House, and the Prado, Thyssen and Reina Sofia Museums, restaurants and shopping. The VSB's return to Madrid will include great opportunities for continued legal education, a comparative law symposium with local attorneys and a complete program of optional tours that will present the fascinating history and legendary culture of Madrid and beyond.

PACKAGE FEATURES

- Round trip air transportation as indicated below
- Private round trip transportation between the airport and the hotel in Madrid
- Luggage handling at the hotel
- Accommodations in at the 5-star The Westin Palace Madrid, for **6 nights**
- Breakfast buffet daily at the hotel's Rotunda Restaurant
- Welcome Dinner (light buffet & cash bar)
- Farewell Reception (light hors d'oeuvres & cash bar)
- Madrid Orientation Tour
- Hospitality Desk with local staff daily at the hotel
- Tour Plan International representatives on-site
- All taxes and gratuities to hotel bellmen, hotel maids and as levied on other included features
- VSB Administrative Fees

<http://www.vsb.org/special-events/midyear-legal-seminar/index.php/>

Contact **Stephany Pishko**: s.pishko@tourplaninternational.com

COST PER ATTORNEY \$4,925.00

(includes total cost of room and Adm/CLE fees)

COST PER SPOUSE/GUEST \$1,775.00

(sharing room w/attorney)

- Registration form and deposit are due on or before April 30th
- Minimum 60 paying attorneys required for the seminar to proceed as planned
- VSB Adm/CLE Fee includes cost of seminar publicity/mailings; meeting room rental & AV; seminar materials production; the half-package cost for the Expo Raffle winner; VSB administrative staff time; and travel expenses for VSB staff and officers
- All lawyer registrants must pay the VSB Administrative/CLE Fee which are incorporated in the attorney package cost
- Non-lawyer registrants occupying a room from our group block will not receive credit for the VSB Administrative/CLE Fee
- Required Documents: VALID PASSPORT with a least 3 months validity from return date

IMPORTANT ALERT

RESERVATION PROCEDURE: In accordance with our hotel contract, we must commit to our room block on or before April 30th. In an effort to eliminate our risk of cancellation penalties, we must ask for your immediate response. Please return your registration form with a deposit right away. **Your check will not be deposited by Tour Plan until the VSB determines that the trip can proceed. The decision will be based entirely on the number of reservations in place by April 30. The seminar will be confirmed prior to April 30 if the response from our members is outstanding and prompt. Your deposit will be returned in full if the trip is cancelled due to lack of participation. If the VSB determines that the trip is "a go," your check will be deposited and all cancellation penalties stipulated in this brochure will become effective. You will be notified by email before your check is deposited.**

GROUP FLIGHT SCHEDULES

DULLES - Delta Airlines	RICHMOND - Delta Airlines
Tuesday, November 4 Depart Dulles 2:35 p.m. Arrive Atlanta 4:27 p.m. (1.52 hours) Depart Atlanta 7:05 p.m.	Tuesday, November 4 Depart Richmond 2:25 p.m. Arrive Atlanta 4:10 p.m. (1.45 hours) Depart Atlanta 7:05 p.m.
Wednesday, November 5 Arrive Madrid 9:40 a.m. (8.35 hours)	Wednesday, November 5 Arrive Madrid 9:40 a.m. (8.35 hours)
Tuesday, November 11 Depart Madrid 11:25 a.m. Arrive Atlanta 3:33 p.m. (10.08 hours) Depart Atlanta 8:30 p.m. Arrive Dulles 10:20 p.m. (1.50 hours)	Tuesday, November 11 Depart Madrid 11:25 a.m. Arrive Atlanta 3:33 p.m. (10.08 hours) Depart Atlanta 5:05 p.m. Arrive Richmond 6:49 p.m. (1.44 hours)
ROANOKE - Delta Airlines	NORFOLK - US AIRWAYS
Tuesday, November 4 Depart Roanoke 2:00 p.m. Arrive Atlanta 3:33 p.m. (1.33 hours) Depart Atlanta 7:05 p.m.	Tuesday, November 4 Depart Norfolk 1:45 p.m. Arrive Philly 3:03 p.m. (1.18 hours) Depart Philly 6:45 p.m.
Wednesday, November 5 Arrive Madrid 9:40 a.m. (8.35 hours)	Wednesday, November 5 Arrive Madrid 8:15 a.m. (7.30 hours)
Tuesday, November 11 Depart Madrid 11:25 a.m. Arrive Atlanta 3:33 p.m. (10.08 hours) Depart Atlanta 8:30 p.m. Arrive Roanoke 11:54 p.m. (1.24 hours)	Tuesday, November 11 Depart Madrid 1:25 p.m. Arrive Philly 4:05 p.m. (8.40 hours) Depart Philly 5:50 p.m. Arrive Norfolk 6:52 p.m. (1.02 hours)

- **Flight schedules** are current as of February 2014. The airlines reserve the right to make schedule changes at any time. All efforts will be made to provide the best alternate schedules, at no additional cost. If any given schedule change is so extreme that we must change to a different airline, there may be additional costs involved. Any additional cost will be the responsibility of each individual traveler.
- **Cost increases** in taxes, fuel surcharges and/or airport security fees relative to air travel, will be the responsibility of each individual traveler.
- **Advance seat assignments** are reserved in a group block and randomly assigned by the airlines' reservation system. Tour Plan International has no control over specific seat assignments.
- **YOU MAY OPT OUT OF THE GROUP FLIGHT PLAN UP TO AUGUST 1, 2014. You are not required to fly with the group or to utilize our group flights.** We recognize that many travelers prefer to make their own flight plans for many different reasons. If you choose to deviate in any way from the above itineraries, a **per person group airfare credit of \$1100** will be applied to the total package invoice. After August 1, there will be no group airfare credit. If you need assistance with your flights, please contact Stephany Pishko. **Please contact the airlines directly if you are requesting any type of frequent flyer program awards.**

IN ADDITION ~BARCELONA ... Our post-trip extension will be held in BARCELONA, SPAIN, November 11-15. Plans are in the works and we hope to distribute information soon after the registration deadline of April 30th (if not before.) If you are considering this option, please "√" the appropriate space on your reservation form.

VSB WEBSITE ... please visit the following website periodically, as additional information about the trip will be posted soon. <http://www.vsb.org/special-events/midyear-legal-seminar/>

FOR MORE INFORMATION CONTACT **Stephany Pishko**

Tour Plan International

(804) 359-3217 x318 // s.pishko@tourplaninternational.com

RESERVATION FORM

VIRGINIA STATE BAR
41st Midyear Legal Seminar
Madrid, Spain
November 4 - 11, 2014

Mail to: Stephany Pishko, Tour Plan International, P. O. Box 11003, Richmond VA 23230
Phone: (804) 359-3217 x318 Fax (804) 353-2947 E-mail: s.pishko@tourplaninternational.com

Make checks payable to: Tour Plan International // No Credit Cards

VSBA Attorney/Judge Name _____
(circle one) (Last) (First)

Spouse or Guest _____ (attorney yes__ no__)
(Last) (First)

Mailing Address _____
(Street) (City) (Zip)

Phone Contact (_____) _____ E-mail _____
(home, business or mobile)

Enclosed Check \$ _____ for _____ # of people. (Minimum deposit \$2,500 per room)

FLIGHT PREFERENCE:

_____ Washington Dulles _____ Richmond _____ Norfolk _____ Roanoke

_____ I/we do not wish to participate in the group flight schedule and will make individual arrangements. I/we understand there will be an additional cost for individual transportation between the Madrid Airport and the hotel.

_____ I/we are interested in the optional post-trip extension to Barcelona.

ROOM ACCOMMODATIONS: Single Room _____	Double Room _____	Triple Room _____
Number of people sharing room: 1 in room	2 in room	3 in room
Total cost: \$4,925.00	\$6,700.00	\$9,400.00
Total cost Without Group Flights: \$3,825.00	\$4,500.00	\$6,100.00

I/we have read and accept the terms and conditions listed on this flyer _____
Signature & Date

ENTRY/ EXIT REQUIREMENTS: A valid passport is required for U.S. citizens to enter Spain. Your passport should be valid for at least three months beyond the period of stay. One blank passport page is required for entry stamp.

Payment Schedule

Deposit: \$2,500.00 per room – DUE IMMEDIATELY TO SECURE YOUR RESERVATION

Balance: Due on or before July 30, 2014

- No reservation will be held without a deposit and application
- No credit card payments

Individual Cancellation and Refund Policy (Only written cancellations will be considered definite)

Cancellations Received

Up to July 31, 2014:

August 1 to October 1, 2014:

October 2, 2014 or later:

Penalty Amount

\$2,500.00 per room (maximum)

\$5,000.00 per room (maximum)

No Refund

TERMS AND CONDITIONS

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\$5,000.00 per room (maximum)

October 2, 2014 or later:

No Refund

Group Cancellation and Refund Policy

This seminar is funded solely from the registration fees of participating attorneys and spouses/guests, and will require a minimum of 60 attorneys with deposits on hand with Tour Plan International **by April 30** to proceed. If the Virginia State Bar finds it necessary to cancel the seminar for reasons beyond its control after April 30th (see Force Majeure), registrants will forfeit any payments which have been made on their behalf by Tour Plan International to airlines, hotels and ground operators or other service providers, if the funds are deemed non-refundable by the vendors.

Deviations from Group Flight Arrangements

If you plan to reserve your flights on an individual basis, please be sure to indicate this on the Reservation Form.

Documents

U.S. Citizens must carry a valid PASSPORT. Your passport should be valid for at least three months beyond the period of stay. One blank passport page is required for entry stamp.

Optional Trip Cancellation/Baggage Insurance

Due to the cancellation restrictions and the risk of lost, delayed or damaged baggage, we strongly recommend purchasing trip health, accident, baggage and cancellation insurance. The direct air carriers limit their liability for loss, delay and/or damage to personal baggage. Neither Tour Plan International nor the Virginia State Bar shall be held responsible for delay, loss or damage to participant's baggage. **IMPORTANT: Insurance companies limit compensation for cancellations due to "pre-existing conditions." It is best to purchase insurance no later than two (2) weeks after you send in your deposit!**

DON'T WAIT. For additional information please visit the Allianz website <http://www.allianztravelinsurance.com> or call their toll free number 1-866-884-3556

RESPONSIBILITY

Neither Tour Plan International nor the Virginia State Bar shall be held liable for any loss, any act of omission, whether negligent or otherwise, of any person or firm which is scheduled to, or does provide goods or services for the trip. Nor shall the organizations have liability for any transportation delay, including but not limited to liability for inconvenience, shortened vacation time, additional expenses or any other kind of damage. In the event of a delay, the airline, (not Tour Plan nor the Virginia State Bar), determines delay procedures and the amenities and/or compensation, if any, to be offered. Neither Tour Plan nor the Virginia State Bar shall be held responsible for any loss, injury or damage to person or property in connection with accommodations, air and land transportation, or other services resulting from acts of God, dangers incident to sea, fire, breakdown in machinery or equipment, acts of government, civil strikes, riots, thefts, defaults, delays, cancellation or changes in itinerary from any causes beyond Tour Plan's or the Virginia State Bar's control. **Force Majeure:** Neither the Virginia State Bar nor Tour Plan International is responsible for losses caused by cancellation of the seminar in whole or in part, and/or non-performance of all or any part of this agreement when such cancellation or non-performance is attributable in whole or part to any event, natural disaster, fire, flood, government regulation, travel or transportation restriction, non-availability of food, beverages, or other supplies, riot, war, national emergency, acts of terrorism, acts of God, or other circumstances not within the reasonable control of the Bar or Tour Plan International, which either prevents or inhibits their performance hereunder in any manner.

TRAVEL REPRESENTATIVE

Group air and land services will be handled by Tour Plan International of Richmond, Virginia. As in past years, Stephany Pishko will be our designated travel representative. For further information regarding this seminar package, please contact Stephany at (804) 359-3217 (ext. 318) or by email at s.pishko@tourplaninternational.com.