



Board of Directors Meeting

November 2 - 5, 2005

Kempinski Hotel Gravenbruch, Frankfurt / Main, Germany

Dear INSCA Members,

You are herewith cordially invited to join the INSCA Board of Directors at the time of its fall Board Meeting. This meeting will take place on November 2 - 5, 2005 at the Kempinski Hotel Gravenbruch in Frankfurt / Main, Germany. This historical landmark is a luxury metropolitan hotel with the charm of a country resort, decorated with the Five Star Diamond Award in 2001, at the outskirts of town.

The following brochure shall provide you with all necessary information. I believe that with this hotel we found a good, an appropriate venue. For example, one of its benefits is the complimentary airport shuttle. Furthermore, the hotel is within easy reach for everybody as Frankfurt is home of Germany's main international airport.

Should you need any additional information or assistance, please do not hesitate to contact me or the INSCA Headquarters.

Dear friends, come join us! Vice Chairman Mounir Shehfe, all Directors, Vice Presidents, and I would be very glad if we were given the chance to welcome you in Frankfurt at the beginning of November!

Kindest regards,

on behalf of the INSCA Board of Directors,

Manfred Grundt
INSCA Chairman

Kempinski Hotel Gravenbruch, Frankfurt / Main, Germany

Please note: All words in blue are Internet links which will lead you to the respective Website.



Located close to the heart of Frankfurt, the Kempinski Hotel Gravenbruch welcomes you in its own beautiful extensive park of 150,000 square meters, providing an elegant retreat away from the bustle of the city. The hotel offers all amenities we will expect plus the efficiency needed for our meeting. It will also give us sufficient space to enjoy the property with its view over the beautiful private lake. With all its rural charm, the hotel is still ideally located within 20 minutes to the business district as well as to Frankfurt International Airport.

The Kempinski Hotel Gravenbruch offers its guests a complimentary shuttle which commutes between the hotel and the airport from 06:30 a.m. until 10:00 p.m. every day. **The pick up at the airport is located at Terminal 1, Hall A, Exit A 1, arrival level or Terminal 2 Exit D6.** Please do not forget to provide the hotel with your travel information upon registration so that it can have the shuttle bus ready for you. In case the shuttle bus should not be at the airport terminal, please use the telephone that is placed directly at the bus stop and you will be automatically connected with the hotel.

The hotel fulfills all culinary wishes from a "fitness" breakfast, over a light business lunch to a perfect dinner. The *Forsthaus* (photo) invites to international dishes and offers a selection of over 300 various wines. If you prefer Mediterranean specialties, created by the hotel's Lebanese chef, and a casual atmosphere, you will enjoy the *L'Olive*. You will like the comfortable and relaxing, yet distinctive atmosphere by the lobby fireplace or in the *Wintergarten* to end a perfect day with a drink, a snack or even a cigar. For Website information on the hotel's restaurants, please click here: [Restaurants](#).



Please note that we did not include breakfast in your room rate. So it will be totally left to you and your habits whether you have your first meal of the day in your room or enjoy the hotel's breakfast buffet or just a "continental breakfast".

The hotel park and surrounding woods are ideal for jogging and walking. Moreover, the hotel's [Gravenbruch Resort Club](#) is offering a perfect atmosphere for relaxing and your well-being.



You may want to swim some laps in the heated outdoor or the indoor pool or make use of the sauna, aroma therapy, solarium, massage, the gym or one of two all-weather tennis courts, beauty center, and hair salon. The pool and service bar offers a selection of nutritious, light and healthy menu items, a variety of pastries, cakes and desserts, and cocktails with fresh fruit for individual taste and preferences.

Regarding our business needs, the hotel will also provide us with the 24 hour service of its Business Center.

To read more about this beautiful country manor, please visit their Website (available in German and English): www.kempinski-frankfurt.com.

The hotel's contact info:

Kempinski Hotel Gravenbruch Frankfurt
Graf zu Ysenburg und Büdingen Platz 1
63263 Frankfurt am Main / Neu-Isenburg
Germany
Phone: +49-69-38 988-0
Fax: +49-69-38 988-900



General Information

At the end of this brochure you will find information on visa requirements for Germany. It also contains Internet links to visa forms in different languages. We suggest that you please apply for your visa as soon as possible.

INSCA Members who need an invitation letter are requested to please contact the [INSCA Headquarters](#) by eMail or fax.

Information on the different kinds of hotel rooms available, hotel reservation forms and INSCA meeting registrations forms can also be obtained through the INSCA Headquarters.

Before you leave home, have a look at what the weatherman predicts for Frankfurt:
[Accuweather's 15 days forecast](#)

For your further travel / tourism needs, you may wish to consult the Frankfurt Rhein-Main Guide at [Frankfurt Tourism](#), a Website in German, English, French, Italian, Spanish, Portuguese, Chinese and Japanese.



2005 Fall Board Meeting

Schedule of Events

Tuesday, November 1, 2005

EARLY ARRIVALS

4:00 PM - 5:00 PM Registration Desk open

Wednesday, November 2, 2005

ARRIVALS

10:00 AM - 4:00 PM Registration Desk open

1:00 PM - 2:00 PM SWG Lunch (foyer Salon 1)

2:00 PM - 5:00 PM **SWG Meeting** (Salon 1)
(SWG Delegates, and by invitation only)

6:00 PM - 8:00 PM **Welcome Reception** (Lobby by the fireplace)
Due to the short duration of the meeting, we have not made any dinner arrangements for our group so that you can freely make your own decisions.

Thursday, November 3, 2005

9:00 AM - 5:00 PM **Board of Directors Meeting** (Salon 3 + 4)
12:30 PM - 2:00 PM: Lunch Break ("L'Olivo")
(Board Members, and by invitation only)

7:00 PM **Dinner** ("L'Olivo") - registration required

Friday, November 4, 2005

No official program, your free day for individual meetings

Saturday, November 5, 2005

DEPARTURES

Germany - Entry Requirements

Source: Website of the Federal Foreign Office of Germany (May 2005), www.auswaertiges-amt.de. This Website is available in German, English, French, Spanish and Arabic.

We tried to put together the most important information on visa regulations we thought you might need. At the bottom, we included some links to the Website of the Federal Foreign Office of Germany which will provide you with more information, if needed.

The information herewith provided may not be considered legal advice.

EU nationals do not require a visa. In general, **all other foreigners** require a visa for stays in Germany (table below last updated in March 2004 - extract):

Afghanistan	Iran	Morocco	Taiwan
Albania	Iraq	Pakistan	Tajikistan
Algeria	Jordan	Philippines	Tunisia
Belarus (White Russia)	Kazakhstan	Russia	Turkey
Bosnia and Herzegovina	Kuwait	Saudi Arabia	Turkmenistan
China (People's Republic)	Kyrgyzstan	Serbia and Montenegro	Ukraine
Egypt	Lebanon	South Africa	United Arab Emirates
Georgia	Macedonia	Sri Lanka	Uzbekistan
India	Moldova	Syria	Viet Nam
Indonesia	Mongolia		

Time required to process a visa application: As a rule, missions require between two and ten working days to decide on an application for a short stay visa. During the peak travel season there may be a waiting period for making the application to the German mission. If a visa is required to enter Germany, the application should therefore be submitted in good time.

Application procedure: As a rule, you must submit your visa application, together with all necessary documents, in person at the German mission responsible for your place of residence. In order to avoid time-consuming requests for additional information or documentation, you should contact the respective mission well in advance of your travel dates to inquire about any special local requirements pertaining to visa formalities.

Visa application forms can be obtained from the mission free of charge (in local language). They can also be downloaded from the website in the following language versions: German, German-English, German-French, German-Spanish, German-Chinese and German-Russian. You must fill in one original application form (in some cases, more than one) and then submit it / these to the competent mission; in any case, the mission will only accept a specific language version. If necessary, please contact the mission beforehand to find out exactly which forms are required.

Requirements for the issue of short stay (Schengen) visas: Please use the Internet link below.

Selected links to the Website of the Federal Foreign Office of Germany

[Frequently asked questions](#)

[Visas for entry into Germany](#)

[Overview on requirements for nationals of different countries](#)

[Requirements for the issue of short stay \(Schengen\) visas](#)

Addresses of German missions abroad: [Country pages](#)