Dear candidates.

We ask <u>all of you</u> to register at the LAZBW, even if you stay at a hotel and do not wish to get lunch on site. There will be a small flat fee for beverages (cold beverages and coffee/tea) during the exam that will be billed to you.

If you <u>stay overnight at the LAZBW</u>, you will automatically get breakfast and lunch. Please indicate your special food requirements during the registration process.

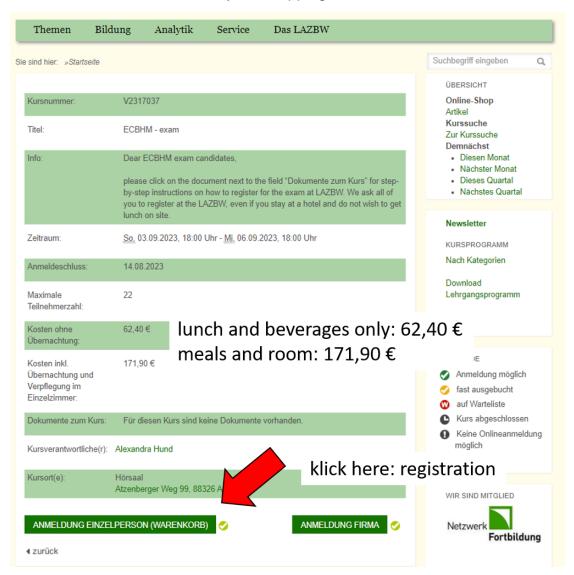
If you <u>stay overnight at a hotel</u> and <u>wish to get lunch</u> on site, please indicate your special food requirements in the relevant field (step 4).

If you <u>stay overnight at a hotel</u> and <u>do not wish</u> to get lunch on site, please indicate this in the field "Bemerkung" (step 4).

For getting food for dinner, a shuttle service can be arranged.

For all questions please contact Alexandra Hund (Alexandra.hund@lazbw.bwl.de)

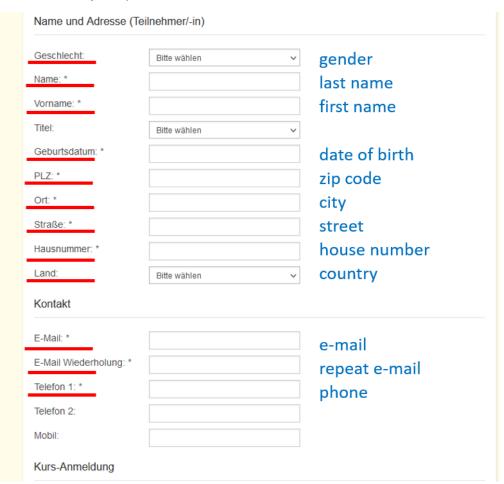
1. Klick the button on the bottom left to register at the LAZBW. This will put the item "ECBHM exam" in your shopping cart.



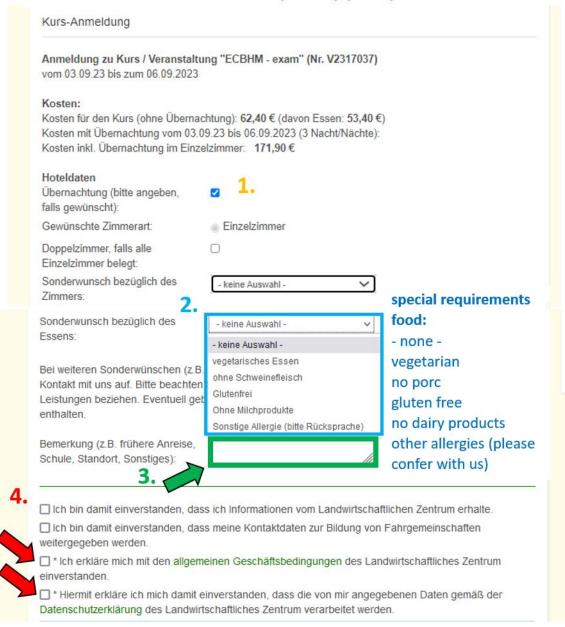
2. Go to your shopping cart on the top right



3. Fill in your personal information in all underlined fields



- 4. Scroll down, tick the hotel box if you want a room at the LAZBW. No further information is needed, everyone gets a single room. Then indicate your special food requirements in the drop down menu or let us know if you don't want to get lunch on site.
 - 1. Klick here if you would like to book a room
 - 2. Choose your food requirements
 - 3. Indicate here if you do not want to eat at the LAZBW
 - Check both boxes to agree with our terms and conditions and with our privacy policy



This is it. You will get a confirmation e-mail in German. The booking system sends it automatically, so it cannot be changed to English, but you fill get another e-mail in English later on.