

Logistic, Finance & Reimbursement Arrangements
Consultation Forum for Sustainable Energy in the Defence and Security Sector
4th Conference
16 – 18 May 2017, Lisbon

Wide participation in the Consultation Forum is encouraged and to facilitate this, travel costs for MOD and Armed Forces delegates will be reimbursed.

Accommodation and catering for all delegates will be provided.

Who will be reimbursed?

Member States will be allowed to have a delegation of 3 persons from their MOD or Armed Forces to be represented each meeting. A 4th or subsequent delegate can be included on a case by case basis, especially if a MS is providing a representative or expert to present at a particular working group. Places for this event will be managed tightly, therefore if a MS requires a 4th member of their delegation due to their expertise please request this through eden@eda.europa.eu. The management team will decide on a case by case basis.

Invited experts who will present or assist with content will also have their participation funded.

Industry & Academic representatives may attend the conference at their own expense, unless they have been invited as part of the MS delegation or as an expert.

What will be reimbursed?

Delegates are asked to book their own travel arrangements to and from Lisbon. Participants will be reimbursed for economy class air travel or first class rail travel. Please note that travel by air should be booked in good time so as not to incur an disproportionately high cost to EDA.

The hotel is located within walking distance of Lisbon airport and within easy reach of the metro station, therefore it is unlikely that taxi journeys at the place of the conference will be required unless this is for mobility reasons. The hotel also offers a shuttle service to/from the airport. Receipts for inbound and outbound journeys between Lisbon's main train stations and the conference facility will be admissible.

The use of a private car will be reimbursed at €0.22/km.

Please note:

1. The event will be held in [Tryp Lisboa Aeroporto Hotel](#).
2. The hotel is a 200m from Lisbon Airport which also has a metro station providing links to the city centre (around 5km away).
3. Lisbon has two main train stations: Santa Apolónia Station and Oriente Station.
4. If you plan to arrive by car, please consult the [hotel website](#) for location details.

Accommodation and food

Delegates will be provided with **accommodation** at the conference facility and this will be booked by the EDA Consultation Forum management team. Delegates must indicate on registration if they will make use of the accommodation provided. Accommodation costs incurred elsewhere will not be reimbursed. Please note that failure to use the accommodation provided once it has been booked and without notifying the CF SEDSS management team will incur a charge to the relevant Member States' Ministry of Defence. All catering arrangements will be provided by the conference facility.

On the registration form you are asked to provide your passport / ID card number, and indicate your time of arrival (and whether you will require any meals outside of that provided during the conference proceedings in the event of a late night arrival). Payment for accommodation, catering, and conference facilities will be paid directly by EDA to the provider.

Please note:

1. Once you have registered on the EDEN website your standard room will be secured by the management team. **You do not need to book individually.**
2. Accommodation is available for delegates for the evening before the conference on 15 May. If you arrive on 15 May you may have an evening meal from the set buffet.
3. Breakfast, lunch, dinner and coffee will be provided on 16 and 17 May to all delegates.
4. Breakfast, lunch and coffee will be provided to all delegates on 18 May.
5. For those delegates who do not have any return flights available on 18 May, there is limited accommodation available on the night of 18 May but no evening meal. The management team reserves the right to request evidence that there was no alternative but to return a day later.
6. If you have any special requirements (dietary or accommodation) you can contact the hotel directly.

N.B., Any costs incurred by a delegate outside of the standard package provided by the Consultation Forum will not be reimbursed and must be paid on departure directly to the hotel.

How will reimbursement take place?

Member States are asked to submit a consolidated claim for reimbursement of travel expenses through their national contact point (NCP) after each conference. It is preferable if delegates book their travel through their MODs and one reimbursement request is made per MOD.

The relevant forms and a guidance document will be available on the EDEN ECP via this [link](#) (Documents > 2. Conferences > 4th Conference, Lisbon > Reimbursement forms). The forms must be filled out in hard copy and submitted to the management team together with receipts and tickets either at the Consultation Forum or mailed afterwards. Details regarding the EDEN ECP are given in Annex B.

Further questions

If you have any difficulties registering or wish to ask any questions please contact the management team directly at eden@eda.europa.eu or through the contact page on the EDEN website.