

**Logistic, Finance & Reimbursement Guidance**  
**Consultation Forum for Sustainable Energy in the Defence and Security Sector**  
**(CF SEDSS)**  
**2<sup>nd</sup> Conference**  
**08th & 09th June 2016, Dublin**

### **Logistic, Finance & Reimbursement Details**

Wide participation in the Consultation Forum is encouraged and in order to facilitate this, travel costs for all delegates will be reimbursed and 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 attend each meeting. A 4<sup>th</sup> 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. If a MS requires a 4<sup>th</sup> member of their delegation due to their expertise please request this through [eden@eda.europa.eu](mailto:eden@eda.europa.eu).

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 cost i.e. travel and accommodation expenses, unless they have been invited as part of the MS delegation or as an expert. However, catering during the conference proceedings will be provided at no cost.

#### **What will I be reimbursed for?**

Delegates are asked to book their own travel arrangements to and from Dublin. Participants will be reimbursed for economy class air travel or first class rail travel. Please note that travel by air should be booked in a timely fashion to not incur an inappropriately high cost to EDA. Taxi fares up to a maximum of €60 per meeting are allowable. This is to facilitate transfer from airport/ train station to conference facility only. The use of a private car will be reimbursed at €0.22/km.

#### **Please note:**

1. The event will be held in [The Croke Park Hotel and Conference Facility](#).
2. The hotel is only a 10 km taxi drive from Dublin Airport.
3. If you plan to arrive by car or by train, please consult [this link](#) for directions.

#### **What about accommodation and food?**

Delegates will be provided with accommodation at the conference facility and this will be booked by the EDA management team. Delegates must indicate on registration if they will avail of the provided accommodation. If delegates wish to reside elsewhere they will not be reimbursed. Failure to avail of accommodation without notice to management team once it has been booked will incur a charge to the relevant MS MOD. All catering arrangements will be provided by the conference facility.

You are asked to indicate your time of arrival on the registration form and whether you will require any meals outside of that provided during the conference proceedings. Payment for accommodation and catering and conference facilities will be paid directly by EDA to the conference facility.

**Please note:**

1. Once you have registered on the EDEN website your standard double room will be secured by the management team. **You do not need to book individually.**
2. If you arrive on the evening of 07<sup>th</sup> June you can avail of a meal from the set menu and breakfast on the morning of the 08<sup>th</sup> June.
3. Lunch, dinner and coffee will be provided on 08<sup>th</sup> June to all delegates. The dinner will take place in the [Guinness Store House](#).
4. Breakfast, Lunch and coffee will be provided to all delegates on the 09<sup>th</sup> June.
5. If you need to depart on the 10<sup>th</sup> June you can avail of a meal from the set menu on the evening of 09<sup>th</sup> June and breakfast on the morning of the 10<sup>th</sup> January.
6. If you have any special requirements (dietary or accommodation) you can contact the hotel [directly](#). Please note that any costs incurred by a delegate outside of the standard package provided by the Consultation Forum will not be reimbursed.

**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 > 2<sup>nd</sup> Conference, Dublin > 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 thereafter. Details regarding the EDEN ECP are given in Annex B.

**Exceptions?**

If a delegation wishes to have extra persons in their delegation they can make a case to the management team and if the case is valid reimbursement for extra delegation members may be possible. This will be on a case by case basis.

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