



Annex D

LOGISTICS & REIMBURSEMENT GUIDANCE

CONSULTATION FORUM FOR SUSTAINABLE ENERGY IN THE DEFENCE AND SECURITY SECTOR PHASE II (CF SEDSS II)

4th Conference

12 & 13 June 2019 (Bucharest, Romania)

Venue

- **InterContinental Bucharest**
Address: 4 Nicolae Bălcescu Blvd, 010051 Bucharest I, Romania.
Tel: +40-21-3102020
Website: www.intercontinental.com/bucharest
- For the **public transport, transport urban** and **taxi**, please see **section 4 “Travelling” (General Information Package)**;
- **Currency Exchange:** The official Romanian currency is the Romanian leu (RON). Currently +/- 1 EURO = 4.75 Leu.

Reimbursement

Participants in all the conferences of the Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS Phase II) will be reimbursed from the budget of European Union’s Horizon 2020 research and innovation programme under Grant Agreement No 789231 and in line with EDA’s reimbursement procedures. **The accommodation and catering for all delegates will be provided on site and paid directly by EDA. Travel arrangements need to be made by delegates and the costs will be reimbursed by EDA.**

Rules

EDA will apply the following rules regarding the reimbursement of participants’ expenses:

Travel Costs

- Delegates are asked to **make their own travel** (flights or trains) and **local transport** arrangements to travel between the host nation’s airport and CF SEDSS II event venue.
- Participants **will be reimbursed** for **economy class air travel** or **first-class rail travel** and only for the local transportation (between the host nation’s airport and CF SEDSS II event venue and back).
- Travel by air should be booked in a timely fashion not to incur an inappropriately high cost to EDA.
- The use of public transport is highly recommended. For more information, please **section 4 “Travelling” (General Information Package)**.



- Where there is a need to use **taxi**, fares up to a maximum of €60 per meeting will be reimbursed. Regular taxis can be ordered directly from a **touch-screen machine situated near the Information desk in the main Arrivals lobby of the International Henri Coandă Airport**. The approximate distance from the Airport to the InterContinental Hotel is **17 Km**. Please be aware of fake taxi drivers. Also, please make sure that the **driver turns on the meter at the beginning of the ride**. You will be asked to **pay the amount on the meter in local currency Lei** (taxis do not usually accept any other foreign currency or credit cards). A drive to the hotel should cost around **70 – 80 Lei** (or 15-17 EUR).
- Please see the **section 4 “Travelling”** of the **General Information Package** for the special transport services offered by the **InterContinental Bucharest hotel**.
- The use of a private car will be reimbursed at €0.22/km. Please inform in advance the CF SEDSS II management team in case you intend to use your private car.

Accommodation

- All delegates will be provided with accommodation at the conference facility and this will be booked by the CF SEDSS II Admin Support staff.
- **Accommodation will be paid directly by EDA** to the conference facility. **Participants are asked to pay only their private expenses** (i.e. mini bar, ironing, etc).
- Delegates must indicate on the on-line registration (www.eda.europa.eu/eden) if they will use the provided accommodation, clearly marking the **correct check-in and check-out dates**. Accommodation arranged privately will not be reimbursed.
- In case of failure to use the accommodation provided once it has been booked and **without notifying the Admin Support staff by 27 May 2019, a charge will be incurred to the relevant Ministry/Organization**.
- Once you have registered, your standard single room will be booked by the Admin Support Team. **Please do not book individually**.
- Please note that any costs incurred by a delegate outside of the standard package provided by the Consultation Forum will not be reimbursed.

Catering & Refreshments

- All catering arrangements (breakfast, lunch, dinner and coffee/tea during the conference breaks) **will be served at the hotel and will be paid directly by EDA**.
- Please note that any costs incurred by a delegate outside of the standard package provided by the Consultation Forum will not be reimbursed. Participants will not be reimbursed for catering expenses in case they do not use the provided service.
- The hotel will provide options for all meals for a variety of dietary requirements. If you have any **special dietary requirements**, please indicate this in the registration form.
- If you arrive in the evening of **Tuesday, 11 June 2019**, you can avail yourself of a **dinner buffet** from the set menu (**Ronda Ballroom, 1st floor**). Please mention that you are from the **“EDA group”**.
- **Lunch & dinner** will be provided on **Wednesday, 12 June 2019** and **Thursday, 13 June 2019** at the hotel (location -TBC).
- **Breakfast** will be provided on **Wednesday, 12 June 2019, Thursday, 13 June 2019** and **Friday 14 June 2019** at the restaurant **Corso Brasserie**.



Request for Reimbursement

- Delegates who will participate in the conference are asked to **submit a consolidated claim for reimbursement of travel expenses** through their EU MOD National Contact Point (NCP) after each conference.
- It is preferable that delegates book their travel through their MODs and one reimbursement request is made per MOD.
- The **reimbursement forms** are available on the **EDEN EDA Collaboration Platform (EC ECP)** via this [link](#) (or click “Phase II”, > 1. Reimbursement forms in the workspace).
- The relevant forms must be filled in and submitted to the Admin Support staff (email eden@eda.europa.eu) together with receipts and tickets either during the conference or emailed thereafter **but not later than 3 weeks following the conference**. Kindly note that in order for the forms to be valid, they need to be hand signed.
- Details regarding the EDEN ECP are given in **Annex C**. “Registration Guidance to the EDA Collaboration Platform (ECP)”.
- Please note that only delegates present at the conference will be reimbursed.

Registration & Badges

Please **register online** through the dedicated CF SEDSS II EDEN website: <https://eda.europa.eu/eden> by **COB 1700 (CET) 10 May 2019**. The EDA Admin Support staff will confirm the registration of participants. Registration after the deadline will not be guaranteed.

Registration for the conference will take place on **Tuesday 11th June** from **19h00 to 20h30** at the **hotel lobby** and on **Wednesday 12th June** from **08h00 to 08h45** at the **Fortuna Foyer** (21st floor, next to the plenary meeting room). **An identification badge** will be issued to each person who has previously enrolled via the EDA EDEN website. You are always requested to wear your meeting badge while in the meeting areas. For security reasons, please remove your badge when leaving the premises. Please take care of your badge during the conference and make sure that you have it with you when attending all meetings.

Dress Code

The usual business attire is the requested dress code for meetings and the Gala dinner (to be held on 12 June 2019).

Internet Access

A wireless internet network is available at the hotel.

Help-desk

If you have any difficulties registering or wish to ask any questions, please contact the Admin Support Team directly at eden@eda.europa.eu or through the contact page on the EDEN website <https://eda.europa.eu/eden>