

Annex D**LOGISTICS & REIMBURSEMENT GUIDANCE**

**4th CF SEDSS III Conference, 1st Energy Technology Solutions Conference and
onsite exhibition**
29-30 June and 1 July 2022, Bordeaux (France)

Participants are kindly requested to **read the applicable rules carefully**.

Venue

- **Hilton Garden Inn Bordeaux Centre, Bordeaux**
- **Address:** 17 Allée de Rio, Bordeaux, 33800, France
- **Tel:** +33 5 64 37 15 10, **Email:** bordeaux-centre@naoshotel.com
- **Website:** [Hilton Garden Inn Bordeaux Centre - Hôtel près de la gare Bordeaux Saint-Jean \(naoshotel.com\)](https://www.naoshotel.com/fr/hotel/hilton-garden-inn-bordeaux-centre)
- **How to get to the Hilton Garden Inn Bordeaux Centre**
 - **Local travel from the Bordeaux-Mérignac Airport**
 - **By taxi:** the hotel is 20 km from the airport and the ride takes around 30-40 minutes depending on the traffic
 - **By bus:** bus connection from the airport to the Station Saint-Jean takes around 50 minutes
 - **Local travel from the train station Saint-Jean**
 - **Walking:** 10 minutes
 - **By taxi:** 3 minutes

Reimbursement Rules

Eligible participants¹ will be reimbursed from the budget of the European Union's Horizon 2020 research and innovation programme under grant agreement No 882171 and in line with EDA's reimbursement procedures.

- The **accommodation and catering** for all participants designated by the Ministries of Defence (MoDs) and speakers/experts invited by EDA will be **provided** on site and **paid directly by EDA**.
- **Travel arrangements** need to be **made by the delegates and the costs will be reimbursed by EDA**.

¹ Exact entitlements (accommodation, catering, travel costs) for participants will be communicated via email together with the confirmation of the registration.

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

A. Travel Costs

- Delegates are **expected to arrive** in Bordeaux on Tuesday, **28 June** and **depart** on Friday, **1 July**, after the end of the conference/exhibition.
- Delegates are asked to **make their own travel, considering the indicated dates**.
- Participants can depart on 2 July only if no convenient flights are available after the conference conclusion (1 July at 14h00).
- 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 (train station, airport) and CF SEDSS III event venue (hotel) and back.
- **Travel** should be booked in a timely fashion not to incur an inappropriately high cost to EDA:
 - participants should opt for **tickets that can be rebooked**; in case of doubt, please contact EDEN@eda.europa.eu;
 - **cancellation fees are not eligible** and cannot be reimbursed by EDA.
- For ticket reimbursement, please note that the location of departure and arrival must be the same (i.e., Brussels – Bordeaux and Bordeaux – Brussels). Exceptionally, EDA will cover tickets where the origin is different from the destination only if this is requested and approved in advance;
- The **use of public transport is highly recommended**. Where a taxi is used, a **maximum of EUR 60 (for this meeting)** will be reimbursed for local transport (between the host nation's airport and the CF SEDSS III event venue and back).
 - The taxi receipts issued by the driver must indicate the **date**, the **taxi identification number**, the **company name**, the **time** of the **journey** and the **price**.
- The **use of a private car** will be reimbursed at €0.22/km. Please inform in advance the CF SEDSS III management team in case you intend to use your private car.

B. Accommodation

- Delegates will be provided with accommodation at the conference venue if requested in the registration form: delegates must indicate if they will use the accommodation, clearly **marking the correct check-in and check-out dates**.
- Once you have registered, your standard single room will be booked by the CF SEDSS III administrative support team. **Please do not book individually**.
- Accommodation arranged privately will not be reimbursed.
- **Accommodation will be paid directly by EDA**. Participants are asked to **pay only their private expenses** (i.e., mini bar, ironing, etc.).
- A valid credit card may be requested at check-in to block a guarantee for the room, which will be released by the hotel after check-out.
- In case of failure to use the accommodation provided once booked and **without notifying EDA by 14 June 2022, a charge will be incurred to the relevant ministry/organisation**.

- Please note that any costs incurred by a delegate beyond the instructions herein provided will not be reimbursed.

C. Catering and Refreshments

- All catering (breakfast, lunch, dinner and coffee breaks) **is offered by EDA**.
- The hotel can provide various dietary options. If you have any **special dietary requirements**, please indicate this in the registration form.
- **Buffet dinners** will be offered by EDA at the hotel on 28 and 30 June 2022.
- **Lunch** will be provided on 29 and 30 June and a **finger-food lunch** on 1 July 2022.
- **Breakfast** is included in the room and will be provided on 29 and 30 June and 1 July 2022.
- **Networking dinner** will take place on **Wednesday, 29 June 2022** (location and other info will be confirmed in due course).
- Please note that any costs incurred by delegates outside this 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.

Request for Reimbursement

- Delegates attending the conference are kindly requested to **submit a claim for reimbursement of travel expenses** through their **EU MoD national contact point (NCP)** after the event.
- It is preferable that delegates book their travel through their MoDs and one unique reimbursement request is made per MoD.
- The **reimbursement forms** are available on the **EDEN EDA Collaboration Platform (ECP)** via this [link](#) (or click "Phase III", > 1. Reimbursement forms, in the workspace).
- The **relevant forms must be filled in and submitted together with receipts and tickets²** via email to eden@eda.europa.eu **at the latest by COB 15 July 2022**.³ Kindly note that in order for the forms to be valid, they need to be signed.
- Only delegates attending the conference and submitting the required documents will be reimbursed.

Registration & Badges

Please register online through the dedicated CF SEDSS III EDEN website: [CF III Registration FR \(typeform.com\)](#) by **COB 08 June 2022**. The CF SEDSS team will confirm the registration of participants. Registration after the deadline cannot be guaranteed.

² Although you are not asked to submit the original receipts/invoices, it is advisable to keep the original documents for two years.

³ In exceptional circumstances, EDA may agree to reimburse the claim after this deadline, if it is supported by a clear and substantiated explanation as to why the claim was not provided in due time. In the absence of a valid explanation, the Agency reserves the right not to honour the request for reimbursement of expenses.

In-person registration for the conference will take place on **Tuesday, 28 June** (18h30-20h00) at the **hotel lobby** and on **Wednesday, 29 June 2022** (08h00-09h20) at the **entrance of the plenary meeting room** (1st floor).

An identification badge will be issued to each confirmed delegate. You are requested to always wear your meeting badge while in the meeting area. 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 required dress code for meetings and the networking dinner.

COVID-19 section

*Participants showing **symptoms** of COVID-19 **cannot attend** the event.*

Important

- In case a participant is requested by the host health authorities to remain in quarantine as a result of being tested positive for COVID-19 while in Bordeaux for the purposes of attending the event, **EDA will not be held liable for any additional costs** arising from or related to such quarantine request;
- In case a participant is not able to attend the event as a result of testing positive for COVID-19, **EDA will not be held liable for any costs** incurred by the participant (travel, accommodation) **as only costs for delegates present at the conference can be reimbursed.**

In case local health and safety protocols and guidelines change, participants will be informed as soon as possible. Please monitor [Re-open EU \(europa.eu\)](https://re-open.eu) for updates.

Contact

If you have any further questions, please contact the CF SEDSS III team directly at eden@eda.europa.eu.