

## Annex D

## LOGISTICS &amp; REIMBURSEMENT GUIDANCE

**3<sup>rd</sup> CF SEDSS III Conference**  
23-24 November 2021, Ljubljana (Slovenia)

Participants are kindly requested to **carefully read the rules and requirements** applicable for the **3<sup>rd</sup> CF SEDSS III conference** (reimbursement rules and COVID-19 requirements).

**Venue**

- **Radisson Blu Plaza Hotel, Ljubljana**
- **Address:** Bratislavska cesta 8, 1000 Ljubljana, Slovenia
- **Tel:** +386 1 243 00 00, **Fax:** +386 1 243 00 99
- **Website:** [Hotel Ljubljana - Radisson Blu Plaza Hotel, Ljubljana \(radissonhotels.com\)](https://www.radissonhotels.com)
- **How to get to the Radisson Blu Plaza Hotel, Ljubljana**
  - **Local Travel from the Ljubljana Jože Pučnik Airport**
    - **By taxi:** the hotel is 30 km from the airport and the ride takes around 25 minutes depending on the traffic.
    - The hotel offers a **service of EUR 30** for a taxi ride or **EUR 45 for a 4-person shuttle**. Please contact the hotel to book this service (see further details below) in advance and to ensure the best rates<sup>1</sup>.
  - **By public transport (by train):** see the hotel webpage in this [link](#)

**Reimbursement & Rules**

Eligible participants<sup>2</sup> in the **CF SEDSS III Ljubljana conference** 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.**

<sup>1</sup> Other private companies can charge high rates that might not be within the amount reimbursable by EDA (see details below).

<sup>2</sup> Exact entitlements (accommodation, catering, travel costs) for participants will be communicated via email together with the confirmation of the registration.

## Rules

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

### A. Travel Costs

- Delegates are **expected to arrive** in Ljubljana on Monday, **22 November** and **depart on Thursday, 24 November**, after the end of the conference;
- Delegates are asked to **make their own travel** (flights or trains) and **local transport** arrangements to travel between the host nation's airport and the CF SEDSS III 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 (train station, etc.) and CF SEDSS III event venue (hotel) and back.
- **Travel by air** should be booked in a timely fashion not to incur an inappropriately high cost to EDA:
  - participants should opt for rebookable tickets, when this option is offered free of charge (as usually this is the case for most airline companies);
  - please select rebookable flights also in case a minimal surcharge is applicable (the cost of the ticket should remain overall appropriate - in case of doubt, please contact [EDEN@eda.europa.eu](mailto:EDEN@eda.europa.eu));
- **For ticket reimbursement**, please note that location of departure and arrival must be the same (i.e., Brussels – Ljubljana and Ljubljana – Brussels). Exceptionally, EDA will cover tickets where the origin is different from the destination, only if the exceptional route is requested and approved in advance by the CF SEDSS project manager;
- Although in normal circumstances the use of public transport is highly recommended, this is also subject to COVID-19 health and safety recommendations by national authorities. Hence, where a **taxi** will be used, fares up to a **maximum of EUR 60 (per meeting)** will be reimbursed for **local transport** (between the host nation's airport and the CF SEDSS III event venue and back).

### Important

- The **hotel offers a service of EUR 30 for a taxi ride** (one way) or **EUR 45 for a 4-person shuttle**. Please **contact the hotel to book this service** in advance and to ensure the best rates. Participants can send an email to [spela.zupanc@radissonblu.com](mailto:spela.zupanc@radissonblu.com) (cc: [EDEN@eda.europa.eu](mailto:EDEN@eda.europa.eu)) to **reserve this service**;
- 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 in cash or by card**. *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 specified in the registration. Delegates must indicate on the on-line registration if they will use the provided accommodation, clearly **marking the correct check-in and check-out dates**. Accommodation arranged privately will not be reimbursed;
- 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 will be paid directly by EDA** to the hotel. **Participants are asked to pay only their private expenses** (i.e., mini bar, ironing, etc.);
- Delegates will need to provide a valid credit card at check-in to block a guarantee for their room, which will be released by the hotel after check-out;
- In case of failure to use the accommodation provided once it has been booked and **without notifying EDA by 5 November 2021, 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 & Refreshments

- All catering arrangements (breakfast, lunch, dinner and coffee/tea during the conference breaks) **will be paid directly by EDA**;
- The hotel will provide options for a variety of dietary requirements for all meals. If you have any **special dietary requirements**, please indicate this in the registration form;
- Participants arriving in the evening of **Monday 22 November 2021** can avail themselves of a **dinner buffet** from **19:00-22:00** at the hotel restaurant (mezzanine floor). **Dinner buffet** will be also provided on **Wednesday 24 November 2021** from **19:00-22:00** at the same restaurant. Please mention that you are a part of the **“EDA group”**;
- **Lunch** will be provided on **Tuesday 23 November and Wednesday 24 November 2021** (mezzanine floor and outside the hotel - location TBC);
- **Breakfast** will be provided on **Tuesday 23 November, Wednesday 24 November and Thursday 25 November 2021** at the hotel restaurant (mezzanine floor);
- **Networking dinner** will take place on **Tuesday, 23 November 2021** at the **Ljubljana castle** (meeting point in front of the hotel entrance at 18:20, busses will depart at 18:30);
- Please note that any costs incurred by a delegate 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 consolidated 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 (EC 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 tickets**<sup>3</sup> either during the conference or via email to [eden@eda.europa.eu](mailto:eden@eda.europa.eu) thereafter **at the latest by COB 10 December 2021**.<sup>4</sup> Kindly note that in order for the forms to be valid, they need to be hand signed.
- Please note that only delegates present at the conference and submitting all the required documents will be reimbursed;
- Details regarding the EDEN ECP are given in **Annex C**. “Registration Guidance to the EDA Collaboration Platform (ECP)”.

## Registration & Badges

Please register online through the dedicated **CF SEDSS III EDEN website**: [CF III Registration Ljubljana \(typeform.com\)](#) by **COB 1700 (CET) 29 October 2021**. 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 **Monday, 22 November** from **18h30 to 20h00** and on **Tuesday, 23 November 2021** from **08h00 to 09h20** at the **hotel lobby**.

An **identification badge** will be issued to each person who has previously enrolled via the EDA EDEN website. 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 to be held on 23 November 2021.

## Internet Access

A wireless internet network is available at the hotel.

<sup>3</sup> Although you are not asked to submit the original receipts or invoices, it is advisable to keep the original supporting documents for two years.

<sup>4</sup> 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.

## COVID-19: safety and hygiene protocol and measures

As indicated in the invitation, EDA is closely coordinating with the Radisson Blu Hotel Ljubljana to ensure the safety of the participants. The hotel developed a safety protocol to guarantee the security and health of guests, including measures such as physical distancing, increased cleaning and disinfecting, proper air circulation, availability of sanitizing stations, and safety procedure for food services. Complete information about the safety measures in place at the Radisson Blu Hotel Ljubljana is available via [this link](#). *We kindly invite you to respect the measures in effect during the event.*

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

### Important

- Participants should **bring their masks** or buy them at the hotel. Please be aware that the **use of masks is compulsory** in the common hotel space as well as **inside the meeting rooms**;
- According to national legislation in effect, during the **check in** at the hotel and/or at the registration desk, participants will have to present an **EU digital COVID certificate** - proving that they have either been vaccinated against COVID-19, or that they have received a recent negative test result (Rapid Antigen Test not older than 48 h or PCR test not older than 72 h) or recovered from COVID-19 (proof of recovery not older than 6 months) - **in order to access the hotel and the conference venues**;
- 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 Ljubljana 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.

## COVID-19: important travel information

**To enter the country and attend the conference**, participants need:

- to present an **EU digital COVID certificate**. Alternatively, quarantine measures according to local legislation may apply;
- to **fill in the Passenger Locator Form (PLF)**, [EU Digital Passenger Locator Form \(dPLF\) \(euplf.eu\)](#).

In case local health and safety protocols and guidelines change, participants will be informed as soon as possible. Please note that other special requirements for entry into Slovenia may apply. You consult the [official website](#) for updates.

## Contact

*If you have any further questions, please contact the CF SEDSS III team directly at [eden@eda.europa.eu](mailto:eden@eda.europa.eu)*