



## LOGISTICS & REIMBURSEMENT GUIDANCE

### THIRD PHASE OF THE CONSULTATION FORUM FOR SUSTAINABLE ENERGY IN THE DEFENCE AND SECURITY SECTOR (CF SEDSS III)

#### 1<sup>st</sup> Conference

17 & 18 March 2020 (Zagreb, Croatia)

#### Venue

- **The Westin Zagreb hotel**  
**Address:** Kršnjavoga 1, HR-10000, Zagreb, Croatia  
**Tel:** + 385.1.4892.000, **Fax:** 385.1.14892.001  
**Website:** <https://www.marriott.com/hotels/hotel-information/zagwi-the-westin-zagreb/>
- For the **public transport** and **taxi:** you can take a taxi from Dr. Franjo Tuđman Airport (ZAG) (regular fee is HRK 200 - 250 or 26 - 33 EUR), or Croatia Airlines shuttle bus to the Zagreb Bus Station (HRK 35 or 5 EUR). The Dr. Franjo Tuđman Airport is located only a short 30-minute drive (17 km) from the hotel. Please also see:  
<https://www.marriott.com/hotels/maps/travel/zagwi-the-westin-zagreb/>
- **Currency Exchange:** The Croatian kuna is the currency of Croatia. Currently +/- 1 EURO = 7.44240 HRK.

#### Reimbursement & Rules

Participants in all the conferences of the third phase of the **Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS Phase III)** will be reimbursed from the budget of 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 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 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.
- The use of public transport is highly recommended.



- Where there is a need to use **taxi**, fares up to a maximum of €60 per meeting will be reimbursed. Estimated taxi fare: 30 EUR (one way). 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** (taxis do not usually accept any other foreign currency or credit cards). *In case of taxi receipts issued by the driver, the receipt 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.

### Accommodation

- All delegates will be provided with accommodation at the conference venue and this will be booked by the CF SEDSS III admin support staff.
- **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 must indicate on the **on-line registration** ([www.eda.europa.eu/eden](http://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 14 February 2020, a charge will be incurred to the relevant ministry/organisation**.
- 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 **Monday 16 March 2020**, you can avail yourself of a **dinner buffet** from **19:00-22:00** at the **Kaptol Restaurant, ground floor**. **Dinner buffet** will be also provided on **Wednesday 18 March 2020** 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 17 March and Wednesday 18 March 2020** at the **Kaptol Restaurant, ground floor** (time to be determined).
- **Breakfast** will be provided on **Tuesday 17 March, Wednesday 18 March and Thursday 19 March 2020** at the **Kaptol Restaurant, ground floor**.
- **Networking (gala) dinner** will take place on **Tuesday 17 March 2020** (exact time and location to be determined).



## 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 III”, > 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](mailto: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 III EDEN website: <https://eda.europa.eu/eden> by **COB 1700 (CET) 31 January 2020**. 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 16<sup>th</sup> March** from **19h00 to 20h30** at the **hotel lobby** and on **Tuesday 17<sup>th</sup> March 2020** from **08h00 to 08h45** at the **Foyer** (ground floor, next to the plenary meeting room “**Crystal Ballroom**”). An **identification badge** will be issued to each person who has previously enrolled via the EDA EDEN website. You are requested to wear your meeting badge at all times 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 requested dress code for meetings and the networking dinner to be held on 17 March 2020.

## 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](mailto:eden@eda.europa.eu) or through the contact page on the EDEN website <https://eda.europa.eu/eden>.*