

**Logistic, Finance & Reimbursement Guidance**  
**Consultation Forum for Sustainable Energy in the Defence and Security Sector**  
**(CF SEDSS)**  
**3<sup>rd</sup> Conference**  
**22 – 24 November 2016, Rome**

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

Wide participation in the Consultation Forum is encouraged and to facilitate this, travel costs for MOD and Armed Forces 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 to be represented 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. 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 Rome. Participants will be reimbursed for economy class air travel or first class rail travel. Please note that travel by air should be booked in good time so as not to incur an inappropriately high cost to EDA.

For airport transfers delegates should use only official white taxis at the airports as other taxis will charge a disproportionately higher rate. As a guide, rates should be around €35 - €40, therefore only taxi fares up to a maximum of €60 per journey will be reimbursed. 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 [Hotel Roma Aurelia Antica](#).
2. The hotel is a 25 km taxi drive from Leonardo da Vinci International Airport at Fiumicino and just over 25 km taxi drive from Ciampino Airport.
3. If you plan to arrive by car, please consult the [hotel website](#) for location details.

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

Delegates will be provided with **accommodation** at the conference facility and this will be booked by the EDA Consultation Forum management team. Delegates must indicate on registration if they will make use of the accommodation provided. Accommodation costs incurred elsewhere will not be reimbursed. Please note that failure to use the accommodation provided once it has been booked and without notifying the CF SEDSS management team will incur a charge to the relevant Member States' Ministry of Defence. 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. There is limited accommodation available for delegates for the evening of 21 November, but this will only be available to those who do not have the option for flights on the morning of 22 November, and the management team reserves the right to request evidence that there was no alternative but to arrive a day early. If you do arrive on 21 November you may have an evening meal from the set menu, and breakfast and lunch on the 22 November.
3. Dinner and coffee will be provided on 22 November to all delegates.
4. Breakfast, lunch, dinner and coffee will be provided on 23 November to all delegates, with an official conference dinner on 23 November.
5. Breakfast, lunch and coffee will be provided to all delegates on 24 November.
6. For those delegates who do not have any return flights available on 24 November, there is again limited accommodation available on the night of 24 November. The management team reserves the right to request evidence that there was no alternative but to return a day later.
7. 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 > 3<sup>rd</sup> Conference, Rome > 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.