

## ENAR Regional Meeting Region I - Infosheet

25 - 27 April 2024  
The Hague, The Netherlands

### Welcome to ENAR's Regional Meeting in the Hague!

ENAR will cover your travel, accommodation, and catering expenses according to following rules, **but please note that you must buy your travel tickets yourself (see also under point II).**

ENAR will book and pay your accommodation, as well as catering expenses according to the following rules. Please note that you are responsible for **booking and prepaying your flight as soon as possible**. A request for reimbursement with all travel proofs and invoices included should be sent to ENAR immediately following the training. Please take your time to read the requirements below as well as the instructions in the Expense Claim Form.

Due to our funders' regulations, exceptions, late changes, and non-shows are not automatically accepted. **Prior to your purchase and trip, always check first with ENAR if your needs are eligible.**

If you require a visa to enter Schengen, please do not wait to request an invitation from us and to schedule an appointment with the Belgian Embassy.

**Venue and Accommodation: Hotel Babylon**  
**Bezuidenhoutseweg 53, 2594 AC Den Haag, Netherlands**

### I. Who can attend?

All members whose organisations have paid their 2024 membership fee can attend ENAR meetings and trainings. ENAR covers travel (European travel) and accommodation for **one person per member organisation** (unless agreed differently).

### II. Who books the travel tickets?

As usual, ENAR expects participants to **purchase their own tickets as soon as registration to the event is confirmed**. Travel expenses will be reimbursed after the event (see point V).

Please confirm your participation to the event by sending us the **booking confirmation before 25 March 2024**.

**Dates of travel need to be the closest to the actual dates of the event.** Please note that participants of the regional meeting are expected to arrive in the evening of 25 April and depart on 27 April after the event.

**Arrival:** 25 April (meeting is starting the following morning at 9am)  
**Departure:** 27 April (after 2 pm).

In order to keep ticket prices eligible, **please buy your ticket as soon as possible**. According to European Commission rules, we are only able to reimburse the most direct and economic travel route (same city of departure and return; other return destinations are excluded).

**Air travel is allowed only for distances above 400 km one way** and is limited to cheapest airfares, such as Economy and Apex tariffs. Therefore, flights taken for shorter distances cannot be covered by ENAR.

The European Commission has an [automated calculator](#) to determine how much your travel should cost. You input your city of departure and city of destination and this tool will calculate the maximum price we can cover for the distance you plan to travel. Prices/unit costs to take into

account are found in **Table 1** of the automated calculator. Please note that there is a separate calculator for train (city to city) and airplane travel (city to city or country to country depending on the destination). **Please understand that ENAR can only cover what is calculated by this tool, so it is a good idea to book your travel as soon as you can.** For finding flights, you can use SkyScanner or Momondo.

**Excess travel costs, for which the Secretariat did not receive a request in advance, will not be reimbursed** (please contact us in case of difficulties to fit within the indicated price limit).

Our general policy **does not allow any use of taxis**, except when there is no public transport available. Please note that only original **metro and tram tickets** will be reimbursed by ENAR upon reception.

The use of a private car is **reimbursed per car** and not per person in the **car** to the value of a 2<sup>nd</sup> class return train ticket from point of departure to the meeting venue. ENAR will not cover any parking costs related to the use of a private car to come to our event.

For those traveling by plane, please note that **only economy tickets** can be reimbursed. For those travelling by train, please note that **only 2nd class train tickets** can be reimbursed.

All participants should leave in the afternoon or evening following the last scheduled ENAR activity. Return travel scheduled the following day will only be reimbursed if there were no flights or train available on the previous day.

Please note that in case of **cancellation** we are not able to cover any costs, unless the cancellation is backed up by a doctor's certificate of illness.

Members in need of a visa should well in advance request for it. ENAR will upon request provide a separate invitation letter. Without EC ID, you may need a passport and residence permit to travel, please check their validity before booking the training and/or buying any plane/train tickets.

### **III. Who books accommodation?**

ENAR covers and books the accommodation for members participating in events for the required dates of arrival and departure mentioned before. Exceptionally, we can cover an extra night if there are no return flights/trains available on the same day of the last session of the event. **In that case, you must inform ENAR Secretariat before the event.** You will be expected to share proof that there is no transport available.

ENAR covers for the room, breakfast, the VAT, and the city tax. Personal expenses such as phone calls, emails, mini-bar, extra meals, laundry, etc. will be charged by the venue directly to the participants. The reception may ask for your credit card as guarantee.

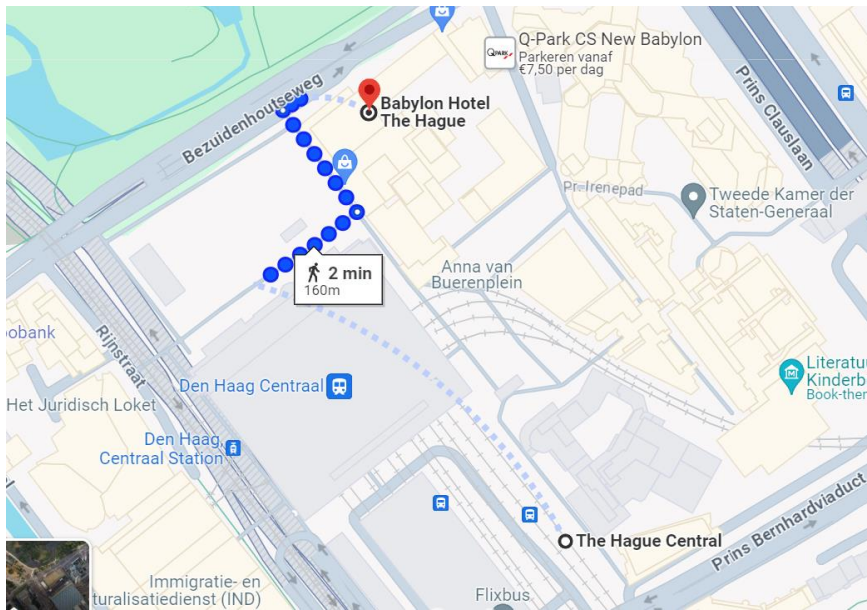
Any changes should be sent to [info@enar-eu.org](mailto:info@enar-eu.org) at least 3 weeks prior to the meeting. **No cancellations can be accepted after 4 April 2024** No-shows without doctor's note are not eligible for our funders. **The cost of no-shows will be charged to the member organisation.**

### **How to get from Schiphol Airport (Amsterdam) to the Babylon Hotel in the Hague?**

**By Train:** Take the intercity train from the airport to Den Haag Centraal Station (approx €10.80).

Time: Between 30 to 40 minutes.

From the Central Station walk for no more than 3 minutes and you will find Hotel Babylon.



The above is only one of many possible options. If you believe this is not accommodating your access needs, please check other possibilities and ticket prices on <https://www.ns.nl/en>.

Don't forget to save and take pictures of all your tickets – you will need them for reimbursement.

#### **IV. Meals and Accommodation**

ENAR covers all meals as of your arrival on **25 April (self-organised dinner) until the end of the event on 27 April (lunch)**. Breakfast is included in the accommodation provided by ENAR. Lunch will be provided by ENAR during the event.

Please be aware that there is no dinner provided on the arrival day on 25 April. This meal will be self-organized, however eligible for reimbursement up to 25€ per meal, just make sure to include them on the expense claim form following the event.

As of 2024, all ENAR events follow a vegetarian food policy to contribute to the reduction of our environmental footprint.

#### **V. How to get your travel costs reimbursed by ENAR?**

ENAR will reimburse your travel costs upon completion of an **expense claim form (download [HERE](#))** and upon presentation of tickets and receipts (**train or plane ticket with indication of the price and boarding passes**).

Only member organisations that have honoured their membership fee for 2024 are eligible for reimbursement.

Please familiarise yourself with the instructions in the Expense Claim Form. **It is the responsibility of the participant to submit the expense claim form and accompanying documents by the specified deadline and in their entirety.** If documents are not submitted according to instructions, the claimed amount will be proportionally reduced and you might not receive full reimbursement.

We advise you to check-in online when possible and send the electronic tickets and boarding passes by email to [info@enar-eu.org](mailto:info@enar-eu.org).

For calculating the exchange rate, you must use the rate as publicized on the EC website:  
[https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en)

**Excess travel costs, for which the Secretariat did not receive a request in advance, will not be reimbursed.**

**Please make sure that everything is sent to us before 25 May 2024 at the latest. After that date we unfortunately won't be able to process any reimbursement of expenses!**

## VI. Code of Conduct

By registering to this ENAR event, you reconfirm your agreement with ENAR's code of conduct at ENAR meetings and any evening events linked to ENAR meetings (including individual/group visits to downtown restaurants/pubs/bars). See full document [HERE](#).

ENAR members or any participants at ENAR meetings are expected to contribute to an atmosphere of positive and constructive friendliness and respect for each other during the meetings and debates, including during the breaks and evening events. Insulting, abusing, offending or intimidating behaviours will not be allowed. During the meetings, name calling, violent or excessively aggressive language, racist, sexist or any other kind of discriminatory remarks, behaviour including harassment or language, shall be sanctioned according to ENAR's procedures.

Any harassment occurring during ENAR meetings and evening events (including individual/group visits to pubs/bars), will be sanctioned by the Board by excluding the perpetrator(s) from all future ENAR meetings organised by the ENAR Secretariat.

Board Members, staff members, interns and any other individual or collective member of ENAR, who feel insulted, defamed, or harassed by any other has a right to call for protection of her/his dignity according to procedures established in ENAR's internal manual.

## CONTACT

If after reading this infosheet you still have logistical questions, please contact ENAR Secretariat (Irene and Gillian) immediately: ([irene@enar-eu.org](mailto:irene@enar-eu.org); [gillian@enar-eu.org](mailto:gillian@enar-eu.org))

Wish you a nice and safe trip.

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**FUNDED BY**



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