

# **Important information for participants**

## **Conference Fee & Reimbursement of costs**

This conference is co-financed by the European Commission. A conference fee of 300€ will be charged. In return the following costs will be reimbursed:

1. **Travel costs:** costs up to a maximum of €300 will be reimbursed (up to €400 for flights under certain circumstances).
2. **Local transfers:** costs up to a maximum €100 will be reimbursed. (Travel to/from airport/station to/from ERA Congress Centre/hotel).
3. **Hotel costs:** Costs for up to 2 nights in one of the hotels named under "Accommodation" will be reimbursed.

The costs will be reimbursed after the event and upon receipt of all original bills/receipts (flight ticket + boarding pass, train ticket, taxi bill, hotel bill etc.)

## **Accommodation**

For this event, the Academy will provisionally request a number of rooms to be set aside for participants at special rates at:

- *Golden Tulip Trier*, Metzger Allee 6, D-54295 Trier, Tel. +49 (0)651-9377-0, Fax +49 (0)651-9377-333
- *Villa Hügel Trier*, Bernhardstr. 14, D-54295 Trier, Tel. +49 (0)651- 93710-0, Fax +49 (0)651-37958
- *Hotel Park Plaza Trier*, Nikolaus-Koch-Platz 1, D-54290 Trier, Tel. +49 (0)651-9993-0, Fax +49 (0)651-9993-555 (please provide proof of participation)
- *Hotel BlesiusGarten*, Olewiger Str. 135, D-54295 Trier, Tel. +49 (0)651 3 60 6-0, FAX +49 (0)651 36 06 33

The participant must contact the hotel directly if s/he wishes to make a definitive reservation; when doing so, s/he has to indicate the event that s/he will attend. Should the allocation be fully booked the participant has to book a room in another one of the indicated hotels. The Academy assumes no responsibility for the reservation of accommodation.