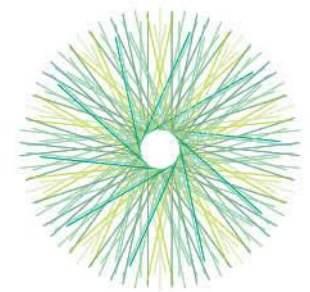


Practical Arrangements for EIP-AGRI Service Point events

UPDATE 19/12/2013



eip-agri
AGRICULTURE & INNOVATION

Travel and Accommodation are provided

1. The EIP-AGRI Service Point provides Travels and Accommodation. The participants are kindly requested to communicate their required travel arrangements, dietary and any other requirements as early as possible to the EIP-AGRI Service Point.
2. For participants who have to travel on the day before or after the meeting because of flight or train schedules, the EIP-AGRI Service Point will arrange for accommodation with breakfast for an extra night. Participants should not purchase their travel and accommodation themselves. Participants will not be requested to start travelling before 07:00 (trains) respectively 8:00 (planes) or to arrive at their destination later than 22:00.
3. Once a ticket has been issued, it is final and cannot be changed.
4. The EIP-AGRI Service Point provides the needed travel and accommodation with the help of its travel agency.

Costs during the event

1. The EIP-AGRI SP provides meals and catering during the event. However, participants have to pay their meals outside the event themselves. Participants will also have to pay themselves any extra services they request from the hotel.
2. All other costs: additional meals, tolls, use of private car, parking fees, personal arrangements... are not covered and cannot be reimbursed.
3. Costs related to personal arrangements are not reimbursable (change of dates or destination between point of departure and point of arrival).
4. However, if there is any particular issue please contact the EIP-AGRI Service Point well in advance.