



## **PRACTICAL INFORMATION FOR PARTICIPANTS WITH REGARD TO RESPA TRAINING EVENTS**

### **I Working language**

ReSPA training events will be conducted in English. In case indicated, simultaneous interpretation will be provided subject to a minimum number of participants requiring translation. The level of your English language skills should be indicated on the registration form.

### **II Registration**

All participants are kindly requested to complete the registration form and return it to their respective liaison officers before the deadline indicated on the registration form.

### **III Confirmation**

A confirmation of registration plus information on the selection procedure will be forwarded to the participant upon receipt of the completed registration form by the respective liaison officer. ReSPA will contact the nominated candidates in order to make the necessary logistical arrangements and to confirm their participation.

### **IV Travel**

Unless indicated otherwise, all ReSPA activities will take place at the ReSPA premises in Danilovgrad, Montenegro.

ReSPA will cover and arrange the participants' international travel. In order to make all logistical arrangements in a smooth and efficient way, ReSPA would very much appreciate if the participants indicate the method of transport (plane/car/taxi) and the preferred travel schedule, which will be taken into account when making the travel arrangements.

Subject to the start of the training event, travel to the location of the training venue usually takes place on the day before the training event. The return travel is undertaken on the last training day, if possible.

- **Travel by plane**

As mentioned above, ReSPA will take into account the preferred travel schedule indicated on the completed registration form as much as possible. If no preferred travel schedule has been indicated, ReSPA will propose a flight schedule and set a deadline for confirmation of the proposal. After the confirmation of the proposed flight by the participant, no changes are permitted.

All original travel documents including boarding passes should be kept and submitted to ReSPA. In case of loss of one or all of the boarding cards, the participant must provide ReSPA with a declaration from the applicable airline certifying that they have been on board of the stated flights.

Transport from Podgorica airport to ReSPA and back, will be organized and covered by ReSPA.

- **Travel by car/taxi**

Car and taxi travel are possible options in a limited number of cases (e.g. for participants travelling from neighboring regions/countries from which flights are not available or not frequent, or where car/taxi travel is the most practicable option).

Only one refund per car/taxi – not per person - is allowed in cases where more than one beneficiary travels with the same car/taxi. Car/taxi sharing must be a condition for reimbursement of international/cross-border car/taxi travel in cases where two or more beneficiaries travel from and to the same place for the same ReSPA activity.

Refund of car travel costs will be made only upon submission of a proof of travel (e.g. petrol station bill). Taxi travel will be arranged by ReSPA directly.

## **V Hotel reservations**

ReSPA will book accommodation for the relevant period based on the agreed travel schedule at the ReSPA campus. The costs of accommodation on the basis of full board will be covered by ReSPA. Any additional expenses (e.g. use of mini-bar, laundry service, etc.) have to be covered by the participants and settled directly with the hotel before departure.

## **VI Subsistence allowances**

ReSPA is covering the international travel, airport transfers in Montenegro and accommodation on the basis of full board at its premises.

Each participant is entitled to the amount of 25EUR per each training event day.

## **VII Evaluation**

On the last training day all participants are kindly requested to complete and return the evaluation sheet which will be provided.

## **VIII Certificate of attendance**

All participants will receive a certificate of attendance. This will be sent to the participant afterwards (upon submission of the original travel documents, if applicable).