



Fourth Meeting of the **ReSPA EI PROGRAMME COMMITTEE** 17-18 September 2015, Igalo (Montenegro)

GENERAL PRACTICAL INFORMATION SHEET

EVENT VENUE

The event will take place at the premises of the:

Palmon Bay Hotel
Sava Ilića 7, 85347 Igalo
Montenegro

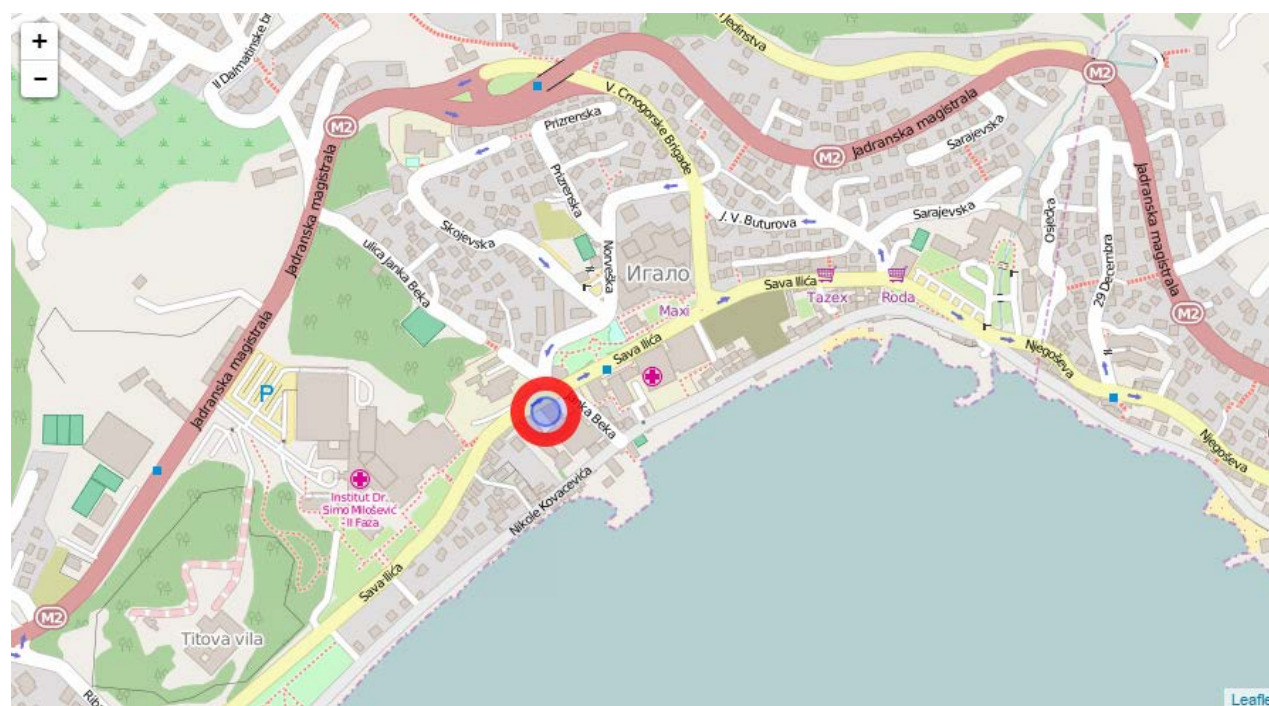
<http://www.palmonbayspa.com/index.php>

HOTEL

Pursuant to your travel schedule, ReSPA has booked for you a single room (on the basis of full board).

ReSPA will cover the cost of the accommodation on your behalf, and the cost will be deducted from your per diem.

Please note that no other expenses in the hotel (i.e. use of mini-bar, telephone, internet, etc.) will be covered by ReSPA. Any additional expenses made are the responsibility of the participant and have to be settled directly with the hotel prior to check-out.



TRAVEL

a) International air travel

ReSPA will organise and cover the costs of your international air travel in economy class.

IMPORTANT: Please keep all your original boarding cards and other travel documents.

The original boarding cards and any other travel documents of your travel have to be sent by post to Mr. Vladimir Nikolic at the following address

ReSPA-Regional School of Public Administration
PO BOX 31, 81 410 Danilovgrad Montenegro

b) Local transportation to and from the airport

ReSPA will organize and cover your transport from the airport to the Hotel and back. The driver will be waiting for you at the airport.

c) International travel by taxi.

ReSPA will organize and cover your international travel by taxi. The driver will be waiting for you according to your travel schedule.

d) Travel by car

ReSPA will cover the costs of your travel by your own car

Reimbursement in case of car travel is based on a rate of EUR 0.22 per kilometre.

Payment will be made to beneficiaries on the last day of the event upon submission of proof of travel (ex. gas station receipt, or similar).

SOCIAL EVENT:

You are invited to a social event which will be organized on 17 September starting from 19.45h in Palmon Bay Hotel.

COMPENSATION FEE

You are entitled to a compensation fee for your engagement as the member of the EUI Programme Committee at the meeting.

PER DIEMS

You are entitled to per diems which will be calculated per night, pursuant to your travel schedule. Costs for organization of provided services related to the accommodation, local transportation and meals will be deducted from your per diem rates, while you will receive the remaining total amount.

The remaining per diem amount should cover all other meals and sundry expenses (incidental costs incurred by the participants with regard to the event), including the local transportation not organized by ReSPA in the place of residence, as well as the place of travel.

INSURANCE

Participants are individually responsible for obtaining and covering their own insurance. No such costs will be covered by ReSPA.

OTHER

At all ReSPA events Kosovo* is represented with asterix and footnote “*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence*”, in accordance with “Arrangements Regarding Regional Representation and Cooperation - Rev10 RC 23/02/2012”.

All participants are kindly asked to follow that agreement.

EMERGENCY NUMBERS

If there are unexpected situations, please contact:
Ms Vladimir Nikolic, ReSPA Program Assistant
Mobile: 00382 67 179 334