

ENAR Summer Retreat

17 – 20 August 2023
Bonn, Germany

Thank you for signing up and welcome to ENAR's Summer Retreat in Bonn!

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

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: Gustav Stresemann Institute, GSI's European Conference & Training Centre
Langer Grabenweg 68
53175 Bonn, Germany



I. Who can attend the Summer Retreat?

All member organisations that paid their 2023 membership fee can send representatives to the Summer Retreat. ENAR covers travel and accommodation for **one person per member organisation.**

There is no participation fee.

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).

Dates of travel need to be the closest to the actual dates of the event. Please note that the Summer Retreat starts in the evening of 17 August and ends around 12:30pm on 20 August.

Arrival to the venue: 17 August by 18:00 at the latest
Departure: 20 August after 13:00

Make sure that you book your travel to arrive in Bonn accordingly in order to not disrupt the event programme.

In order to keep ticket prices eligible, **please buy your ticket now**. 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 Apex tariffs. Therefore, flights taken for shorter distances cannot be covered by ENAR.

The European Commission has a new [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. Please note that there is a separate calculator for train (city to city) and airplane travel (city to city or country to country depending 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 cheap flights, please use Sky Scanner.

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 (paper) **metro and tram tickets** will be reimbursed by ENAR upon reception. Digital copies of original tickets will not be accepted.

The use of a private car is **reimbursed per car** and not per person in the car to the value of a 2nd 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 certificate.

III. Who books accommodation?

ENAR covers the 3 nights of accommodation to all participants from 17 to 20 August 2023. Exceptionally, we can cover 4 nights if there are no return flights/trains available on 20/08. **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 at least 2 weeks prior to the meeting. **No cancellations can be accepted after 1 August 2023.** No-shows without doctor's note are not eligible for our funders. The cost of no-shows will be charged to the member organisation.

IV. Meals

ENAR covers all meals from the dinner on 17 August until lunch on 20 August. Breakfast is included in the accommodation provided by ENAR.

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 original tickets and receipts (**train or plane ticket with indication of the price and boarding passes**).

All original documents on paper must be sent within a month following the event by registered post to:

ENAR aisbl
67 rue Ducale
1000 Brussels
Belgium

We advise you to make photos/scans of the receipt before sending them.

Electronic tickets and boarding passes can be sent by email to info@enar-eu.org.

For calculating the exchange rate, you must use the rate as publicized on the EC website: <http://ec.europa.eu/budget/infocuro/>

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

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.

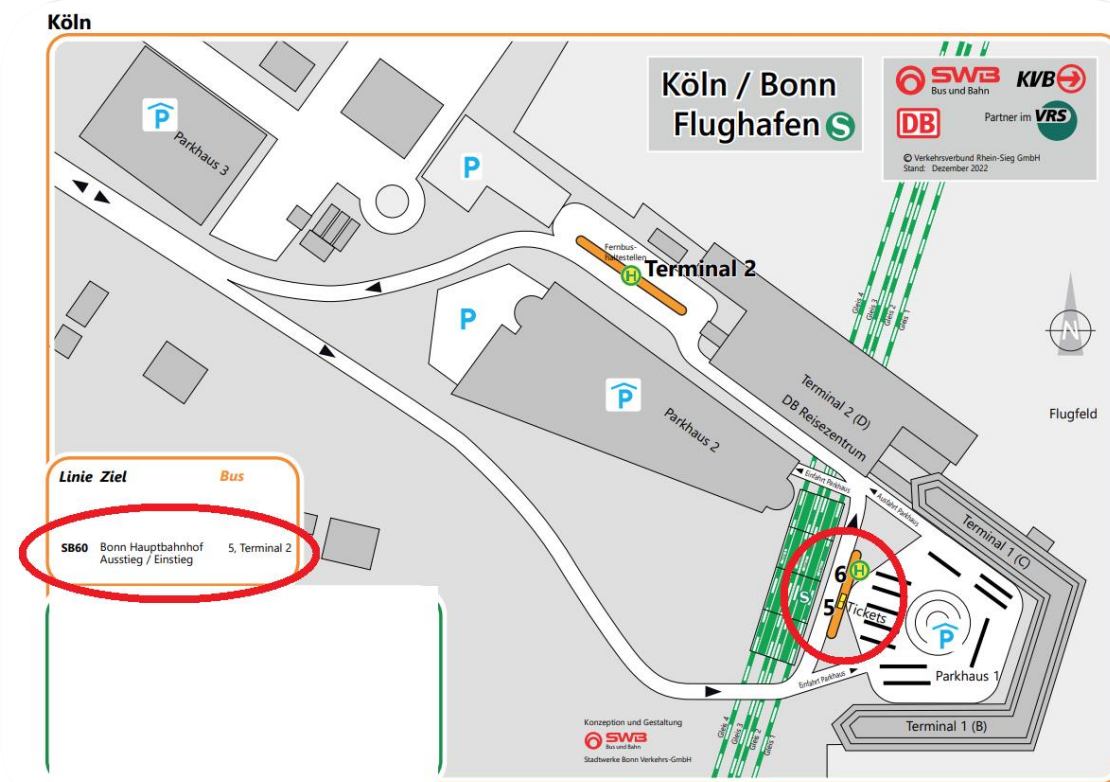
Pia Šlogar and **Amiirah Salleh-Hoddin** will be the persons of trust during the event for you to approach with any issues or questions you have relating to this.

VII. Participant list and consent for photographs

Photographs will be taken for our social media, website, etc. When signing the participant list, you will also be asked to confirm your consent for us to take pictures.

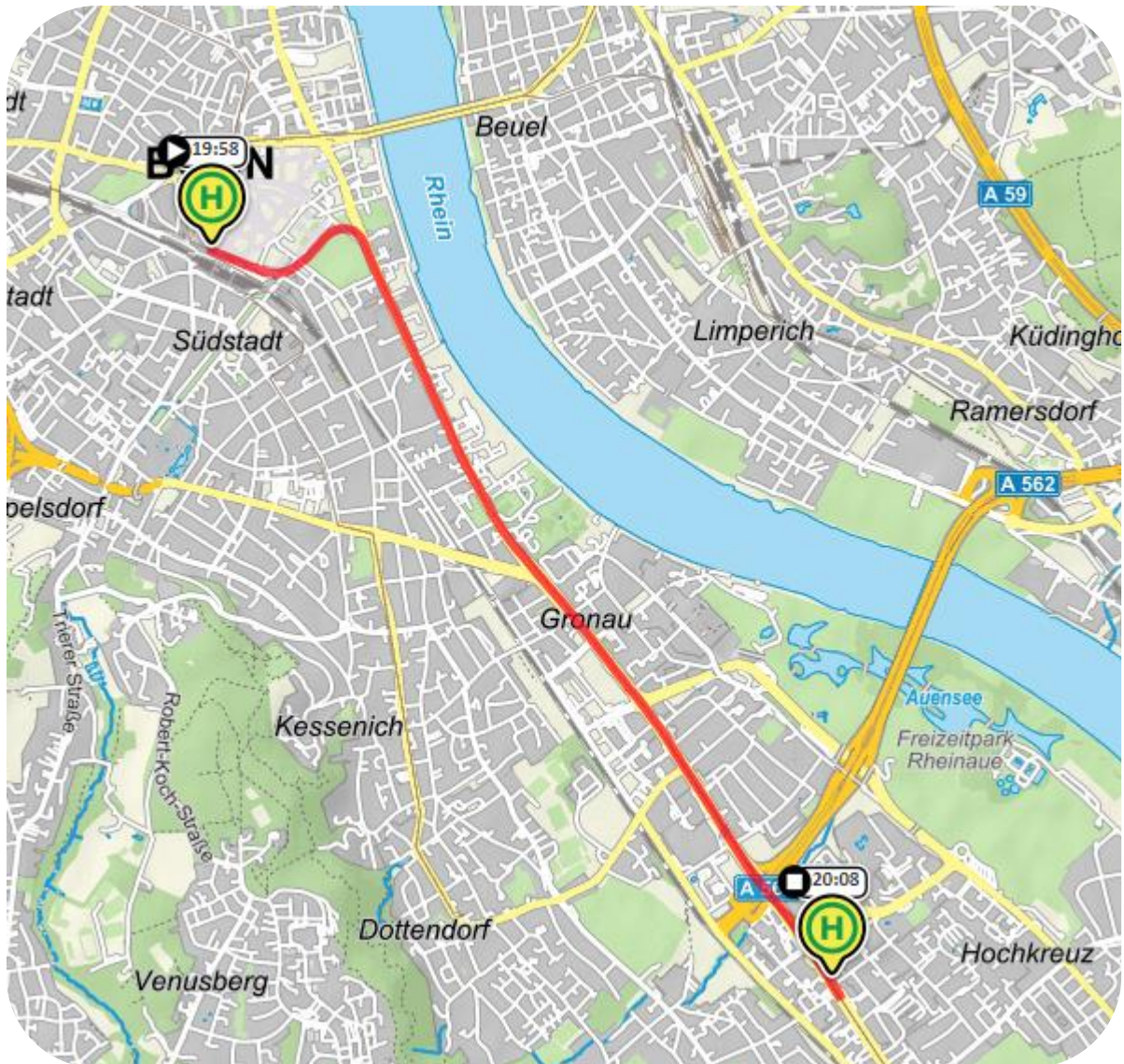
VIII. How to get from Cologne Bonn Airport to Bonn city center?

By bus: Take the [SB60 Bus](#) from **Cologne/Bonn Airport** to **Bonn Hbf Station** (30 min, 8.60 EUR).

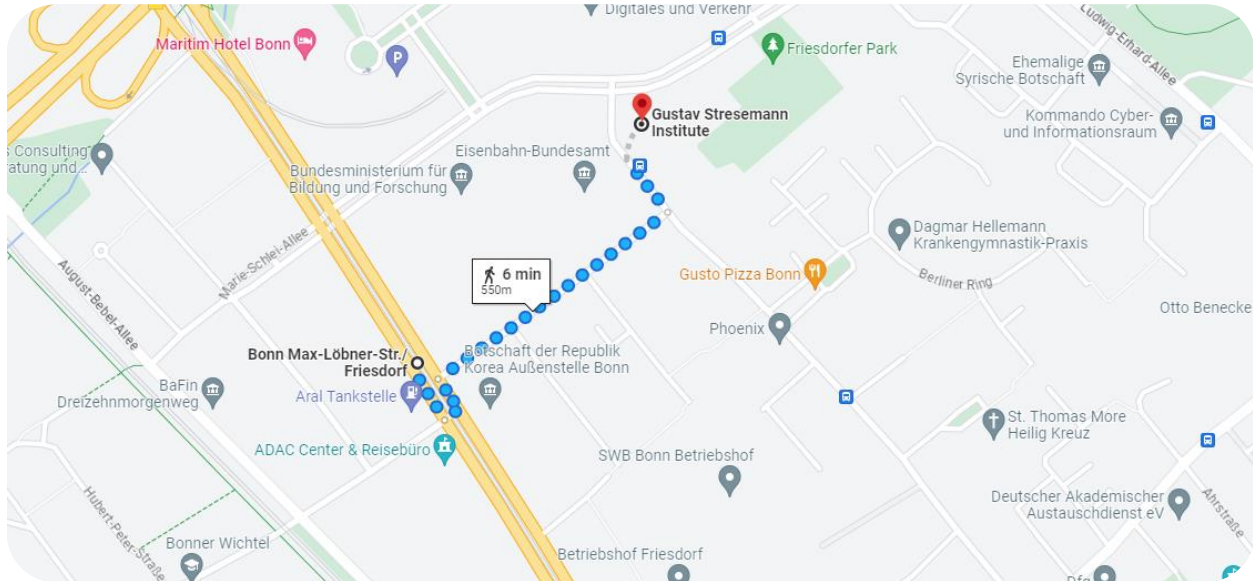


XI. How to get from Bonn Hbf to the Gustav-Stresemann-Institute ?

1. Take the [Tram Line 16](#) direction Bad Godesberg Stadthalle from **Bonn Hbf Station** to **Bonn Max-Löbner-Str./Friesdorf** (10 min, 3,70 EUR)



2. [Walk 550m](#) (7 min.) from Bonn Max-Löbner-Str./Friesdorf tram stop to Gustav Stresemann Institute (Langer Grabenweg 68).



CONTACT

Do not hesitate to contact us!

ENAR Secretariat

irene@enar-eu.org

Irene Garcia Hernandez

+32 487 400 632
Rue Ducale, 67
1000 Brussels

With the support of the Citizens, Equality, Rights and Values Programme of the European Union, the Open Society Foundations, and the Sigrid Rausing Trust.

FUNDED BY



 **OPEN SOCIETY
FOUNDATIONS**

 **ENAR
foundation**

SIGRID RAUSING TRUST