

## ENAR Training on Project Writing and Fundraising Infosheet

15-17 February 2024  
Brussels, Belgium

### Welcome to ENAR's Training on Project Writing and Fundraising!

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).**

ENAR will book and pay your accommodation, as well as catering expenses according to the following rules. Please note that you are responsible for **booking and prepaying your flight as soon as possible**. A request for reimbursement with all travel proofs and invoices included should be sent to ENAR immediately following the training. Please take your time to read the requirements below as well as the instructions in the [Expense Claim Form](#).

Due to our funders' regulations, exceptions, late changes and non-shows are not automatically accepted. **Prior to your purchase and trip, always check first with ENAR if your needs are eligible.**

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 and Accommodation: Pillow City Hotel Brussels Centre**  
Parochiaansstraat 15/23, 1000 Brussel

### I. Who can attend?

All members whose organisations have paid their 2024 membership fee can attend ENAR meetings and trainings. ENAR covers travel (European travel) and accommodation for **one person per member organisation** (unless agreed differently).

### 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).

Please confirm your participation to the event by sending us the **booking confirmation of your travel till 26 January 2024**

**Dates of travel need to be the closest to the actual dates of the event.** Please note that participants for the Training are expected to arrive in the evening of 15 February and depart on 17 February after lunch.

**Arrival:** 15 February till evening (the programme will start the next day at 9 am)  
**Departure:** 17 February after 14:00

In order to keep ticket prices eligible, **please buy your ticket as soon as possible**. 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 an [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 on 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, you can use SkyScanner.

**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 **metro and tram tickets** will be reimbursed by ENAR upon reception.

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

Members in need of a visa should well in advance request for it. ENAR will upon request provide a separate invitation letter. Without EC ID, you may need a passport and residence permit to travel, please check their validity before booking the training and/or buying any plane/train tickets.

### **III. Who books accommodation?**

ENAR covers and books the accommodation for members participating in events for the required dates of arrival and departure mentioned before. Exceptionally, we can cover an extra night if there are no return flights/trains available on the same day of the last session of the event. **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.

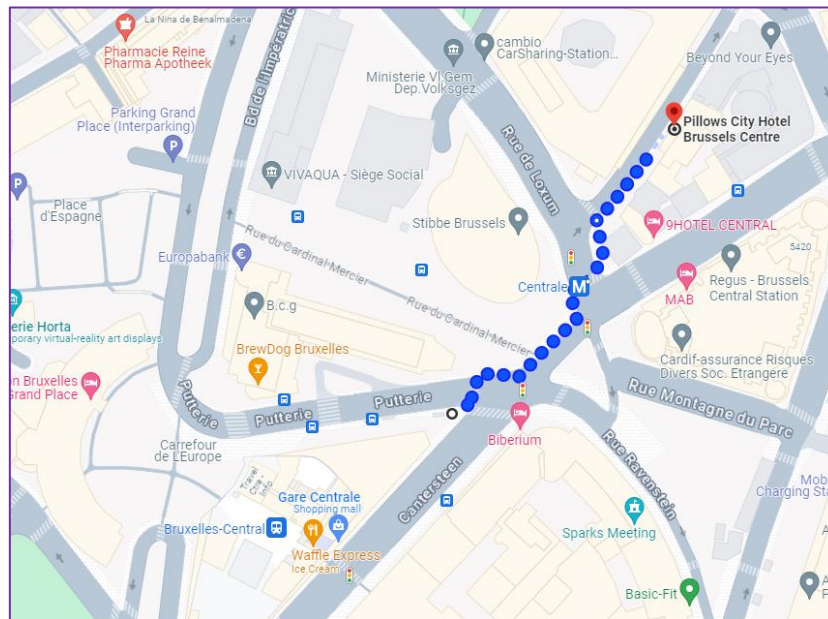
Any changes should be sent to [info@enar-eu.org](mailto:info@enar-eu.org) at least 2 weeks prior to the meeting. **No cancellations can be accepted after 2 February 2024.** No-shows without doctor's note are not eligible for our funders. **The cost of no-shows will be charged to the member organisation.**

#### **How to get from Brussels Zaventem Airport to Brussels city center?**

By train: Take the [train](#) from Brussels Zaventem Airport to Brussels Central Station (15-20 min, 10.30 EUR).

#### **How to get from Brussels Central Station to the hotel?**

1. On foot: Walk 150m (1min) from Gare Centrale train station to Pillow City Hotel Brussels Centre (Parochiaansstraat 15/23, 1000 Brussel).



The above is only one of the possible options. If you believe this is not accommodating your access needs, please check other possibilities on <https://www.stib-mivb.be/>.

To get around Brussels, we also recommend using the <https://floya.brussels/> app that will support in searching for routes and getting the price for each option.

Don't forget to save all your tickets – you will need them for reimbursement.

#### IV. Meals and Accommodation

ENAR covers all meals as of the **start of the first meeting session on 16 February until the end of the event on 17 February (lunch)**. Breakfast is included in the accommodation provided by ENAR.

Please be aware that there is no dinner provided on 15 February. These and other meals/beverages will be at your charge and self-organised.

All ENAR events follow a vegetarian food policy to contribute to the reduction of our environmental footprint.

Please make sure to carry some cash or a bank card in case you are arriving after scheduled meals and might need to advance some expenses.

#### V. How to get your travel costs reimbursed by ENAR?

ENAR will reimburse your travel costs upon completion of an **expense claim form** and upon presentation of tickets and receipts (**train or plane ticket with indication of the price and boarding passes**).

Please familiarise yourself with the instructions in the [Expense Claim Form](#). **It is the responsibility of the participant to submit the expense claim form and accompanying documents by the specified deadline and in their entirety.** If documents are not submitted according to instructions, the claimed amount will be proportionally reduced and you might not receive full reimbursement.

We advise you to check-in online when possible and send the electronic tickets and boarding passes by email to [info@enar-eu.org](mailto:info@enar-eu.org).

For calculating the exchange rate, you must use the rate as publicized on the EC website:  
[https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en)

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

**Please make sure that everything is sent to us till 17 March 2024 latest. After that date we unfortunately won't be able to process any reimbursement of expenses!**

## 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.

**ENAR Staff and Board** will assign persons of trust during the event for you to approach with any issues or questions you have relating to this.

## VII. Participants 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.

## CONTACT

If after reading this infosheet you still have logistical questions, please contact ENAR Secretariat (Irene) immediately. Wish you a nice and safe trip.

**Irene García-Hernández**, Operations Officer: [irene@enar-eu.org](mailto:irene@enar-eu.org)

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