

## ANNEX

Please find enclosed below all the information you need to attend to our meeting.

The conference will be held in a hybrid-mode, with both in-person and virtual lectures (zoom platform). Nevertheless, the **face-to-face attendance** is highly encouraged, if the circumstances allow.

The event will take place at the following venue:

[Parador de Nerja](#)

**C. Almuñécar, 8.**

**29780 Nerja, Málaga, Spain**

There are currently 35 rooms on hold there that we negotiated at a good rate.

- Double standard room (included breakfast): 124,40 € /night
- Single standard room (included breakfast): 111,6 €/night

Please contact [repcion.nerja@parador.es](mailto:repcion.nerja@parador.es) and book your room with the following PROMOTIONAL CODE: **DILI-AIH**

**Please note that you have to book your flights and accommodation and claim your expenses after the meeting,** through the process of e-COST.

Once your attendance has been approved, you will receive an invitation via e-COST, and instructions regarding booking travel etc. Please do not book travel until you have received this invitation from e-COST. Remember that before claiming your expenses, you must have accepted your invitation and filled in your personal data on the platform.

### **Reimbursement rules:**

- Travel (>100km): Up to 1.200€. Based on real expenses, counter ticket/invoice. Only economy class tickets are eligible to be reimbursed.
- Daily allowance: Up to 172€/day for meals, local transport in the hosting country and accommodation (10% can be reduced per meal offered by the local organiser).

Note that you will be reimbursed a maximum of three nights.

We also encourage you to make the booking of your flights at your earliest convenience and to subscribe a **cancellation insurance**.

*A courtesy transfer will pick you up at the airport and drive you to the hotel and also on your day of return.*

### **If you cannot attend in person (preferred option) you can attend via Zoom**

A Zoom link will be provided to allow virtual attendance and also presentation. Please do advise if you will be attending virtually. Speakers will have the option to provide a **live presentation with live Q&A**.

Additional details and information relative to the meeting will be given at a later stage.