

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 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.