



Better Functioning of the European Labour Market (FELM)

Final seminar in Vienna (Austria) on Tuesday, 25 April 2023

PRACTICAL INFORMATION

ARRIVAL AND DEPARTURE

Participants are expected to arrive on **Monday, 24 April 2023** (late afternoon/evening).
Airport of arrival is Vienna Airport.

Participants are requested to use public transport from the airport to the city centre.
[HERE](#) you can look at the various travel options. As a rule, taxis are not reimbursed.

Departure of participants is foreseen on **Tuesday, 25 April 2023** (late afternoon/evening).

CONFERENCE VENUE AND HOTEL ACCOMMODATION

The seminar will take place in the [Courtyard Vienna Prater Messe Hotel](#), **Trabrennstrasse 4, Vienna, Austria, 1020**, where participants will also be accommodated.

The organizers will cover your stay in a single room for **a maximum of 1 day (room + breakfast)**.
No other expenses will be paid for. The EFBWW will arrange the **hotel reservations and meeting package.**

INTERPRETING

Simultaneous interpretation will be provided from and **into 6 languages depending on the participants.**

ATTENDANCE LIST

All participants must sign the attendance list upon registration.



REIMBURSEMENT OF TRAVEL EXPENSES

Please note that the maximum amount that will be reimbursed for travel expenses is **350 Euro**. Should your travel expenses exceed this amount, please contact the EFBWW at info@efbww.eu to ask for approval.

All participants will receive a reimbursement form upon registration, which must be completed correctly and returned to the organizers after the conference.

For **all** amounts and expenses stated in the form (train, air travel, bus, tram, metro, etc.) the original supporting documents must reach the EFBWW Secretariat in Brussels **no more than four weeks after the meeting**.

Statements of expenses that are not submitted in time will not be considered.

The EFBWW will reimburse travel expenses on the following basis:

- For **air travel**, which is authorised only for a distance of over 800 km (400 + 400) or a journey involving a sea crossing, expenses will be reimbursed on the basis of the least expensive fare available at the time of the invitation (business class and/or higher rate tickets will not be reimbursed).



Those travelling by plane are required to send in both the remainder of the original plane ticket and the boarding passes!

- For **train travel**, expenses will be reimbursed on the basis of the shortest and least expensive route in first class.
- For **travel by car**, expenses will be reimbursed on the basis of the price of a first-class return train ticket. Please provide documentary evidence from your railway station indicating the price of such a ticket. Parking costs are not refundable.
- As a rule, taxis are not reimbursed.

PROGRAMME

For further information, please contact the EFBWW secretariat:
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