



## TECHNICAL INFORMATION

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### **\* Meeting and Accommodation \***

The conference will take place in Litomyšl and can be reached easily by public transport from Prague and Vienna. Please read carefully the '*How to get there*' document and follow the instructions indicated to reach the venue without problems.

You will have to schedule your arrival to Prague or Vienna Airport/Station on Saturday 17 October before 15:00. Your departure from Litomyšl has to be scheduled not before Friday 23 October.

Please make sure to book a cheap budget flight or reduced train ticket to Czech Republic.

The address of the meeting and accommodation is:

**YMCA Europe Training Centre**

**Jiráskova 133**

**570 01 Litomyšl**

**tel.no: +420 461 611 051, gsm: +420 739 337 992**

**mobile: +420 734 443 069**

**info@esclitomyšl.cz**

**for more info: [www.esclitomyšl.cz](http://www.esclitomyšl.cz)**

The conference venue is situated in the YMCA Europe Training Centre situated in the former brewery of the UNESCO listed Litomyšl Castle. At the accommodation you will share a room with participants.

In case of emergency during your travel to the conference do not hesitate to contact us:

Natia Tsintsadze (WSCF-Europe), German mobile: +49 176 34468972

Annika Foltin (WSCF-Europe), German mobile: +49 160 97053181

Hester van Trommel (EUJS), Dutch mobile: +31 6 42461608

Dennis Goldstoft (EUJS), Dutch mobile: +31 6 12747112

On the venue there is Internet access. There are ATM machines and shops within walking distance.

### **\* Arrival / Departure \***

The conference starts on Saturday 17 October at 19:00 with dinner followed by icebreakers and an opening prayer. It is very important that you arrive on time. The conference ends on Friday 23 October morning.

You are expected to attend the full period of the conference.

### **\* Participation Fee and Reimbursements\***

The participation fee of the conference is 120 Euro. Participants who have requested for a reduced fee will only pay the amount agreed with the organisers.

The participation fee includes full board, lodging and the program. You can pay the participation fee in cash during the conference or by bank transfer before the conference at WSCF-Europe Bank account: IBAN: DE03 5206 0410 0006 6013 83, BIC: GENODEF1EK1.

Participation fee will be deducted from the reimbursement of your travel costs, if request so.

Participants are expected to attend all of the conference's activities. To receive reimbursements, eligible participants **MUST** attend at least 90% of the conference sessions. If you know of any reason that you cannot attend all of the conference activities (such as arriving late, etc.) please discuss this with us before the event begins.

We can contribute to your budget travel costs according to the maximum amount and percentage as stated in your registration forms. All reductions are obligatory: 2nd class, youth fares, budget airlines. Please look for the cheapest and most environment friendly possibility to travel.

We will only give reimbursements for travel by the cheapest possible method. If you are eligible for travel reimbursements please check your flights with us ([october.conference2015@gmail.com](mailto:october.conference2015@gmail.com)) before booking. Book your travel as soon as possible, as flights get more expensive the longer you wait to book.

**We cannot give any reimbursements without receipts and copies of tickets. There are NO exceptions made to this rule, thank you for your cooperation!**

**Even if you are not going to be reimbursed for your total travel costs we will still need copies of all your tickets with the full price listed.**

You will be expected to attend the whole meeting and to prove your expenses with:

- The original invoice or receipt (proof of what you have paid from the travel agent/air company, etc.).
- AND the original tickets (last remaining page of the flight ticket and all train and bus tickets)
- AND your boarding pass stubs in case of air travel
- AND (for electronic tickets) a copy of the credit-card slip indicating the amount paid
- AND the receipt for visa cost.

You will have to send all these documents to the WSCF-Europe office immediately after the conference at the latest (deadline for arrival of all originals is 10 November 2015). This applies also to EUJS attendants.

The conference is funded by the European Youth Foundation of the Council of Europe and the General Board of Global Ministries.

**\* Cancellation \***

Inform organisers of the conference immediately if you cannot participate in the conference.

In case you need to cancel after 14th October (or do not show up at the conference unexpectedly), you will be charged a fee of 150 Euro for your hotel reservation and cancellation costs.

You are self-responsible to take a sufficient cancellation insurance, to cover the costs in such cases.

**\* Visa \***

Costs of your visa can be reimbursed by WSCF-Europe and EUJS, bring an original receipt of the visa costs.

**\* Insurance \***

You are self-responsible for sufficient insurance (illness/personal liability/cancellation/theft etc). The organisers will take no responsibility. It may be necessary for you to prove the insurance for traveling abroad, check this information before you start your travel.

**\* Language \***

The language of the conference will be English. There will be no professional translation, but of course we will help each other. Don't worry: most of the participants do not have English as their mother tongue.

**\* Vegetarian policy \***

Please note that at WSCF-Europe events, generally, only vegetarian food is served. Also please let us know if you have any dietary needs which we will need to tell the restaurant. The rationale behind WSCF vegetarian policy can be read here <http://ow.ly/u3gsg>. Kosher food is only available if requested before the conference.

**\* Special Requirements \***

If you have any special requirements which you didn't indicate in the application form please let us ([october.conference2015@gmail.com](mailto:october.conference2015@gmail.com)) know as soon as possible so we can arrange them for you. Also If you have food allergies or special dietary needs, which you also didn't indicate in the application form please let us also know about them as soon as possible so we can adjust the food arrangements with the restaurant.

**\* Currency \***

The currency used in the Czech Republic is the Czech Republic Koruna (CZK).

The exchange rate (at 9 October 2015) is

**1 Euro = 27.11 CZK or 1 CZK = 0.037 Euro.**

You can change money at the airport or at an ATM, please note that you will need cash to buy train and bus tickets, if you do not purchase them online. There is the possibility to change money in Litomyšl. Although your participation fee will cover most of the local costs (accommodation, meals, coffee breaks), you might need some little money for your private expenses (during the excursion to Prague on Tuesday, etc).

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