



## CONGRESS REIMBURSEMENT POLICY

### COMPLEMENTARY TO THE SPEAKERS AND CHAIRMEN

All invited speakers and chairmen are provided with free congress registration and complementary attendance of both the Faculty Dinner on Tuesday 3 May and the Dinner Party on Thursday evening, 5 May 2022.

### TRAVEL

All invited speakers and chairmen can be reimbursed for their air fares, under the following conditions:

- Tickets must be booked and paid for by the speakers and chairmen.
- Only flights in Economy class will be reimbursed.
- All flights must be booked before 4 March 2022.
- The actual cost for the flights will be reimbursed with a maximum of 420 Euro. In addition, cancellation insurance costs can be reimbursed when these do not exceed 25 Euro.
- Faculty that can't find flights for 420 Euro or less, need to contact the EMS2022 Congress Secretariat ([europaenems@regionh.dk](mailto:europaenems@regionh.dk)) no later than 10 February 2022 before booking your flight.

### TRANSPORTATION

- From Edinburg to Glasgow and back only Bus or train fare will be reimbursed. Taxi between Edinburg and Glasgow will NOT be reimbursed.
- Taxi between Glasgow airport and SEC or the Radisson Red will be reimbursed (maximum 40 Euro one way)

### ACCOMMODATION

All invited speakers are entitled to three nights' accommodation. If your flight schedule require that you stay more than three nights for you to take part in the entire Congress, extra nights may be granted. Only after approval of the EMS2022 Congress Secretariat extra nights will be paid for. Contact the EMS2022 Congress Secretariat ([europaenems@regionh.dk](mailto:europaenems@regionh.dk)) no later than 15 February 2022 to get extra nights approved.

Accommodation will be booked by the Congress Secretariat. When you register at the website, you can choose to include accommodation and it will be booked for you at the Radisson Red in Glasgow.

Please register via this link <https://na.eventscloud.com/ems2022?categoryid=3378051> as soon as possible.



If an invited speaker wishes to prolong his or her stay at the Radisson Red, the EMS2022 Congress Secretariat will handle the entire booking. The extra night(s) must be paid for at the hotel by the speaker.

Reimbursement claims will be handled after the congress and will only be accepted upon submitting the original invoices or e-tickets together with a completed cost form provided by the congress secretariat including bank details.

You can download the cost form <https://emseurope.org/speaker-information/>

Meals and drinks, internet, and local transportation during the congress are NOT reimbursed.

No reimbursement claims will be accepted after the 6 June 2022.