



## SHARE CAPACITY-BUILDING EVENT ON CREDIT TRANSFER GENERAL CONDITIONS FOR FINANCIAL SUPPORT

We thank you for your interest in participating in the SHARE capacity building workshop on credit transfer that will be held in Manila, Philippines, on Wednesday 19<sup>th</sup> and Thursday 20<sup>th</sup> June 2019.

You will be sponsored by the SHARE programme for your travel to Manila and stay at destination.

Please see below the general conditions for financial support that will apply.

### **1- TRANSPORTATION**

#### **Flights:**

- Campus France will directly book, issue and pay for your flight ticket.
- A flight option will be sent to you according to the information you fill in the online registration form and taking into account the event dates (extra days for tourism and/or other reasons will not be accepted for flight booking).
- We kindly ask you to confirm this option by email within 24 hours of you receiving the travel offer.
- Only second/economy class tickets will be booked. No extra options will be booked.
- The maximum price allowed for a regional flight is 500€ (five hundred euros) per ticket (round-trip).
- Flight changes will not be permitted after the tickets have been issued.
- The SHARE programme does not provide any insurance for travel or stay at destination. Please check with your home institution to confirm if you are fully insured for a professional travel to Philippines or subscribe to your own insurance.
- As supporting documents, you will be requested to provide the original boarding passes. These documents will be mandatory. Additional supporting documents may be requested.
- Electronic boarding passes (departure and return) can be sent to: [thomas.schonborn@campusfrance.org](mailto:thomas.schonborn@campusfrance.org)
- If they are not E-tickets, the original boarding passes for the departure should be provided to the SHARE welcoming registration desk, on the first day of the event.
- If they are not E-tickets, the original boarding passes for the return flight must be sent to: Campus France, European Projects Unit, 28 Rue de la Grange-aux-Belles, 75010 Paris, France. (Attention to: Mr. Thomas SCHONBORN)

#### **Others:**

- Transportation costs from home to airport (outward/return journey) will not be reimbursed by the SHARE programme.
- Transportation costs from the airport to the venue (Novotel Manila Araneta Center) in Manila will be covered by the SHARE programme and directly paid to the hotel.
- Transportation costs to another hotel/place in Manila will not be covered.
- Your flight schedule will be communicated to the hotel and the SHARE programme will organize your pick-up.
- Any other public transportation and/or taxi costs in your city of residence and/or at destination will not be reimbursed.

### **2- ACCOMMODATION**

- Please note that the SHARE programme will cover a maximum of two nights' accommodation, in a single room, breakfast included, on Tuesday 18<sup>th</sup> and Wednesday 19<sup>th</sup> June 2019, only at the selected hotel: Novotel Manila Araneta Center and at the rate negotiated with the hotel.
- If you prefer to stay in another hotel/place, the SHARE programme will not cover your stay in Manila.



- Extra costs such as parking, mini-bar, laundry service, etc. will not be eligible for reimbursement.
- Campus France/The French Institute in Indonesia will directly pay for your accommodation to the hotel. Any additional costs (parking, mini-bar, laundry service, etc.) must be paid by yourself directly to the hotel.

### **3- MEALS**

- Meals on Tuesday 18<sup>th</sup> June 2019 (breakfast, lunch and dinner) will not be covered by the SHARE programme.
- On Wednesday 19<sup>th</sup> June 2019, breakfast will be included in your room booking (only if staying at Novotel Manila Araneta Centre), coffee breaks, a buffet-lunch and a buffet-dinner will be offered by the SHARE programme.
- On Thursday 20<sup>th</sup> June 2019, breakfast will be included in your room booking (only if staying at Novotel Manila Araneta Centre), coffee breaks and one buffet-lunch will be offered by the SHARE programme.
- All other meals prior and after the conference will be at the expense of the participants and no reimbursement will be made.

### **4- VISA**

- An electronic invitation letter will be sent upon request.
- Visa costs will not be reimbursed by the SHARE programme.
- The participants are responsible for checking the visa procedures with the Philippines authorities.
- The SHARE programme will not be in charge of these procedures and cannot be held responsible for any visa problem.