

**1<sup>st</sup> MEETING OF THE AEW A WHITE-HEADED DUCK  
INTERNATIONAL WORKING GROUP**  
*24-26 October 2016, Madrid, Spain*

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**INFORMATION FOR FUNDED PARTICIPANTS**

Your participation in the 1<sup>st</sup> Meeting of the AEW A White-headed Duck International Working Group will be funded by BirdLife Spain (SEO), within the framework of the EU EuroSAP LIFE project and co-sponsored by the Italian Ministry for the Environment, Land and Sea as well as the MAVA Foundation.

The meeting itself will take place on Monday the 24<sup>th</sup> - Thursday the 26<sup>th</sup> of October 2016 in Madrid, Spain.

Your costs will be covered by SEO as described below.

**Travel**

Travel to the meeting will be provided by SEO. Following your registration to the meeting, you will be contacted by SEO regarding your travel arrangements.

Travel to Madrid is planned for Sunday the 23<sup>rd</sup> of October and departure from Madrid is planned for Wednesday the 26<sup>th</sup> of April in the afternoon following the closure of the meeting.

**NOTE:** If you would like to travel on other dates, you will be requested to cover any possible higher cost of the flight ticket. Please also note, that SEO will only cover your hotel accommodation for the period 23<sup>rd</sup> – 26<sup>th</sup> of October (unless, of course, your departure is not possible until the 27<sup>th</sup> of October due to international flight schedules).

Information regarding local travel in Madrid (from the airport to the hotel and from the hotel to the meeting venue) is provided in the general information sheet. Please note that all funded delegates are requested to purchase tickets for local public transport in Madrid (as advised in the general information sheet) and should keep the receipts for reimbursement by SEO during the meeting.

Note that you will only be reimbursed for local transport costs directly connected with and for the duration of the meeting. Additional costs for private travel will not be covered.

Please also note that the cost of taxis will not be reimbursed (or only under very exceptional circumstances, e.g. in the case of unforeseen delays leading to very late arrivals).

## Accommodation

Hotel rooms will be booked for all funded delegates by SEO following your registration. All funded delegates will be accommodated at the **Hotel Ibis Budget Calle 30** (address: Calle Lozano 3, 28053 Madrid). More information on how to get to the hotel is provided in the general information sheet.

## Meals

SEO will provide lunches for all participants on the meeting days (24<sup>th</sup>-26<sup>th</sup> of October) as well as dinner on the evening of the 24<sup>th</sup>.

Funded delegates are free to purchase their own breakfasts (either at the hotel or elsewhere) for a total of 5€ per morning (max total of 15€ pp). This will be reimbursed by SEO against receipts at the meeting. Funded delegates are also free to purchase their dinners on the 23<sup>rd</sup> and 25<sup>th</sup> of October for a maximum total of 15€ per evening (max total 30€ pp). This will also be reimbursed by SEO against receipts.

## Visa applications and expenses

SEO and the AEWA Secretariat will assist you with your visa application. Following your registration, SEO will arrange for a letter of invitation and the AEWA Secretariat will provide a diplomatic verbal note to support your application.

Please apply for your visas as soon as possible. Depending on your country of origin, there can be up to a one month waiting period for an appointment at the respective Spanish embassy. The issuance of the actual visa can also take several weeks. Please check the website of the local Spanish embassy for more information on the visa requirements (valid passport, current photo(s), proof of health insurance etc.). You can find the embassy closest to you here:

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

Your visa costs will be reimbursed in cash against a receipt(s) during the meeting by SEO. The average cost of obtaining a Schengen visa for Spain lies between 35€ and 70€. Only costs for which you have a receipt will be covered. Please note that applying for a Schengen visa might be necessary depending on your travel itinerary, as your travel route to Madrid may require transit travel through another Schengen country before entering Spain.

**NOTE:** If you expect higher expenses – for example due to national/international travel related to applying for your visa – please contact SEO to clear these higher costs BEFORE starting the application process. Otherwise, the reimbursement of your visa costs cannot be guaranteed.

## Contact

Please contact Jorge at SEO if you have any questions or require any assistance: [jorueta@seo.org](mailto:jorueta@seo.org)