

Guidance regarding travel, accommodation booking and reimbursement

To participate fully in the EEA-Eionet Day, and for those not already in Copenhagen attending the 28 February NFP/Eionet meeting, we recommend that you arrive in Copenhagen in the afternoon/evening of 28 February and depart in the morning of 2 March.

Travel

To proceed with your travel and accommodation booking, please fill in the form for pre-paid travel and hotel and e-mail it to our travel agency at eea@figamegroup.com as soon as possible and no later than **8 February 2023**. Please note that separate folders with travel documents have been set up in the [Eionet Forum](#) for Member States (MS) and Cooperating Countries (CC) participants.

Accommodation

For the participants attending the EEA-Eionet Day only, we have made a block booking at [CPH Hotel at DGI Byen](#) (1 minute walk to main venue). For the participants attending the February NFP/Eionet meetings and the 1 March Eionet Day, a block booking has been made at the [Wakeup Hotel](#) located near the EEA premises.

Timely and individual bookings are required to ensure accommodation at both hotels. Please confirm with [Pia Schmidt](#) if you would like to be added to the guest list of one of the block bookings.

Participants are also welcome to choose an alternative accommodation, either via the travel agency or by selecting an accommodation of your own choice, for which you would have to pay in advance and be reimbursed by EEA after the meeting. Here you can take advantage of discounted rates at a range of [hotels](#), subject to availability. Please note that hotel accommodation is limited to a ceiling of EUR 173 per night (excluding breakfast) for Copenhagen.

Reimbursement

For reimbursement, please complete the Reimbursement of expenses form and return it to [Pia Schmidt](#).

If you have not been reimbursed by the EEA before, if you have changed your bank account, or not attended an EEA meeting for more than 2 years, please fill in and return the following two forms: [Financial identification form](#) and [Legal entity form](#) (please remember to add a bank statement and a copy of your passport or similar when sending the two forms).

If you have any questions about the procedure, please contact [Pia Schmidt](#).