

2nd Workshop
Identification of best practices
Helsinki, Finland
June 18-19, 2014

Reference	Workshop 2/ Info 1
Title	Practical information for participants
Submitted by	the Host

CONTACT PERSONS

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MEETING VENUE AND ACCOMMODATION

<p>MEETING VENUE National Institute for Health and Welfare (THL) Street Mannerheimintie 168b 5th floor, meeting room "Koivu" 00530 Helsinki See the map enclosed</p>	<p>ACCOMMODATION Sokos Hotel Presidentti Street Eteläinen Rautatiekatu 4 00100 Helsinki Tel. +358 20 1234608 https://www.sokoshotels.fi/en/helsinki/sokos-hotel-presidentti</p>
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CONFIRMATION OF PARTICIPATION

Kindly confirm your participation by means of the on-line registration form which is available at http://www.ndphs.org/?mtgs,hiv_project_workshop_2 **by 2 June, 2014.**



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The following Project Partners are eligible for travel and subsistence allowance for the workshop:

- The Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being (the NDPHS Secretariat); - 1 person
- Regional NGO Stellit, St. Petersburg + 2 experts from St. Petersburg
- Kaliningrad Regional Non-Governmental Youth Organization “Young Leaders Army” (YLA); + 2 experts from Kaliningrad
- Social AIDS Committee; + 2 experts from Poland (preferably the same experts who took part in the 1st workshop in St. Petersburg)
- Baltic HIV Association; + 2 experts from Latvia (preferably the same experts who took part in the 1st workshop in St. Petersburg)
- AIDS-Hilfe Hamburg e.V.

1) Travel

Only **economy class** travel is eligible for support.

The following travel allowances are available **per international trip including all travel costs** (e.g., flight tickets, bills for travel from the point of departure at the home country to the place of destination and from that place back to the home country):

- Stockholm - Helsinki - Stockholm: 320 EUR;
- St. Petersburg - Helsinki - St. Petersburg 225 EUR;
- Kaliningrad - Helsinki - Kaliningrad: 320 EUR;
- Warsaw - Helsinki - Warsaw: 430 EUR;
- Hamburg - Helsinki - Hamburg: 270 EUR;
- Riga - Helsinki - Riga: 300 EUR.

Please **approach the NDPHS Secretariat with your proposed flight itinerary so that the NDPHS Secretariat can book and pay for your flight tickets in advance.** Please consult the Workshop's Preliminary timetable before you plan your travel. The workshop is going to start on 18th June at 10.00 and is going to be finished on 19th June at 15.00. If there is absolutely no possibility to stay within the set limit, the respective participant is invited to contact the NDPHS Secretariat before tickets are bought.

Accommodation

The Host has preliminarily booked accommodation for all participants of the workshop. Only up to three days can be paid for the participants. If a participant wishes to stay in Finland longer than this, the respective part of expenses shall be covered by the participant or his/her organization. The NDPHS Secretariat will pay for accommodation of the eligible participants only.

2) Subsistence allowance

The subsistence allowance for a trip to Finland is 104 **EUR/day for participants from outside Finland**. Only up to three days can be paid to the eligible participants. If a participant wishes to stay in Finland longer than this, the respective part of expenses shall be covered by the participant or his/her organization. As a rule, **the subsistence allowance includes meals, local trips and any other expenses related to the participation in the meeting**. If the Project, a Community Institution, an administration or an outside organization covers the costs of meals,



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accommodation and/or subsistence, this must be mentioned in the *Travel, accommodation and subsistence claim* (indicating the number of meals/overnight stays provided). In such cases the daily allowance will be reduced accordingly (by 30% for each meal provided and by 15% for breakfast). No bills are required to claim the subsistence allowance in case the hotel is paid for directly by the NDPHS Secretariat. Two breakfasts and two lunches must be deducted from the per diem for each of the two days of the workshop (those meals will be provided free of charge and have already been included in another line of the project budget). During those two days, therefore, the reduced allowance for meals will be 57.20 EUR/day.

ACCOMMODATION

The rooms are pre-booked at the Sokos Hotel Presidentti (see above).

Accommodation costs for all eligible participants will be paid by the NDPHS Secretariat directly to the hotel.

Participants are kindly asked to confirm their participation and the length of stay at the hotel no later than **2 June 2013**. Please use the on-line registration form, available at: http://www.ndphs.org/?mtgs,hiv_project_workshop_2

MEALS

Refreshments and lunches during the meeting on 18-19 June will be offered by the Project free of charge.

MEETING DOCUMENTS

Documents for the event are/will be available for downloading at http://www.ndphs.org/?mtgs,hiv_project_workshop_2

Participants are kindly requested to bring their own copies to the event.

PERSONAL INVITATION FOR VISA

Participants who are in need of an invitation for a visa to enter the Schengen area are kindly requested to provide a scanned copy of passport to:

Ms Sirje Vaittinen
Phone: +358 29 524 7033
E-mail: sirje.vaittinen@thl.fi

Both insurance (up to 62 EUR per person) and visa fee (up to 75 EUR per person) can be paid from the project budget.

TRAVEL INFORMATION

From the airport to the Sokos hotel Presidentti:

- Taxi costs approx. 50 Euros.
- We recommend to take the local bus 615 from the Airport. The bus leaves from platform 2 at Terminal 1 and platform 21 at Terminal 2. Tickets can be bought from the bus driver (5,00 € / adult). Take the bus until the final stop at the Railway station. Walk 0,8 km from the station to the hotel (see the map enclosed).



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From the hotel to THL:

Walk 0,5 km to street Mannerheimintie to the tramway stop in front of the National museum. Take tram number 10 going away from the centre to the north. Drive until stop “Ruskeasu” and walk 100 metres to THL, Mannerheimintie 168b. See the map enclosed.



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