

TRAVEL & ACCOMMODATION RULES

Travel

The EACS has appointed *Les Lignes Amarante* to handle all travel arrangements for participants to the EACS Young Investigators Conference 2024. Participants will be invited to book their flights by email. All travelers will be offered a return ticket for the least expensive direct route to their destination. Connections and one-stop flights may be proposed to travelers when they are not unreasonable in time loss. Airline preference for frequent traveler mileage points accumulation will not be taken into consideration. Travelers who want to be selective with their airlines will be requested to cover for any cost difference. EACS will take into consideration preferences based on significant schedule constraints or airline safety concerns. Costs will not be covered for changes to a booked flight; these will be covered by the participant.

If participants are unable to attend and fail to provide a valid justification, and their flight has already been booked, they will be required to reimburse the expenses for the flight.

Should participants prefer to book their own flight, reimbursement will be based on the most economical direct flight. The maximum amounts reimbursed are 200 Euros for national trips, 600 Euros for European trips and 1500 Euros for intercontinental trips. Where travelers exceed their allowance without authorisation, EACS will cap their claim at the relevant limit. Please note that extra costs for additional stops or special class trips as well as rebooking or insurance fees will not be reimbursed.

Should travelers choose to drive in a private car, they will be reimbursed for the mileage at a rate of thirty-seven zero seven Euro cents/km (€0.3707), based on a return trip from their hometown to the conference location, with a maximum reimbursement of 200 Euros for a return trip. EACS does not reimburse car rental unless EACS has granted prior approval for it.

Please note that taxi costs, parking costs, insurance and visa costs are not covered or eligible for reimbursement. Only Brussels public transportation tickets will be reimbursed, including train ticket to/from Brussels Airport.

If the trip is beyond the official meeting dates, we ask the participants to make their own arrangements. When travel to the conference is combined with personal travel, reimbursement is limited to the roundtrip cost of the ticket only, as if no personal travel had been added. Any additional cost incurred for personal travel is at the expense of the travelers.

Reimbursement

If you need reimbursement, please contact the EACS Secretariat (info@eacsociety.org) to get the reimbursement form that will have to be filled out and handed in together with all original receipts.

Accommodation

Two-night accommodation is offered in a specific hotel: 13 and 14 June 2024. Any extra charges at the hotel, such as mini-bar, phone calls, restaurant bills, double occupancy of rooms, parking tickets, food & beverage, etc. will not be covered.

The European AIDS Clinical Society is registered in Belgium under the number BE0458 322 624

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Contact

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