

**Only the presenter of the paper/poster will receive funding!**  
**Funded participants do not have to pay the conference fee!**

## **1. Travel costs**

Each of the **funded** participants will be reimbursed for travelling costs after sending in the following documents to IAMO on the end of their trip:

- the original ticket(s) including boarding cards and hotel receipts and a copy of your identity card/passport
- the “claim for travel expenses” excel-sheet (please fill in the top of the page only)
- your bank account information for the money transfer

Please note that travel costs will **not be reimbursed in cash during the conference** but will be **transferred onto your bank account** after sending in all required documents to IAMO.

Please send in these documents so that IAMO will receive them no later than **February 8<sup>th</sup>, 2010**. Travel costs send in later than the date stated cannot be reimbursed.

Please send you tickets to: IAMO  
Ms. Zerjeski  
Theodor-Lieser-Str. 2  
06120 Halle (Saale)  
Germany

You are entitled to receive financial support for your travelling expenses **up to 300 €** maximum depending on the distance of your workplace to Berlin. The travel distance encloses both ways (i.e. working place-Berlin; Berlin-working place):

- up to 100 €if you working place distance is < 500 km from Berlin
- up to 200 €if your working place distance is >500 km and <1000 km from Berlin\*
- up to 300 €if your working place distance is >1000 km from Berlin

You will be reimbursed based on your **exact travel costs, up to the maximum amounts shown above.**

(Please note that we will check the figures.)

**In case** your travel costs **exceed 300 €**you have to ask the organising committee for **permission.**

\*participants from Hungary will be reimbursed within the category >500 and <1000 km

In general the cheapest way of transport, without any detours, has to be chosen. Costs of taxi transfer cannot be covered.

## **2. Living allowance**

Your full presence at the two conference days provided: Each of the **funded** participants will receive a total **lump sum of 150 €**for the whole conference. With this amount you have to cover your expenses within Berlin (hotel or hostel, public transport, meals, other costs). As part of the conference we will pay for lunches at the conference and a social dinner which is planned for the first conference day.

**Please note:** You will get funded for three days: Two full days when the conference takes place (13<sup>th</sup> and 14<sup>th</sup> of January 2010) and 2 half days for your arrival (12<sup>th</sup> January 2010) and departure (15<sup>th</sup> January). We will not block you from staying in Germany longer. However, please pay attention that you will have to cover the costs for this stay from your own budget.

**IMPORTANT:** During the conference, in addition to signing the regular list of participants funded participants need to sign on the extra list for funded participants. Without the extra signature we cannot reimburse your costs.