

## TURKEY IN HORIZON 2020

ALTUN/HORIZ/TR2012/0740.14-2/SER/005

### Dear Participant,

Thank you for registering for the International Brokerage Event "ICTurkey", which will be held on November 30, 2016 at the Radisson Blu Şişli, Istanbul.

Accommodation costs for **up to 2 nights** are covered and arranged by "Turkey in H2020" Project.

Your travel expenses (economy class flight, train and/or bus) will be reimbursed by the project up to **600 Euro**. **You have to purchase your own tickets. To be reimbursed of your travel expenses you should provide** the following documents:

- **e-tickets,**
- **boarding passes (both outbound and return flights),**
- **ticket invoices, and**
- **signed reimbursement form.**

**Invoices/receipts should be issued to International Development Ireland (IDI) Ltd.**

**All above mentioned documents should be sent online** to our Project Administrator, Ms. Cemile Sertkaya ([c.sertkaya@idi.ie](mailto:c.sertkaya@idi.ie)) **not later than 15 days after the event**. Do not forget to provide us with your bank details according to attached Reimbursement Form.

Please note that if any of the above-mentioned documents are missing we will not be able to reimburse you expenses.

Transfer from the Istanbul airport to Radisson Blu Şişli will be arranged and covered by the project. Costs of any other means of transfer (taxis, city busses, etc.) will not be reimbursed.

**Please, submit your flight details to our Event Manager, Ms. Nezahat Yilmaz ([n.yilmaz@idi.ie](mailto:n.yilmaz@idi.ie)) for your transfer and accommodation arrangements.**

If you have any further questions please do not hesitate to contact our Event Manager, Ms. Nezahat Yilmaz : [n.yilmaz@idi.ie](mailto:n.yilmaz@idi.ie)