

**Logistics Information Note**

**“Skills UP” Study Session**

**4-8 April, 2022**

**European Youth Center, Budapest, Hungary**

The Study Session Team welcomes you to the “Skills UP” Study Session in the European Youth Center in Budapest! Our aim is to ensure that you will have a comfortable and enjoyable stay in Budapest.

This document provides logistical arrangements to all “Skills UP” study session participants. If you are in need of additional information, we encourage you to get in touch with concerned staff mentioned below.

This note also includes information about your participation in the “Skills UP” study session.

For your early travel preparations, please note section 8 - Visa

1. **Who are we**

Youth Social Rights Network is an international network working on improvement of access to social rights for all young people (particularly young people from disadvantaged neighbourhoods deprived of some of the basic necessities and/ or young people facing variety of disadvantages). Our **mission** is to improve the access to social rights, social inclusion and participation of young people; (particularly those from disadvantaged neighborhoods or those facing disadvantage), while protecting young people of all forms of discrimination and violence.

I- PARTICIPATE is a non-profit organization based in Greece aiming to empower and support young people through non-formal education, sport and culture, develop social and human capital and create more favorable conditions for strengthening social equality, social cohesion and political activity and support initiatives to protect individual, political and social rights and human rights in general.

1. **The Venue**

We will work, sleep and eat in the European Youth Centre Budapest. You can read more about the centre and its facilities here: http://www.coe.int/eycb. You will be accommodated in double rooms.

In case you have special needs (dietary, mobility, any other kind) please make sure to inform us about them as soon as possible, so that we can make the necessary arrangements.

The address of the European Youth Centre Budapest is:

**Zivatar u. 1-3**

**II district Budapest**

**1024**

**Hungary**

Reception (available 24 h):

**Phone:** +36 1 438 10 60

**Fax:** +36 1 212 41 07

How to find your way to the European Youth Centre in Budapest? Please check this website for instructions from different points of arrival to Budapest: https://www.coe.int/EN/web/youth/eyc-budapest

1. **Travel and reimbursement**

Please arrange your journey in the most economic manner by choosing cheap tickets. As study sessions have a limited overall budget, tickets should **cost not more than 350 Euros**. If you cannot find an option within the price limit, please contact us before buying your ticket! Your travel costs will be reimbursed on the basis of the cheapest route between your residence and Budapest. If you wish to travel following another itinerary (not from or to your residence), you need to contact the study session team or the EYCB secretariat to ask preliminary approval from them. E-mail: zsuzsanna.MOLNAR@coe.int. **Participants should be present for the entire study session**.

* **Plane**

For the reimbursement of the cost of your plane ticket please forward the original e-mail from the airline or travel agency to the following e-mail address: traveldocs.eycb@coe.int (in the subject write the name and title of the study session) containing:

1. electronic ticket showing the date and the time of your arrival and the departure

2. electronic invoice showing that the ticket was paid or proof of payment

The proof of payment is very important please read the explanation below carefully: ✔ If you paid your ticket by credit card or bank transfer then please provide either the **confirmation e-mail from the airline or travel agency** showing the amount paid, the form of payment (credit card) and the date of the payment. If such a confirmation is not available then please provide a **bank statement** that clearly shows the amount paid and the booking reference or other travel details (**screenshots** from mobile apps are **not accepted**).

✔ If you paid your ticket **in cash, original receipt** is needed. No copies or scanned versions are accepted.

✔ If the method of payment on your ticket shows **“INV” (invoice)** then **original invoice** or **electronic invoice** must be provided as it means that an invoice was issued. No copies or scanned versions are accepted. If your organisation needs the original invoice for accounting, they have to issue a **“certified copy”**. The copied ticket has to be originally stamped and signed by the organisation.

* **Train**

Only the most direct route is accepted. For distance up to 700 km, tickets of 2nd class train are reimbursed. You must provide **return tickets**. **Original ticket should be presented** showing the route and the amount paid. If you cannot provide return ticket, the reimbursement of the missing tickets will take place by bank transfer after you send us the original tickets.

* **Bus**

Only the most direct route is accepted. You must provide **original return tickets** showing the route and the amount paid. If you cannot provide return ticket, the reimbursement of the missing tickets will take place by bank transfer after you send us the original tickets.

* **Car**

Your travel will be reimbursed on the basis of **kilometric allowance**. The route should be calculated with the on-line route planner of **ViaMichelin** and the most economic option offered by this tool should be **printed out** (www.viamichelin.com). No petrol or fuel invoice needed. If you use car and your one-way distance is over 800 km (return 1600 km), your travel costs will be reimbursed on the basis of the cheapest plane ticket. You can travel by car at your own risk.

* **Taxi**

Taxi fares will **not** be **reimbursed**, except in the event of arrival between 9 pm and 7 pm or where no public transport is available; in all cases an **original receipt** must be presented.

* **Local transport from the airport in Budapest**

From the airport and to the way back, the **return price** of the minibus service is reimbursed (not two single tickets). **Original receipt** must be presented. You can buy return tickets on-line as well. (http://www.minibud.hu/en/)

* **Local transport from train or bus stations in Budapest**

Public transport tickets have to be presented. (Please also buy your tickets for the way back, and copy them)

* **Visa**

1. The EYCB facilitates the visa procedures if you provide all passport details (passport number, date and place of birth, date and place of issue and expiry) at least 5 weeks before the activity. It is your responsibility to contact the embassy and follow the procedures.

2. The cost of the visa is reimbursed upon presentation of an **original receipt** and copy of the visa in the passport and the copy of your passport.

3. If you have to travel to get the visa, the cost of the travel or agency fee can only be reimbursed if you have contacted the secretariat of the EYCB in advance and it has been approved. **Original receipts** are needed. In any other cases the travel for the visa or the agency fee will not be reimbursed.

1. **Airport Transfer**

There are several ways to reach the European Youth Center from Budapest airport: by taxi, by miniBUD, by public transport and by train. miniBUD is the official airport shuttle service provider for Budapest Airport, transporting passengers between the terminals and the city.

By miniBUD: <https://bit.ly/3JDFT4S>

By public transport: <https://bit.ly/3v77aZI>

By train: <https://www.bud.hu/en/passengers/transport/public_transportation/trains>

By taxi: <https://www.bud.hu/en/passengers/transport/airport_transfer_and_other_services/taxi>

1. **COVID-19 general regulations**

Here you can find a general regulation about the COVID-19 pandemic in Budapest, Hungary. For more information, please visit this page: <https://visithungary.com/articles/general-regulations>

1. **Weather**

Budapest is the capital and most populous city of Hungary, which is the ninth-largest city in the European Union by population within city limits; the city has an estimated population of 1,752,286 over a land area of about 525 square kilometers (203 square miles). The weather in Budapest, Hungary is changeable. The average temperature is 13.5°C (56.3°F) by day and 5.6°C (41°F) by night.

Rainy days are common in the month of April. We recommend that you bring clothing to protect you from the rain.

1. **Public transport**

In Budapest you cannot purchase tickets in public transport vehicles. You need to buy them in advance. You can do this at metro stations and at Reception in the EYCB. Single tickets are valid for one trip on one vehicle. It is also possible to buy one-day, three-day, weekly and multi-passes at the main metro stations. Ticket inspectors regularly check tickets so please remember to validate your ticket in advance by punching it in the machine on the bus/tram at the start of your journey or in the metro station before you board the train. Please be aware that the best ‘hunting ground’ for pick-pockets is on public transport. To find the best ways to get out into the city and back, please consult the maps and leaflets in the entrance area.

1. **Shopping**

In 5 minutes' walk from EYCB [in Margit street](https://www.google.fr/maps/place/Sarokh%C3%A1z+Delik%C3%A1t/@47.5150036,19.0307253,17z/data=!3m1!4b1!4m5!3m4!1s0x4741dc027fdb42f1:0x884e0be6a921e106!8m2!3d47.515!4d19.032914?hl=hu) , there is a small shop called "Sarokház Delikát" (open from 6 am to 10 pm every day). If you need a larger selection of products, try one of several supermarkets and shops in the surrounding area. The usual opening hours of shops are from 10 am to 6 pm on weekdays, and from 9 am to 1 pm on Saturdays. The GRoby supermarket, with low prices and a large selection, is open daily to 9 pm. The big shopping center ’Mammut’ closes at 9 pm Monday-Saturday and at 6 pm on Sunday. The large West-End City Centre shopping mall near the Western Railway Station is open daily until 11 pm, but not all the shops are open till that time. If you want to go to any of these, please ask the receptionist for directions.

1. **Currency**

The Hungarian forint is the national currency (HUF). Currently the exchange rate is approximately: 100 HUF = 0.28 EUR. There are several banks and Automatic Teller Machines quite close to the EYCB. You can find one if you go downhill from the Center in any direction. They accept all major credit cards. When changing money in an exchange office anywhere in town, please verify the exchange and commission rates first! It is illegal and highly ill-advised to change money in the street!

1. **What to bring**

We recommend you to bring the following things:

* Comfortable clothes;
* Water bottle;
* Masks and hand sanitizers;
* Materials about your organisations, the types of projects/activities you do, flyers, brochures, etc. Please note that there will be no time for powerpoint presentations towards the whole group;
* Any other items, materials or resources you would like to share would also be welcomed

1. **Registration fee**

All participants in the study session have to pay an enrolment fee of 50 Euros. This will be deducted from your travel reimbursement.

1. **Reimbursement**

Reimbursement is done in euros, using the COE exchange rate. You can choose either cash on the spot or bank transfer .Please avoid split payments (cash+bank transfer)! Be aware of that the bank transfer usually takes **2 months or more**.