



# LOGISTICS & ORGANIZATIONAL PACK

## Reimbursement of travel expenses

We will reimburse the costs of travelling to/from Warsaw by any means of intercity public transport (plane, train, bus). To receive reimbursement of economy class ticket expenses, you will need to provide us with ticket copies and a completed travel expense reimbursement form (template attached). Reimbursement payments will be made to the indicated bank account within 14 days from the closing of the event. Should the expenses be incurred in currencies not supported by the organizer's bank, the payment will be made in EUR. We will collect completed and signed reimbursement forms and ticket copies during the seminar. Please note that reimbursements will not be possible if you complete your form incorrectly or fail to provide ticket copies.

## Hotel

All event participants will be accommodated at the hotel  
Ibis Warszawa Stare Miasto.

Address: Muranowska 2, 00-209 Warsaw, tel. +48 22 310 10 00.

We provide single rooms and breakfast. Upon registration at the hotel, please state your name and the name of the organizer (FAOO).

**IMPORTANT!** Costs of accommodations are covered by the Organizers, please do not pay for your stay.

## Venue

The seminar will take place at the Batory Foundation conference room.

Address: Sapieżyńska 10a, Warsaw, tel. +48 22 536 02 01.

The seminar venue is a five-minute walk away from Ibis Warszawa Stare Miasto.

## Getting from the airport/railway station to the hotel in Warsaw

We encourage participants arriving at Chopin Airport and PKP Central Station in Warsaw to use city transport (<https://www.wtp.waw.pl/en>) or taxis. Uber and Bolt are also available in Warsaw. We recommend that participants arriving at Modlin Airport travel to Warsaw by bus (<https://www.flixbus.pl>, <https://www.contbus.pl>).

Please make sure to use only licensed cabs.

**IMPORTANT!** We do not reimburse costs of travelling from the airport/railway station to the hotel and back.

## Catering

On Thursday and Friday we will have coffee and lunch breaks during the seminar.  
We do not provide catering on Wednesday, May 24.

## Dinner on Thursday, May 25, 2023

A dinner will be held at 7.30 pm at Literatka Restaurant.

Address: Krakowskie Przedmieście 87/89, 00-079 Warsaw, tel. +48 22 497 57 72.

Costs of the dinner are covered by the Organizer.

## Other information

- ▶ The hotel and conference room are within five-minute walking distance.  
Please plan about 20 minutes to reach Literatka Restaurant on foot.
- ▶ Use this link to search for restaurants in the direct vicinity of the hotel:  
[https://bit.ly/waw\\_rest](https://bit.ly/waw_rest)
- ▶ This link will take you to a list of the top tourist attractions in Warsaw:  
[https://bit.ly/waw\\_explore](https://bit.ly/waw_explore)
- ▶ Website on public transport in Warsaw: <https://www.wtp.waw.pl/en>  
Tickets can be purchased at ticket machines

## Organizer contact details:

Andrzej Pietrucha

E-mail: [apietrucha@faoo.pl](mailto:apietrucha@faoo.pl)

Tel./WhatsApp +48 515 114 381

## Address of FAOO office:

Królowej Marysieńki 48, 02-954 Warsaw, tel. +48 664 098 691

Iceland   
Liechtenstein   
Norway  **Active  
citizens** fund

CEE Fundraising 2023. Sharing Experience is a regional initiative implemented with the financial support of the Active Citizens Fund funded by Iceland, Liechtenstein and Norway through the EEA Grants and Norway Grants 2014-2021

## Organizers:

 Fundacja Akademia  
Organizacji Obywatelskich

PRIPREMA  
POZOR  
**SMART**

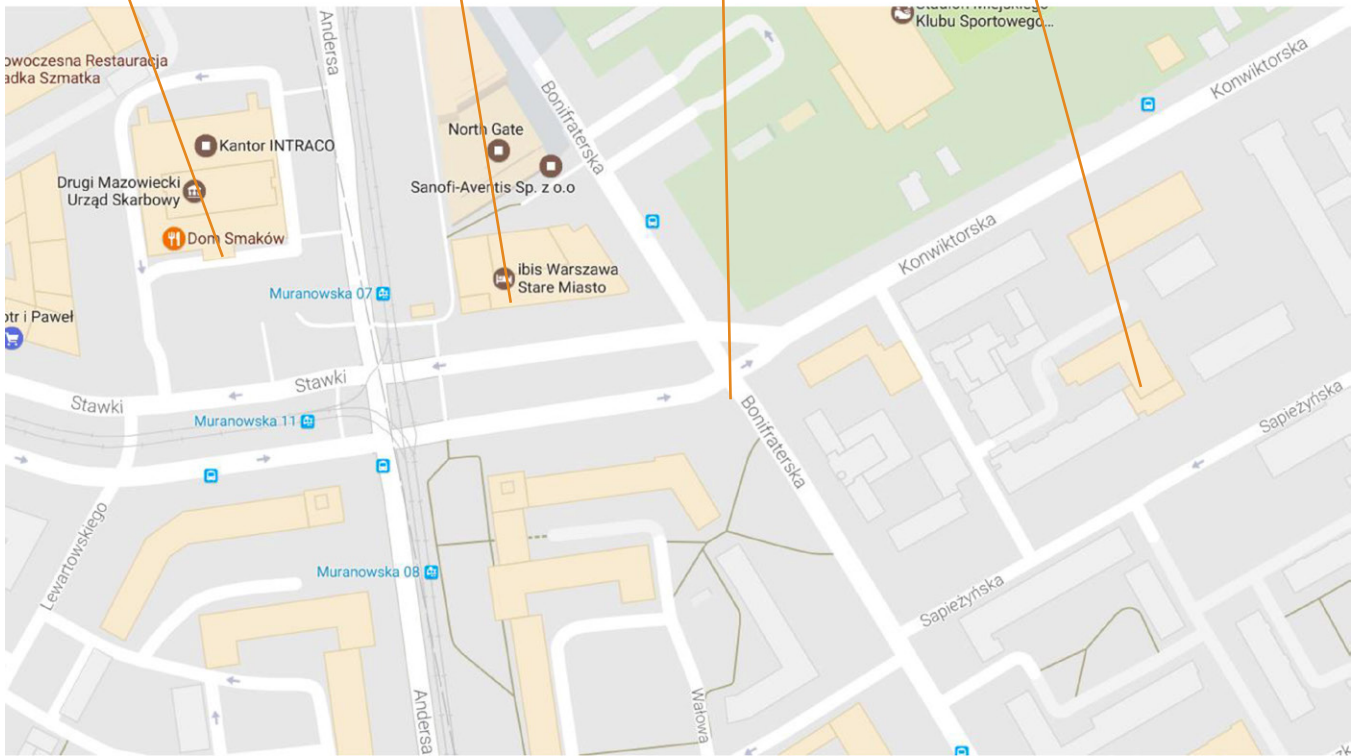
  
ZAKŁADA ZA LUDSKA PRAWA I SOLIDARNOST  
FOUNDATION FOR HUMAN RIGHTS AND SOLIDARITY

Currency Exchange  
9 am – 6 pm

Hotel Ibis

Public Transport  
Ticket Machine

Conference Room  
Batory Foundation



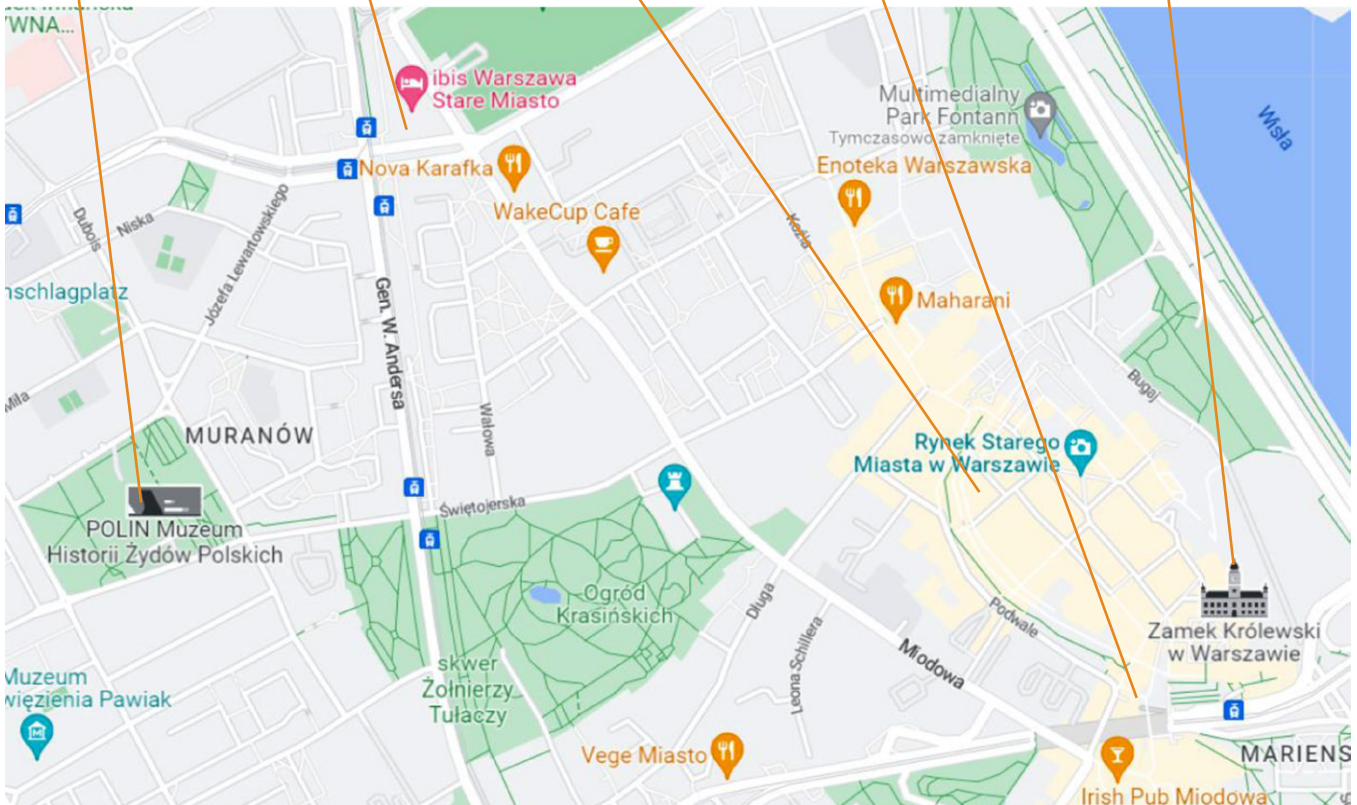
Polin Museum

Hotel Ibis

Old Town

Literatka  
Restaurant

Royal Castle



## Travel Expenses Reimbursement Form

Dear Sir / Madam

In order to claim reimbursement of travel expenses related to your participation in the expert seminar "CEE Fundraising 2023. Sharing experience" please complete the form and return it to our office. Please notice, that costs of local transportation to/from the railway station, bus station, or airport will be not reimbursed.

Name of the participant	
Organization	

DEPARTURE			ARRIVAL			Means of transport	Travel expenses according to receipts/tickets (amount and currency)
City	Date	Time	City	Date	Time		
<b>TOTAL AMOUNT</b>							

In case of currencies not processed by the bank of the Organizer, costs will be converted by the Organizer into EUR

Do not fill this table	Exchange rate	Amount in EUR
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### Wire transfer information

Name of the bank account holder/owner	
Residence address of the bank account holder (street, city with a zip code, country)	
Bank name	
Bank account number (IBAN, with a two-letter country code)	
BIC/SWIFT	

DD.MM.2023 (Date)	(Participant's signature)
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## Attachments

I hereby submit the following receipts/copies of the tickets:

- 1)
- 2)
- 3)
- 4)