



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. The check-in is from 3:00 PM; check-out is until 12:00 PM. 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, November 6.

Dinner on Thursday, November 7, 2024

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

Address: Piwna 4a, 00-265 Warsaw, tel. +48 793 999 319.

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 15 minutes to reach Karmnik Restaurant on foot.
- ▶ Use this link to search for restaurants in the direct vicinity of the hotel: 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
- ▶ Website on public transport in Warsaw: <https://www.wtp.waw.pl/en>
Tickets can be purchased at ticket machines

Organizer contact details:

Andrzej Pietrucha

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Address of FAOO office:

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

Organizers:



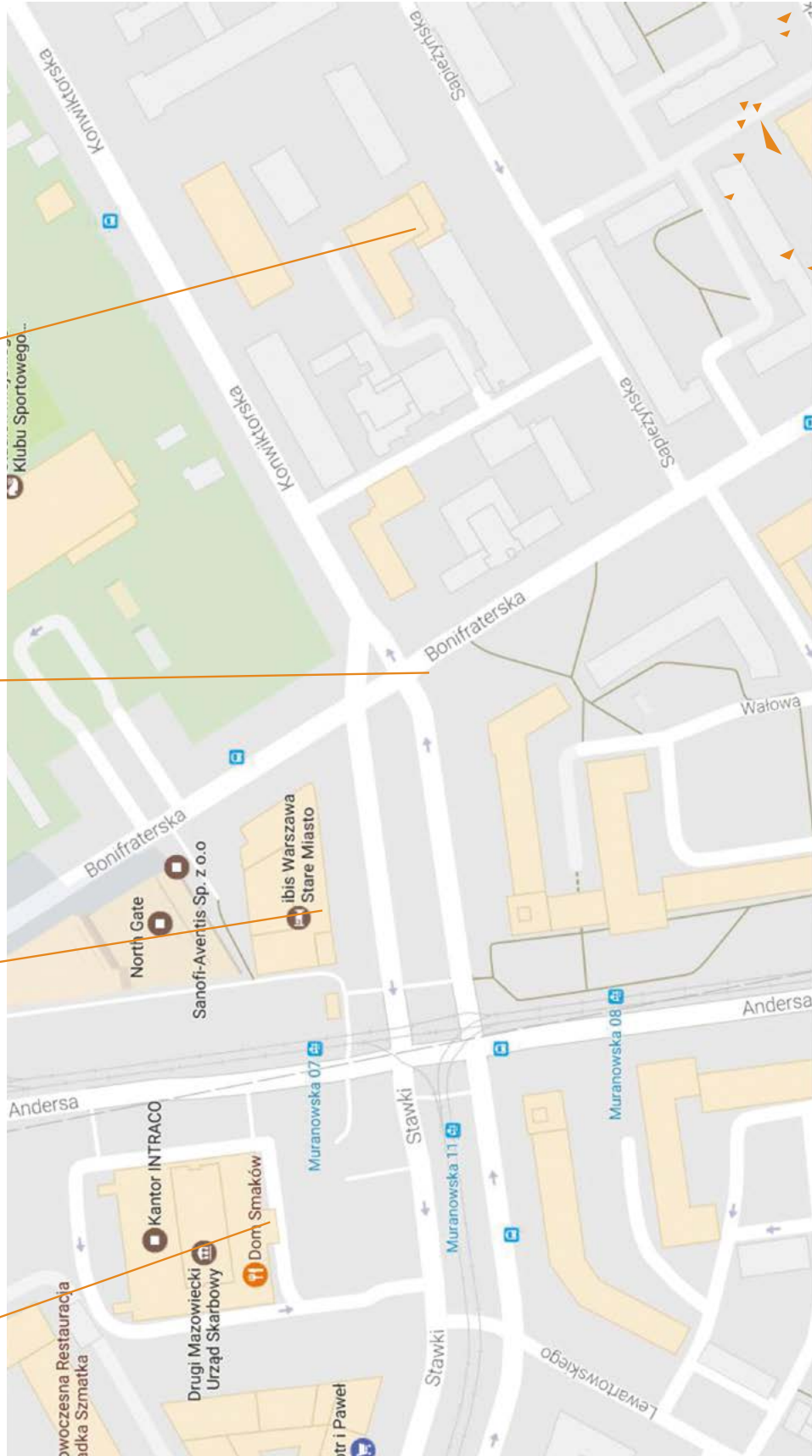
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Conference Room
Batory Foundation

Public Transport
Ticket Machine

Hotel Ibis

Currency Exchange
9 am – 6 pm



Polin Museum

Hotel Ibis

Old Town

Karmnik Restaurant

Royal Castle

