

TURKEY IN HORIZON 2020

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

Dear Participant,

Thank you for registering for the International Brokerage Event "Cities of the Future" which will be held on 30.09.2016 at the Intercontinental Hotel in Istanbul, Asker Ocagi Cad No.1 Taksim, Istanbul.

Accommodation costs 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) and**
- **ticket invoices.**

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) **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 Point Hotel Taksim 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) 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