



This project is co-financed by the European Union and the Republic of Turkey

Bu proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından finanse edilmektedir



Technical Assistance for Turkey in Horizon 2020 Phase-II
EuropeAid/139098/IH/SER/TR

Dear Participants,

Please find travel and accommodation details for **Inno Sup – Focus Group Training** within the scope of “**Technical Assistance for Turkey in Horizon 2020 Phase-II**” project which will be held on 25 - 26 February 2020, in Ankara, Turkey.

The project is co-financed by the **European Union** and the **Republic of Turkey**. The Contracting Authority of the project is **Ministry of Industry and Technology**, and the End Recipient of Assistance is **TUBITAK**, implemented by **International Development Ireland – IDI**.

Training

Event: 9:00 – 17:00, 25th and 26th February 2020.

Venue: Limak Ambassadore Hotel

Address: Gaziosmanpaşa Mahallesi, Boğaz Sk. No:19, 06700 Çankaya/Ankara

Tel: 90 312 428 4848 | Toll-free | **Fax:** 90 312 428 34 34

e-mail: ambassadore@limakhotels.com

Web: <http://www.limakambassadore.com/tr/default.html>



Important Information that should be considered:

Travel and accommodation expenses:

- The expenses of the participants whose registrations are accepted by the project team would be eligible to be covered.
- Transportation costs (bus, train, flight tickets and airport terminal transfer) of the participants based outside Ankara will be covered by our project.
- If you are willing to travel to Ankara by bus, train or plane; your tickets must be purchased by AKULA Tourism Organization. The tickets that you will request for attending the workshop will be purchased only by the AKULA Tourism Organisation and forwarded to you via representatives of AKULA or the Event Manager - Kemal Gungor.
- Your bus and train tickets or flight cards (boarding passes) must be delivered by hand to representative of AKULA or the Event Manager - Kemal Gungor during the event.
- Please be sure that your tickets and boarding passes must be original and clearly marked on your name.
- Please note that
 - return bus and train tickets are applicable only for cities less than 400 km to Ankara,
 - return flights tickets are applicable only for destinations more than 400 km to Ankara and
 - airport terminal transfers (from Esenboga to Limak Hotel & return) will be arranged by our travel company and covered by the Project.
- Documents to be kept during the travel should be original ones such as tickets, boarding passes, and receipts / invoices.
- The project does not cover gasoline / gas costs for transportation by personal cars.
- If you are willing to come one-day earlier or leave one-night after from Ankara due to the logistical reasons, please also get in contact with AKULA Tourism Organisation in order to arrange your one night accommodation in Ankara. This one-day accommodation cost will also be covered by Project.

As clearly stated above, AKULA Tourism Organisation on behalf of the Contractor will arrange all the travel and accommodation arrangements of participants.

Please find contact details of AKULA Tourism Organisation representatives below:

AKULA Tourism Organisation		
Mr. Anil Taner	+90 532 749 56 51	For all travel and accommodation requests please contact at; horizon2020@akula.com.tr
Mr. Ertan Ogutmen	+90 542 387 34 62	

If you have any other questions regarding the logistics arrangements or in case any clarifications are needed, please contact our Agency and Project Support Team, where you may find the contact information below.

Project Support Team		
Mr. Kemal Gungor, Event Manager	0 535 207 79 20	k.gungor@idi.ie

Kind Regards,

Project Support Team

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