

REIMBURSEMENTS FROM COST

As you all know, our COST fund allow us to reimburse eligible participants. This means that you will be able to receive financial support for your travel, accommodation and meal expenses in line with the eligible expenses. Below, you will find the rules that you should follow if you want to be reimbursed:

- General rule: Reimbursement is contribution-based (not contributor-based). This means that multiple-author contribution should decide which author will benefit from the COST refunds.
- Practical information: In order to foster social networking as well as facilitating local transport, we propose to stay in the hotels mentioned on our “practical information” document.
- Procedural demands: A series of explicit rules are defined in the COST vade mecum. We ask that you read instructions of the [COST Vademecum](#) (p. 23).
- Eligible expenses: The maximum travel allocation (including local transport) is 350€. Please book your travel ASAP or else there is a risk that the rate increases as the date gets closer. The maximum accommodation rate (per night) is 90€ for a maximum of three nights. For more details on reimbursement, we ask that you read instructions of the [COST Vademecum](#) (pp. 24-27). It's very important to understand that COST will not reimburse any amount that exceeds those cost ceilings.

Remember that you need to register in the eCOST platform. Therefore, if you have not done so yet, please do it here (<https://e-services.cost.eu/user/login>) and let us know which address you used to create it so we can proceed with the official invitation from the COST platform (empowerse-migration@emes.net). You should expect to create this invitation by the end of October and remember that you will have two weeks to confirm your participation. If you fail to confirm in that period, your invitation will be cancelled, and your slot will be offered to another interested participant.

ACCOMMODATION and TRANSPORTATION:

Two hotels have been pre-selected [L'Accademia](#) and [America](#). Our local host EURICSE has succeeded to negotiate a good rate that fits the ceiling established for this event by EMPOWER-SE (90€ per night). Please remember that you have to book the hotel yourself and that you can go anywhere else but you must respect the 100€ ceiling: additional costs will not be covered.

You can find more practical information regarding your venue to Trento in our “[practical information](#)” document.

PARTICIPANTS INFORMATION:

Although your participation to the event is already confirmation, we will need that you fill up the following [registration form](#). Please complete and submit it as soon as possible.

STAKEHOLDERS MEETING:

For your information, a stakeholders meeting will take place on Saturday, November 24th. You are welcome to participate in this important event which will attract over 100 participants from all Italy considering the critical situation of refugees and asylum-seekers in Italy. Please note that this stakeholder event will be held in Italian. You are welcome to stay throughout this unique event: if you are interested, we can send on our [webpage](#).

INSTRUCTIONS FOR CONTRIBUTING AUTHORS

Please note that we have moved the full paper submission deadline from 1 November to 12 November. You can submit either a preliminary version of your paper or the presentation (Powerpoint, PDF, etc.) you will deliver (empowerse-migration@emes.net).

No specific formatting guidelines have to be considered at this stage. After the event, we will provide precise instructions about selection criteria for publication(s), submission deadlines, formatting guidelines, etc. once we decide which type of publication will be produced (special issue, volume, etc.).