





# European Humanitarian Roundtables – Dublin Practical Information 30-31 March 2016

### **Location and dates**

The roundtables will take place on the 30 and 31 March 2016 in Dublin.

### Venue Day 1 (30 March)

Camden Court Hotel Camden Street Dublin 2, Dublin, Ireland

### Venue Day 2 (31 March)

Royal Irish Academy
Academy House, 19 Dawson Street, Dublin 2, D02 HH58, Ireland

### **Accommodation**

You will be staying at the Camden Court Hotel:

Camden Street Dublin 2, Dublin, Ireland

Tel: +353 1 4759666, email: sales@camdencourthotel.com

http://www.camdencourthotel.com

#### Meals

Breakfast is included at the Camden Court Hotel. Coffee breaks and a cocktail reception are organised on the 30 March. The cocktail reception will be hosted at Camden Court Hotel.

On the 31 March, coffee breaks and a buffet lunch will be served at the Royal Irish Academy.

### **Contact details**

Will Wright, NOHA Project Officer

email: w.wright@nohanet.org, mobile: +32 472 13 88 79

# Arriving by plane: How to get from the airport to Camden Court Hotel By Aircoach:

This is a regular coach service from Dublin Airport to Dublin city centre. You can catch the aircoach from outside the arrivals hall. Simply walk across the zebra crossing to reach the pick-up point. The aircoach will cost you approx. €8.50 one way and €14.00 return per person.

We recommend you take the bus servicing City Centre/ Stillorgan / Sandyford / Lepardstown (Lepardstown Route). The stop you should get off at is Leeson Street Lower. You then need to walk up Hatch Street until you reach Harcourt Street 'T' junction. Cross over Harcourt Street onto 'Charlotte Way' and the hotel is at the end of this street on the left hand side. View walking route to hotel.

Website: aircoach.ie

## By Dublin Bus:

The number 16 bus goes from directly outside the hotel (Centra & Tesco) and goes to and from Dublin International Airport. This is a more timely journey due to the level of stop offs so please plan ahead of your check-in time. The stop for The Camden Court Hotel is called: Kelly's Corner

Website: www.dublinbus.ie (all bus timetables) or the 16 bus timetable can be accessed here

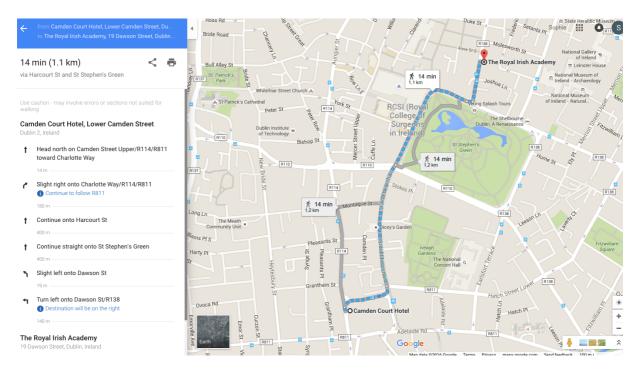




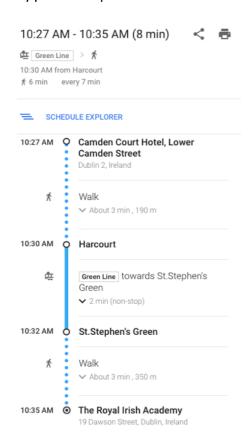


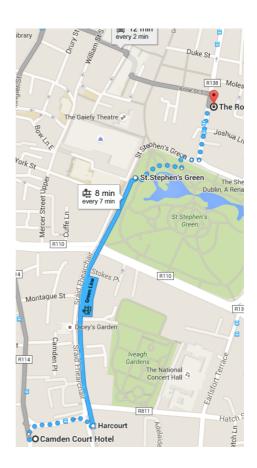
# How to get from the hotel to the Royal Irish Academy

### By foot: 14 minutes



### By public transport: 8 minutes











# **Expense claims**

The project will cover, upon request, your accommodation expenses for one night and all of your travel expenses. If you require more than one night accommodation, please contact the organisers. Please note that your accommodation has already been prepaid.

For your travel expenses, an expense claim form will be sent to you by the NOHA finance and administration officer. Please keep all original receipts, tickets and boarding passes and send these back to the following address, together with the attached expense claim form duly filled in by email and post (originals) to:

Nicola Melizzi Finance and Administration Officer NOHA, Regus Stephanie Square Centre Avenue Louise 65, Box 11, Brussels, 1050, Belgium

Email: <u>fa@nohanet.org</u> Tel: +32 (0) 253 579 31

The total amount to be reimbursed will be transferred to the account you specify in the form. Kindly note that only economy travel will be reimbursed. For any questions concerning financial issues, please contact Mr Melizzi.