

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 / Leopardstown (Leopardstown 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

from Camden Court Hotel, Lower Camden Street, Dublin 2, Ireland to The Royal Irish Academy, 19 Dawson Street, Dublin 2, Ireland

14 min (1.1 km)
via Harcourt St and St Stephen's Green

Use caution - may involve errors or sections not suited for walking

Camden Court Hotel, Lower Camden Street
Dublin 2, Ireland

- Head north on Camden Street Upper/R114/R811 toward Charlotte Way
14 m
- Slight right onto Charlotte Way/R114/R811
Continue to follow R811
180 m
- Continue onto Harcourt St
400 m
- Continue straight onto St Stephen's Green
400 m
- Slight left onto Dawson St
19 m
- Turn left onto Dawson St/R138
Destination will be on the right
140 m

The Royal Irish Academy
19 Dawson Street, Dublin, Ireland

By public transport: 8 minutes

10:27 AM - 10:35 AM (8 min)

Green Line > Walk

10:30 AM from Harcourt
6 min every 7 min

SCHEDULE EXPLORER

- 10:27 AM **Camden Court Hotel, Lower Camden Street**
Dublin 2, Ireland
- Walk
About 3 min, 190 m
- 10:30 AM **Harcourt**
- Green Line towards St. Stephen's Green
2 min (non-stop)
- 10:32 AM **St. Stephen's Green**
- Walk
About 3 min, 350 m
- 10:35 AM **The Royal Irish Academy**
19 Dawson Street, Dublin, Ireland

10:27 AM - 10:35 AM (8 min)

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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: fa@nohanet.org
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.