

# #ISULM



## Practical Information.

**The LM2i15 will be held at the University in Oslo – Bjerknes hus, Auditorium 2, the Science Faculty, Blindern Campus. Norway on Friday 1<sup>st</sup>– Sunday 3<sup>rd</sup> May 2015.**

Dear all,

We are writing to provide you with some general practical information for the LM2i15, regarding traveling, accommodation and meals.

Each local branch is represented by **one delegate\*** in accordance with § 3.1.1 of the Constitution of the International Students' Union of Norway October 2012. See [http://isu-norway.no/docs/DOC\\_ISU\\_CONSTITUTION\\_UPDATED\\_OCT\\_2012.pdf](http://isu-norway.no/docs/DOC_ISU_CONSTITUTION_UPDATED_OCT_2012.pdf)

### TRAVEL:

1. ISU Norway will pay for the travel costs of the delegate from their cities to Oslo Gardemoen Airport if traveling by plane or to Oslo central station/National theatre by train.
2. If traveling by plane, the ISU national office will order the tickets for you. If traveling by train, the delegate will order the train tickets themselves and the ISU national office will reimburse the cost after the LM when the **original receipts** and reimbursement form has been sent to the main office address.
3. The local branches are responsible for travel expenses of their delegate *from the place of residence to and from the airport/bus/train station*, this includes both to and from the designated venue of the Leadership Meeting to the airport and/bus or train station.
4. Local branches are responsible for official local travel within the city of designated venue. \*\*
5. Frifond cannot be used by the local branches to pay for travel to LM (or NA) as it is an event mentioned in the constitution of ISU Norway and therefore does not fall under the requirements of Frifond set by LNU. Local branches that have other funds available to them can use those funds to pay for the travel costs

### ACCOMMODATION and MEALS:

1. ISU Norway will provide accommodation to delegates arriving from outside Oslo at **Cochs Pensjonat, Parkveien 25 N, 0350 Oslo, Norway, Phone: +4723332400**  
<http://www.cochspensjonat.no/>
2. ISU Norway will provide full meals and refreshments to all delegates.

### \*More than one delegate

Local branches that wish to send more than one delegate may send the extra delegate at their own expenses.

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[www.isu-norway.no](http://www.isu-norway.no) email: [nationalsecretary@isu-norway.no](mailto:nationalsecretary@isu-norway.no)  
org.nr: 892 438 072

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## **\*\*Travel costs and reimbursement**

During their travel, the delegate may encounter the need to pay for transportation to/from the airport, the accommodation and/or the venue, etc.).

These costs are meant to be covered by **local branches**. In the event that the local branch cannot pay for the travel arrangements of the delegate mentioned above, the delegate has to pay for this him/herself.

Only extraordinarily in the event that the local branch or delegate cannot cover the costs will the **National Office** consider reimbursement requests. In this case, the national office will only reimburse costs which involve the cheapest way/transportation/travel possible.

You will find reimbursement forms online and you will have to submit it along with original receipts.  
<http://isu-norway.no/documents/>

<b>Venue &amp; Time</b>
<ul style="list-style-type: none"><li>• The LM2i15 will be held at <b>the University in Oslo – UiO, Bjerkneshus, Auditorium 2, The Science Faculty, Blindern Campus, Norway</b></li><li>• The meeting will start at <b>13:00 Friday 1<sup>st</sup> May</b> with lunch and registration of participants, and end at <b>16:00 Sunday 3<sup>rd</sup> May 2015</b>.</li></ul>
<b>Arrival &amp; Pick-up</b>
<ul style="list-style-type: none"><li>• If you are travelling by plane, you can take the airport express train (flytoget) from Gardemoen Airport which leaves every 10 minutes and get off at Oslo S/Oslo Central Station or at National Theatre station.</li><li>• If you want a cheaper option from the airport to Oslo, you can take the trains to Kongsberg, Drammen, Larvik or Skien, which are all regional trains.</li></ul>
<b>Accommodation</b>
<ul style="list-style-type: none"><li>• Delegates outside Oslo will be provided with accommodation at <b>Cochs Pensjonat, Parkveien 25 N, 0350 Oslo, Norway , Phone: ++4723332400</b></li><li>•</li><li>• Direction to the hotel: Search Google Maps for “Cochs Pensjonat Oslo”, and you will see that it is a short distance between the train station National Theatre (a blue mark) and the hotel.</li></ul>
<b>Travel costs and Reimbursement</b>
<p>Your local branch is supposed to pay for transportation to/from the airport, the accommodation and/or the Assembly’s venue, etc.). if the local branch cannot pay for the travel costs, the delegate has to pay for this him/herself.</p> <p>Only extraordinarily in the event the local branch cannot will the <b>National Office</b> consider reimbursement requests. In this case, the national office will only be reimbursing costs which involve the cheapest way/transportation/travel possible.</p> <p>You will find reimbursement forms online and you will have to submit it along with original receipts.</p>

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If you have any questions email us: <a href="mailto:nationalsecretary@isu-norway.no">nationalsecretary@isu-norway.no</a>
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If you have to contact us, use Tel: 98225998 and 46785497
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We hope you will find this information useful. If you have any questions please email us [nationalsecretary@isu-norway.no](mailto:nationalsecretary@isu-norway.no)

Kind regards,

Rikke Andersen  
National President, ISU Norway.