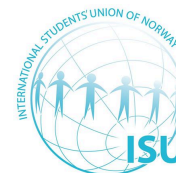


#ISU



ISU National Assembly 05th – 07th May 2017, at Høgskolen i Oslo og Akershus (HiOA).

Practical Information.

The National Assembly will be held at HiOA (P46), Norway on Friday 05th- Sunday 07th May 2017.

Dear all,

We are writing to provide you with some general practical information for the ISU Norway National Assembly 2017 regarding travelling, accommodation and meals.

The ISU National Assembly is the highest decision making body in ISU Norway. Each local branch is represented by **two delegates**.

TRAVEL:

1. ISU Norway will pay for the travel costs of the delegates from their cities to Oslo Gardemoen Airport if travelling by plane or to Oslo central station (by bus or train).
2. *The local branches are responsible for travel expenses of their delegates from the place of residence to and from the airport/bus/train station, This includes both to and from the designated venue of the ISU National Assembly to the airport and bus/train station.*
3. The National Office will only cover the cheapest form of travel. That means that the delegates arriving by train has to take the REGIONAL trains to Oslo, and not the AIRPORT EXPRESS TRAIN (Flytoget), which is more expensive.
4. Local branches/delegates are responsible for official local travel within the city of Oslo (metro card for metro and tram).
5. *Remember that FRIFOND cannot be used for this purpose, if the local branch has no other funding available to them, the delegates has to pay this expense by themselves.*

ACCOMMODATION and MEALS:

1. ISU Norway will provide accommodation for two delegates from each local branch at Cochs Pensjonat, for the period of the National Assembly.
2. ISU Norway will provide full meals and refreshments to all delegates.
3. If you have allergies or dietary requirements, **let us know in advance!**

#ISU



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.). As stated above, the National office will cover plane tickets, main train travel for branches living closer to Oslo.

Travel within Oslo and transport from the delegates home to the train station/airport (not taxi) has to be covered by the local branch or the delegates.

Travel within Oslo is meant to be covered by the **local branches**. If local branches do not have funding the delegate has to pay this themselves. *(NB; FRIFOND cannot be used)* Only **extraordinarily** in the event the local branch cannot will the **National Office** consider reimbursement requests. In this case, the National Office will only be reimbursing costs, which involve the cheapest way/transportation/travel possible.

NB! If you miss your planned transportation, the ISU National Office will not pay for the added costs.

You will find reimbursement forms online at our website and you will have to submit it along with original receipts to the Organizational Consultant.

Travel on the bus/tram/t-bane/Metro in Oslo

It is recommended to buy a day travel pass before you go on the bus if you would like to use the tram and buses. It will cost extra if you buy it on the bus/tram. They sell daily travel cards at the airport/train station and at the place of accommodation. You can also buy them at Narvesen or 7-Eleven. You can only use cash on the bus/tram. They do not take credit cards.

Venue & Time
<ul style="list-style-type: none">• The ISU Norway National Assembly will be held in the Athene 2 auditorium in building P46, Pilestredet 46, 0167 Oslo, Høgskolen in Oslo and Akershus.• To get here you can take tram line 17/18 from Jernbanetorget to the Frydenlund stop.• Cochs Pensjonat (Parkveien 25N) is in a walking distance to the meeting venue (see the map below).• All delegates should come directly to the meeting venue. We will register in Cochs Pensjonat after meeting finish on Friday, not before!• The meeting will open at 13.00, Friday 05th of May with registration of participants, and end at 15:00, Sunday 07th of May 2017.
Arrival
<ul style="list-style-type: none">• If you are travelling by plane, you can take the regional train from the airport to Oslo Central Station. Remember that if you take the regional trains to Kongsberg or Drammen (stop at Oslo S) it is cheaper than the airport express train. We will not reimburse travel with the Airport Express train/Flytoget.

#ISU



Accommodation

- Delegates outside Oslo will be provided with accommodation at Cochs Pensjonat, Parkveien 25 N - 0350 Oslo
- Telephone +47 23 33 24 00
- <https://www.cochspensjonat.no/englishindex.html>
- To get here you can take Tram line 17/18 to Frydenlund stop, and walk to Cochs Pensjonat.

Travel costs and reimbursement

Read above. If you have any reimbursement and travel costs questions email us: nationalsecretary@isu-norway.no

If you have to contact us Tel: 98225998/ 46594336

We hope you will find this information useful. If you have any questions, please email us nationalsecretary@isu-norway.no

Kind regards,

ISU Norway Executive Board 2016/2017

Daniel, Eric, Alex and Silje