



## Practical Information.

LM1fall17 will be held at the Nord University, rooms A12 and A5, on Friday 03<sup>rd</sup> – Sunday 05<sup>th</sup> November 2017.

Dear all,

We are writing to provide you with some general practical information for LM1fall17, regarding travelling, accommodation and meals.

Each local branch is represented by **one delegate** in accordance with **§ 3.1.7** of the Constitution of the International Students' Union of Norway April 2016 (see <http://isu-norway.no/documents/> for the updated constitution approved at the last NAI16).

### TRAVEL:

1. ISU Norway will pay for the travel costs of the delegate from their cities to Bodø Airport.
2. The local branches are responsible for travel expenses of their delegate if they need to take a bus/train from their place of residence to the airport, this also includes to and from the designated venue of the Leadership Meeting in Bodø to the airport and/bus or train station. (see 4.).
3. Local branches are responsible for official local travel within the city of the designated venue. Frifond cannot be used.
4. 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. If the Local branches have other funds available to them, they are free to use those funds to pay for the travel costs. If the local branch cannot pay for travel mentioned above in bullet point 2 and 3, the delegate will have to pay for this expense themselves.

### ACCOMMODATION and MEALS:

1. ISU Norway will provide accommodation to delegates arriving from outside Bodø at Nordavind Studentbolig. The address is: Mørkvedtråkket 32, 8028 Bodø. The accommodation is connected to the University and there is therefore no extra travel between the venue and the place of accommodation.

It will be 2 beds in each room.

2. ISU Norway will provide full meals and refreshments to all delegates.

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



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. Frifond cannot be used for this purpose.

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. The deadline for submitting this request and reimbursement forms is **3 weeks** after the LM is finished. A formal request then needs to be sent to us in advance.

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

### Venue & Time

The LM117 will be held at **Nord University – Universitetsalléen 11, 8026 Bodø**. The rooms we will be at is "A12 and A5".

- The meeting will start at **14:00 Friday 03<sup>rd</sup> November** with lunch and registration of participants, and end at **12:00 Sunday 05<sup>th</sup> November**.

### Arrival & Pick-up

- All local branches are flying to Bodø, please be aware that the local branch or delegate will be responsible for travel from your home to the airport. The regional trains are cheaper than Flytoget.
- See information below on arrival in Bodø and travel to the Venue/accommodation.

### Accommodation

Delegates outside Bodø will be provided with accommodation at **Nordavind Student housing, Mørkvedtråkket 32, 8028 Bodø**. It is connected to the University.

- Take bus #1/Linje 1 from the airport or city center. It will take you to the university. You can let the bus driver know you want to get off at the university stop, called "Universitetet".

### Travel costs and Reimbursement

Your local branch is supposed to pay for transportation to/from the airport, to/from the venue, and to/from the city center if you wish to go there. If the local branch cannot pay for the travel costs, the delegate has to pay for this him/herself.

Only extraordinarily in the event the local branch or delegate cannot pay 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. Please contact national office before traveling to the LM if this is the case.

You will find reimbursement forms online and you will have to submit it along with original receipts.

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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



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
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If you plan to participate in social gatherings and go out in the evening, please be aware that many places will require a passport for you to enter. A student-ID may not be enough.

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,

Eric, Caroline, Alex and Silje  
ISU Norway National Office