

# #ISUNA



**ISU NA weekend 4<sup>th</sup>– 6<sup>th</sup> May 2018, the University of Oslo (UiO).**

## **Practical Information.**

**The National Assembly will be held at UiO , Helga Engs hus & Eilert Sunds hus, Norway on Friday 4<sup>th</sup>- Sunday 6<sup>th</sup> May 2018.**

**Dear all,**

We are writing to provide you with some general practical information for the ISU Norway NA weekend 2018 regarding travelling, accommodation and meals.

The ISU National Assembly is the highest decision making body in ISU Norway. Each local branch can be 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 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.
3. 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.
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 the City box Hotel, for the period of the NA weekend.
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!**

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

### **Travelling by train**

- Local Branches who travels to Oslo by train (main travel) will have to buy the ticket themselves. To avoid unnecessary costs, LBs should buy train tickets as soon as possible to avoid an increase in price due to booking the tickets too late.
- You will find reimbursement forms online and you will have to submit it along with original receipts to the Organizational Consultant/National office no later than 3 weeks after the NA

What the delegates have to cover themselves is the local travel within Oslo, meaning travel on the metro and the tram.

Travel within Oslo is meant to be covered by **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. 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 within 3 weeks.

## 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.

You can also download the “RuterBillett” app on your phone. It requires you to register a debit card.

- If you are a student, it will cost about the same if you travel with NSB or Flytoget.
- If you are over 31 you will not get a student discount, and regional trains will be cheaper.
- The Oslo area is located in Zone 1. Oslo Gardemoen airport is located in zone 4N. If you arrive in Gardemoen and you are a student, you can buy a ticket for example on Flytoget or a regional train, and you buy an additional 24 hour ticket valid for zone 1. Buying a ticket for all 4 zones costs a few kroner more.
- If you are taking the train to Oslo central station you can buy the 24 hour travel card upon arrival or on the “Ruterbillett” app.

<b>Venue &amp; Time</b>
<ul style="list-style-type: none"><li>• The ISU Norway National Assembly will be held in at Blindern Campus, University of Oslo.</li><li>• On Friday we will be at Eilert Sundts hus, Auditorium 3. Moltke Moes vei 31,0851, Oslo.</li><li>• On Saturday and Sunday we will be at Helga Engs hus, Auditorium 3. Sem Saelands vei 7, 0371, Oslo.</li><li>• To get here you can take metro line 4 or 5 from Jernbanetorget to the Blindern stop.</li><li>• City Box Hotel is in a walking distance from Jernbanetorget metro station (see the map below).</li><li>• All delegates should come directly to the meeting venue. We will register at the hotel after the meeting finishes on Friday, <b>not before!</b></li><li>• The meeting will open at <b>12.00, Friday 4<sup>th</sup> of May</b> with registration of participants, and end around <b>15.00, Sunday 6<sup>th</sup> of May 2018.</b></li></ul>
<b>Arrival</b>
<ul style="list-style-type: none"><li>• 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 from the airport (stop at Oslo S) it is cheaper than the airport express train. We will not reimburse travel with the Airport Express train unless the student ticket is about the same cost.</li></ul>
<b>Accommodation</b>
<ul style="list-style-type: none"><li>• Delegates outside Oslo will be provided with accommodation at City box hotel, Prinsens gate 6 - 0152 Oslo.</li><li>• Telephone +47 21 42 04 80</li><li>• <a href="https://citybox.no/oslo/">https://citybox.no/oslo/</a></li><li>• To get here you can walk from Jernbanetorget metro station. Oslo central train station is in the same building complex.</li></ul>
<b>Travel costs and reimbursement</b>
Read above. If you have any reimbursement and travel costs questions email us: <a href="mailto:nationalsecretary@isu-norway.no">nationalsecretary@isu-norway.no</a>
<b>If you have to contact us Tel: 98225998</b>

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,

## **ISU Norway Executive Board 2018/2019**

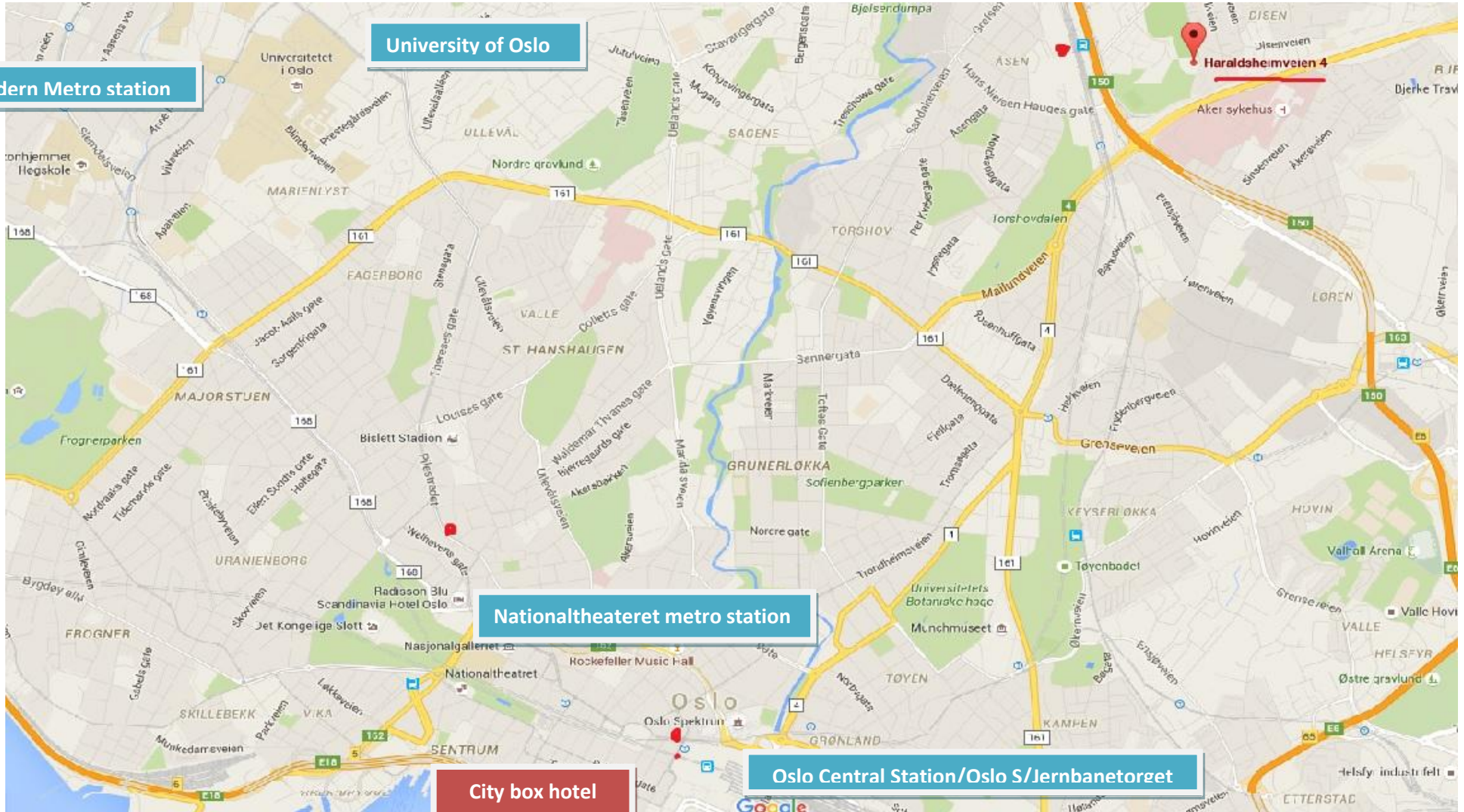
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