



Practical Information.

LM2 will be held at the University of Stavanger, Norway on Friday 22nd – Sunday 24th February 2019.

Dear all,

We are writing to provide you with some general practical information for the LM2i19, regarding travelling, accommodation and meals.

Each local branch is represented by **one delegate**. The focus of the meeting is to introduce ISU Local Branches to ISU Norway`s work and projects.

TRAVEL:

1. ISU Norway will pay the cost and book the travel of the delegate from their cities to Oslo Airport Gardemoen if travelling by plane or to Oslo by train station if the delegate is close enough to travel by train.
2. If travelling by plane, the ISU national office will order the tickets for you. If travelling 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. The deadline of submitting reimbursement forms is **3 weeks** after the LM. Reimbursement forms sent in after this date may not be considered.
3. 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 Ås to the airport and/bus or train station.
4. Local branches are responsible for official local travel within the city of the designated venue. Frifond cannot be used.
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. 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.”, the delegate will have to pay for this expense themselves.

ACCOMMODATION and MEALS:

1. ISU Norway will provide accommodation to delegates arriving from outside Ås at **Thon Hotel Ski**.
Address: Jernbaneveien 8, 1400 Ski, Norway

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 observer at their own expenses.

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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.

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

Venue & Time
<ul style="list-style-type: none">• The LM2i19 will be held at the Norwegian University of Life Sciences (NMBU)• The meeting will start at 13:00 Friday 22nd February with lunch and registration of participants, and end at 14:00 Sunday 24th February 2019.
Arrival & Pick-up
<ul style="list-style-type: none">• For those departing from Oslo, please be aware that the local branch or delegate will be responsible for travel from your home to Ås, Ski and NMBU.• See information below on arrival in Stavanger.
Accommodation
<ul style="list-style-type: none">• Delegates outside Ås and Ski will be provided with accommodation at Thon Hotel Ski, Address: Jernbaneveien 8, 1400 Ski, Norway
Travel costs and Reimbursement
<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 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.</p> <p>You will find reimbursement forms online and you will have to submit it along with original receipts.</p> <p>If you have any questions email us: nationalsecretary@isu-norway.no</p>
If you have to contact us, use Tel: 98225998

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

Kind regards,

Jose De Pool

Sam Davis

Almim Shuvo

National President

Union Development Officer

Political Affair Officer