EVENTS AND TRAVEL POLICY

FOR THEMATIC NETWORKS

2027 PROGRAMME

1. OBJECTIVES OF THE DOCUMENT

1a. Context

The goal of this document is to bring together all the rules and guidelines to be complied with in the framework of the Thematic Networks (TNs) activities.

The purpose of these principles is to foster, under conditions of equality and safety, a balance between the needs and well-being of travellers and IBEC's rules, controls, finances, and procedures.

1b. Social and environmental responsibility

In line with IBEC's sustainable policy, we would encourage you to make mindful and responsible use of public funds and choose, when available, alternatives to minimise environmental impact (using public transport, train instead of air travel, etc.).

2. EVENTS POLICY

2a. Catering limitations

The cost of the catering service is limited according to the duration of the meeting and to the Severo Ochoa regulations. Duration is calculated **by hours of content**, without considering breaks, registration, etc.:

- For meetings lasting more than 2.5 hours of content, it will be possible to hire a coffee break service at a maximum cost of 6 euros per person (VAT included).
- For meetings lasting more than 5 hours of content, it will be possible to hire a coffee break at a maximum cost of 6 euros and a catering service at a maximum cost of 18,70 euros per person (VAT included).

Important: on average, **at least 20% of people who register for events do not attend**. Therefore, request catering only for a maximum of 75-80% of expected attendees.

2b. Requirements

- You must request a catering budget in advance.
- If the cost of catering services exceeds 3,000 euros (including VAT), you must obtain 3 quotations from different companies and duly justify the choice,
- The contracted catering service must include assembly, disassembly, necessary furniture and cleaning.
- A shopping cart must be done to ensure proper traceability for both catering and room rental (if not using the Baobab). If you have any doubt, please contact with Compres compres@ibecbarcelona.eu.

- If you are using the Baobab room, you can have a coffee machine (including biscuits) service free of charge, regardless of the contracted catering and the duration of the meetings. *This service cannot be requested for external rooms*.
- This coffee machine service must be requested from the Communications department 15 days before the workshop, and it will be only offered during the coffee break (not for welcome).

Note: the organisers of the workshop are responsible for setting up and dismantling the Baobab room and the coffee machine area.

2c. Procedure

To request a catering, please follow the following procedure:

1. If the catering cost exceeds €3,000, please obtain three different quotations.
2. If the catering cost is under 3.000 € and you would like to contract PCB's catering service:
   a. Send an email to recepciocluster@pcb.ub.es (with copy to ibecevents@ibecbarcelona.eu) to request the quotation.
   b. In this email, please specify:
      - The date, time, and room where the workshop will be held
      - The number of participants
      - The type of coffee break (considering the established budget limits)
      - The Network cost centre that PCB needs to include on the invoice.
3. After selecting a catering option (if not the most economical, you will need to provide a justification), you will need to make a cart in the Ibecnet and send the quotation to StrategicInitiatives@ibecbarcelona.eu.

2d. Justification of catering expenses

To be able to charge a catering service to the TN, you must provide the final programme of the workshop (or retreat) and the list of attendees, including name and surname, institution and signature.

All invoices must have the reference to the Severo Ochoa project. "This thematic network has been financed by the project Severo Ochoa CEX2023-001282-S".

3. TRAVEL POLICY

3a. Travel request requirements

In order to optimise prices and efficiency, **travel request** must be **made as far in advance as possible** – and **at least 15 days** prior to the trip.

The traveller may suggest specific accommodation or flights, but Bestours will provide different options that meet both the traveller's requirements and IBEC policy.

3b. Travel request procedure (transport and accommodation)

Travel requests must be made **ONLY** through the IBEC's approved travel agent, **BESTOURS**. All travel requests must be centralised by the TN Coordinator or Programme Manager.

Procedure:

1. Complete the 3. Annex 1. Tavel Form Thematic Networks.docx. This document should be signed by the TN coordinator.
2. Send the signed Annex 1 to Bestours (ibec@bestours.es) with copy to travels@ibecbarcelona.eu (responsible for overseeing travel at IBEC).

3c. Limits and conditions

IBEC will only pay for the minimum number of days required to attend the workshop/retreat: from the day before to the day after the event.

- Travel:
  - Type: standard (tourist) class at reduced fares.
  - Outbound/Return: air or train tickets must be for the day before to the day after the event. It is not possible to extend the duration of the stay.
- Accommodation:
  - Type: standard category or maximum 3/4-stars.
  - Maximum price per night: 180 euros.
  - Length of stay: from the night before to the night after the workshop/retreat.

3d. Other travel expenses

For speaker's journeys from/to the airport or train station, or journeys to the retreat, we recommend considering the use of public transport (metro, train, or bus) as the first and preferred option.

3e. Meal expenses

IBEC does not pay a fixed daily amount as a meal allowance.

Actual meal expenses must be reimbursed upon submission of the associated invoices or receipts **through OKTicket** (credit card receipts are not valid). The date, amount and establishment details must be legible to subsequently act as justificatory supporting documentation.

Invoices must be issued with the IBEC's tax details[1].

[1] Any invoice to be issued for an expense (accommodation, travel, living expense, etc.) must be made out to the IBEC, with the following tax details:
Institut de Bioenginyeria de Catalunya
C/ Baldiri Reixac 10-12 08028 Barcelona CIF: ES-G64045719

If receipts and/or invoices represent joint expenses of other travellers, their names must be included.

*Important:

- Meals with external speakers (not IBEC). Meals of a **maximum of 2 network representatives with the external speakers (not IBEC speakers)** after the workshop will be allowed only if they are not covered by the catering service and if they are part of the scientific agenda of the workshop.
- IBEC will not reimburse any meal expenses that it deems as disproportionate (over 30 €/person) or ineligible due to their nature (e.g. alcohol).

3f. Justification of travel expenses

All travel expenses incurred during the TNs workshops / retreat must be documented. It is mandatory to provide the supporting documents justifying the participation in the workshop / retreat:

- Final programme of the workshop / retreat
- List of participants including name and surname, institution and signature.

The Finance department will not process any reimbursement of travel expenses until the above documents have been submitted.

3g.Travel assistance, cancellations and modifications

Travellers will have Bestours agent's support in case of any doubts, flight changes or cancellations over the course of the entire trip (24/7 emergency service).

If travellers need to cancel or modify their trip, they must notify Bestours immediately, so that they can cancel or modify the booking with the least possible penalty to IBEC, and to Travels, to properly monitor the trip case file.