

Practical information

According to the last version of COST “**annotated rules**” (formerly known as the “Vademecum”) the local organiser can provide only coffee breaks and refreshments; meals, accommodation and local transportation must be paid by each participant on her/his **daily allowance** (183€ per day in Lithuania). In addition, long distance travel expenses (more than 100 km) are reimbursed upon presentation of the invoice. The last version of the “annotated rules” is available on the COST website: <https://www.cost.eu/uploads/2022/02/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2022-02-15.pdf>.

Participants are invited to sign the **attendance list** in the **morning and in the afternoon** each day. Signing the attendance list is a condition to claim the reimbursement of expenses after the meeting.

As the venue is located approximately 7 km from the center of the city, the local organizer has arranged for us **private bus transfers** from the city center to the venue. *Meeting point is in the Cathedral Squire parking to the right side from Cathedral.* We strongly recommend you use this transfer service offered by the local organizer and choose a hotel near the pick-up location. The venue can also be reached by public transport (trolley No 2 and bus No 10) from the city center in about 30 to 50 minutes.

Lunch will be paid by each participant at the desk of the VU Library Café. The Café will prepare for participants 3 special menus, including meat, fish, and vegetarian options. The cost is approximately 10-15€.

Official dinner will be paid in advance online, please register here: <https://www.basnetforumas.eu/cost-action-ca-0137-voices-mc-meeting/> or <https://forms.gle/7aWFn2huYwqsJCV8A>

The price is 40€. If online payment is impossible, please, the alternative option is to pay in cash at the registration desk on June 8. Please provide the exact amount as we cannot guarantee that we will be able to give change. Tickets will be handed out at the registration desk and will be requested by the restaurant in the evening. Except in exceptional cases, we kindly ask you to attend the official dinner. This meeting is the only face-to-face meeting of the first grant period, and it is important that we use this time to get to know each other better.

Participants organize their **accommodation** in Vilnius as they wish. We recommend choosing a hotel in the city center, close to the bus pick up location. Plenty of options are available on Booking.com or other reservation systems. Tourist information is available on <https://www.govilnius.lt/visit-vilnius>.

Regarding **reimbursements after the meeting**, expenses are claimed through the e-cost platform. You will receive a message with a link after the meeting. The only justification to provide for the daily allowance (DA) is the signature on the attendance list, you do

not need to keep and send invoices for expenses covered by the DA. Just indicate when you left your home and returned, the DA will be calculated automatically.

For the long distance travel expenses, the distance is calculated by the e-cost platform, and you need to upload documents mentioning the price, the name of the traveler, the date, the time, and the route. **Please, claim the expenses as soon as possible after the meeting to speed up the reimbursement process.**

For online participants: Please accept the invitation sent by e-COST, but do not claim expenses. We will send you links to participate online a few days before the meeting. We will invite you to sign the virtual attendance list using the chat.

Getting around

The Old Town of Vilnius is one of the largest in Europe, it can easily be explored on foot.

Alternatively, Vilnius Transport (<https://www.vilniausviesasisistransportas.lt/en/>) operates buses and trolleybuses in Vilnius.

A single ticket for either bus or trolleybus:

- costs 1 € and can be purchased from a driver (only in cash and preferably with a denomination of up to 5 euros);
- costs 0.65 €/30min if a Vilniečio kortelė (Vilnius Citizen Card (<https://judu.lt/en/for-public-transport-passengers/ticket-types-and-prices/>)) is purchased from a kiosk (also tickets should be bought in a kiosk);
- or you can use an app "Trafi,, (Trafi Vilnius - Navigate Public Transit) which can be downloaded on your smartphone.

Paper tickets which you purchased from a driver, need to be stamped/validated by using ticket electromechanical punch: yellow or brown punch with a slot (insert your ticket and it will be stamped).

If you use Vilnius Citizen card (you should have tickets on this card, which you can also buy in a kiosk), swipe this card at the yellow electronic reader inside bus/trolleybus (you should hear a signal, what means that your ticket is activated).

If you use app "Trafi" you should buy ticket before your travel and when you get on the bus/trolleybus immediately activate the ticket.

Bus the Venue with indication **COST VOICES** will be waiting and leaving from parking place at Šventaragio street 1

Depending on busyness, the bus can be waiting on this point (just across the street)



Leaving time	From the stop at	From FTMC
	Šventaragio street	Saulėtekio avenue 3
8 th June (Wednesday) <i>the bus</i>	8:30	16:30
9 th June (Thursday) <i>the bus</i>	8:30	18:15
10 th June (Friday) <i>the minibus</i>	9:00	16:15

To get to the Venue you also can use Vilnius Transport.
In this case: the Venue can be reached by **trolleybus No. 2** from the Vilnius center.
You have to get on at the stop "Vinco kudirkos aikštelė" or "Karaliaus Mindaugo tiltas".
And get off at the stop: "Saulėtekis".

