

Speakers Reimbursement Policy

Below you can find highlights from the IPVC 2020 Conference Speakers Reimbursement Policy. Should you have any questions please contact [IPVC 2020 Conference Secretariat](mailto:ipvc@kenes.com) at ipvc@kenes.com. We will be happy to assist.

Category	Exempt Registration	Accommodation (max # of nights covered)	Travel Support	Faculty Dinner (complimentary tickets)
IPVC 2020 Executive Committee	Exempt Registration	5	Provided: Please refer to a Travel Entitlement Table	1
Plenary Speakers	Exempt Registration	2	Provided: Please refer to a Travel Entitlement Table	1
Workshop Speakers	Exempt Registration	2	N/A	1
Chairs	Exempt Registration	N/A	N/A	1
Structured Scientific Sessions (SSS)	Exempt Registration	2	N/A	1
Young IPVC Committee Members	Exempt Registration	5	N/A	N/A
Board Members (not speaking in a session)	N/A	N/A	N/A	N/A

Travel Entitlement

Category	Max. Reimbursement (up to, EUR)
Europe	€ 500 EUR
Trans-Atlantic	€ 1300 EUR
Asia/Australia	€ 1800 EUR

Please note:

1. Claims for airfares must be at economy rates.
2. Ground transportation and per diem are not covered by the Conference.
3. Accommodation will be at the designated headquarter hotel(s) reserved by the organisers. Please view your formal entitlement letter for amount of nights stay you are entitled.

Reimbursement Instructions

1. Reimbursement of costs will be processed only after the Conference. **Please keep receipts for all of your expenses.** Following the Conference, you will receive a link to an online form where you will be able to upload your receipts, banking details and submit your claim.
2. Your reimbursement requests and invoices must be submitted within four weeks from the Conference end.

For further queries please contact IPVC 2020 Conference Secretariat at ipvc@kenes.com.