

Preliminary AGENDA
6th Joint WG / 6th MC Meeting
COST Action FP1403 (NNEXT)

‘Non-native tree species for European forests – experiences, risks and opportunities’

Dublin, Ireland

3 – 4 October 2017

Start of the WG meeting: Tuesday, 3 Oct. 2017, 08:00

End of the WG meeting: Wednesday, 4 Oct. 2017, 15:00

MC Meeting: Wednesday, 4 Oct. 2017, 15:30 - 17:00

Small Writing Meeting: Monday, 2 Oct. 2017, 08:00 – 17:00

Core Group Meeting: Monday, 2 Oct. 2017, 17:00 – 20:00

Excursion: Thursday, 5 Oct. 2017, 07:30 – mid afternoon



Local Organiser:

Michael POWER, Coillte, IE (michael.power@coillte.ie)

Anna RAMEDER, BOKU University, Vienna, AT (nnext@boku.ac.at)

Venue

Maldron Hotel Newlands Cross

Naas Road
Dublin 22
D22 V6Y6
Ireland
+353 1 4640 140



<http://www.maldronhotelnewlandscross.com>

Accommodation

Each participant is responsible for her/his own hotel reservation.
Recommended accommodation: **Maldron Hotel Newlands Cross.**

Please make your room reservation by e-mail directly through Ms Vanessa Feeney at Meetings.newlandscross@maldronhotels.com.

There are some other hotels in the area:

- Louis Fitzgerald Hotel (the nearest one, reachable on foot or by bus from Maldron Hotel) <http://www.louisfitzgeraldhotel.com/>
- Ibis Hotel Dublin <http://www.accorhotels.com/de/hotel-0595-ibis-dublin/index.shtml>
- Green Isle Conference & Leisure Hotel <http://www.greenislehotel.com/>

Registration 2 and 3 October 2017

The **Registration** will be open on 2 October **from 18:00 to 20:00** and on 3 October **from 07:00 to 09:00** close to the reception desk of the Maldron Hotel Newlands Cross.

A registration fee of 60 EUR will be charged in cash at the registration desk. The registration fee meets the eligible expenses of 3 meals (2 lunches, 1 conference dinner), meaning you will be reimbursed by submitting your Online Travel Reimbursement Request (OTRR) form.

Day 0 **Monday, 2 October 2017**

08:00 – 17:00 **Writing meeting** Participants: WG Leaders, leaders of manuscripts (nominated by the WG Leaders!). *Participation is optional for everyone, but reimbursement for the extra day is only possible for the nominated participants of the writing meeting.*

17:00 – 20:00 **Core Group Meeting** Participants: Chair, Vice-Chair, WG Leaders, STSM coordinator;

18:00 – 20:00 **Registration**

Day 1 **Tuesday, 3 October 2017**

07:00 – 09:00 **Registration**

08:00 – 09:00 **Opening Address** (E. PÖTZELBERGER, MC-Chair and M. POWER, Local Organiser)

Update on progress of the Action (E. PÖTZELBERGER)

09:00 – 10:30 **Invited Speakers Presentations**

10:30 – 11:00 *Coffee Break*

11:00 – 12:30 **Update Working Groups** (WG Leaders H. HASENAUER, M. KONNERT, F. MOHREN, A. GAZDA)

12:30 – 13:30 *Light Lunch*

13:30 - 15:30 **WG Sessions I**

15:30 – 16:00 *Coffee Break*

16:00 – 18:00 **WG Sessions II**

19:30 – 22:00 **Conference Dinner**

Day 2 **Wednesday, 4 October 2017**

08:00 – 10:00 **WG Sessions III**

10:00 – 10:30 *Coffee Break*

10:30 – 12:00 **Plenum discussion**

12:00 – 13:00 *Light Lunch*

13:00 – 15:00 **WG Reports – Presentations & Discussion**

Official closing of the Joint WG meeting

15:30 – 17:00 **MC Meeting** (MC Members / MC Substitutes, optional for the others)

Optional **Thursday, 5 October 2017**

Field trip to County Wicklow (south of Dublin): details will follow

The participation is optional. An additional registration is required per email (nnext@boku.ac.at) until **1st September!**

Meeting point: in front of the hotel Maldron Newlands Cross

Departure time: 7:30am

Return: back to the hotel or airport mid afternoon

Price: for the bus (10-20€, depending on the number of participants)

Contact person: Michael Power

How to get to the venue/hotel?

The Meeting will take place at the **Maldron Hotel Newlands Cross**.

ARRIVING AT DUBLIN AIRPORT

Dublin Airport <https://www.dublinairport.com/>

The hotel is approximately a 25 minute drive from Dublin Airport and 20 minute drive from the city centre.

The Airport Hopper runs a bus from Dublin Airport to Tallaght. This bus stops just outside the hotel (bus stop Newlands Cross Clondalkin) and runs from 00.20 am until 22.30 from the Airport. Tickets can be bought on the bus or online, please check the airport hoppers website to get the timetable: <https://airporthopper.ie/tallaght-timetable> (tickets are cheaper, if you buy it online!).

Dublin City buses from Dublin Airport:

<http://www.transportforireland.ie/wp-content/uploads/2013/10/Dublin-Airport-City-Routes1.pdf>

PUBLIC TRANSPORTATION

Journey planner: <http://www.transportforireland.ie/>

Dublin Area Train and Tram services are available here:

<https://www.transportforireland.ie/journey-planner/maps/>

Fares available here: <https://about.leapcard.ie/about/fares-discounts>

LUAS (for the conference dinner): <https://www.luas.ie/ticket-types-and-fares/>

By car or taxi

About 15 minutes' drive from the airport to the hotel.

Please keep in mind that the use of taxi is eligible for reimbursement when no other means of public transport are available and/or if taxis are taken before 7am for an early travel departure and/or are taken after 10pm due to a late arrival, up to a maximum of EUR 80 for the entire journey.

There is a complimentary car parking at the hotel.

Reimbursement for eligible participants

- Participants who received an official e-COST invitation with the possibility for reimbursement are kindly asked to submit their OTRR forms via e-COST **within 2 weeks after the meeting**.

In this way we have enough time to check the eligibility of your expenses and ask the COST office for derogations' approvals, if needed. In any case, the OTRRs submitted later than 30 days after the end date of the meeting will not be considered.

- Make sure you sign the attendance list on every attended day of the meeting, as this is a prerequisite for the reimbursement of your expenses.

Eligible expenses

(for more see Vademecum May 2017: <http://www.cost.eu/download/COSTVademecum>)

*“Each eligible participant is entitled to claim for travel expenses ... provided they chose the **most economical means** of transportation and make their travel arrangements **as early as possible upon receipt of their official invitation to the event.**”*

„Travelling to and from countries other than that where the approved meeting is being held and the country where the eligible individuals is residing (as registered on their e-COST profile) is a rule derogation and must be explained and detailed by the participant on the relevant claims section on e-COST.“ -> please let us know, if you plan to travel from a different country as your country of residence saved in your e-cost profile.

Flight expenses

Only economy class flight tickets can be reimbursed. Full itinerary is required. VERY IMPORTANT: **tickets must be booked as soon as possible and as cheap as possible**. In any case, the airfares cannot exceed EUR 1200.

Car travel expenses and parking

Up to a maximum distance of 2,000 km at EUR 0.20 per km can be claimed by eligible participants. EUR 0.30 per km can be claimed when two or more eligible participants are travelling to the meeting. Only the driver can be reimbursed. Proof of distance is required. Parking->receipts required for timeframe that coincides with the meeting.

Train or bus expenses:

First and second class train tickets are eligible to be reimbursed (supplements for fast trains and sleepers are eligible expenses).

Taxi

The use of taxi is eligible for reimbursement when no other means of public transport is available or when travel is required between 10pm and 7am on the dates of travel, up to a maximum of EUR 80 for the entire trip.

Local public transport

If the amount claimed is equal or less than EUR 25-> no receipts required, but the details of the relevant journey must be detailed on your e-cost claims.

If the amount claimed is more than EUR 25 -> receipts, invoices required.

Meals

Meal expenses are reimbursed against flat rates only (EUR 20 per meal). A maximum of up to 2 meals per day are eligible (lunch and dinner) up to 1 day before and 1 day after the approved meeting with the actual travel times always taking precedence over the 1 day rule.

When a participants' travel starts (when they leave their residence/institution)	When a participants' travel ends (they arrive back at their residence)
Before 12:00 = 2 meals	Before 12:00 = No meals provided
After 12:00 = 1 meals	Before 19:00 = 1 meal
After 19:00 = No meals provided	After 19:00 = 2 meals

Accommodation

Reimbursement of expenses for accommodation is based on a flat rate of **EUR 90 per night**. No receipts are required. The maximum number of nights is equivalent to the number of attended meeting days plus 1 night (3 nights for 2 attended meeting days).

Day 0: only nominated participants are eligible to be reimbursed for the extra day (nominated by WG leaders).

SEE YOU IN DUBLIN!

(don't forget warm clothes and rain gear 😊)