

Information for on-site participants of the Second Round Table meeting on Global Microwave Link Data Collection Initiative (GMDI) in Geneva, Switzerland on 21 May 2025

Prior to the travel, please proceed as follows:

1. Register at the meeting website of ITU at:
<https://www.itu.int/en/ITU-T/Workshops-and-Seminars/2025/0521/Pages/default.aspx>
2. Have an e-cost profile including an up-to-date (i) bank account (reimbursement is possible only via bank transfer), and (ii) affiliation. Can be created at: <https://e-services.cost.eu/>
3. Inform us of the email, you have registered on your e-cost profile.
4. You will receive an official invitation email sent via e-cost platform.
5. Follow the email instructions and accept the invitation. Indicate whether or not you will claim the reimbursement.
6. Arrange your travel and accommodation. Please pay attention to the COST reimbursement rules when making your travel arrangements - travel expenses reimbursement guide: <https://www.cost.eu/uploads/2025/02/COST-094-21-V2.0-Annotated-Rules-for-COST-Actions-Level-C.pdf>
7. Recommended hotels:
 - a. [list of ITU recommended hotels](#)
8. Key rules (rules in detail in the attached document):
 - a. Eligible expenses consist of daily allowances (include accommodation, meals, and local/short distance transportation) and long distance travel (at least 101 km one way) expenses. Visa fee is also an eligible expense.
 - b. Daily allowance rate in Switzerland is 215 EUR for non-local participants, if they stay overnight. For the days of traveling, the rate is reduced based on the time of departure from home/original place and the time of returning to the original place. The exact sum is calculated by the e-cost system based on the travel dates and times.
 - c. Long-distance travel is any travel equal to or above 101 km one way between the main transportation hub at the point of departure and the main transportation hub at the event venue and return. The long distance travel expenses include face-value (including VAT) of air/train/bus/ferry ECONOMY class tickets, but only up to **1500 EUR for both ways**. Car travel – up to **1000 km for the entire journey, 0,35 EUR per km**. Taxis are never eligible.
9. If you plan to claim the reimbursement, the Czech Technical University (the COST Action Grant Holder Institution) needs to sign a Mandatory contract with you in order to be able to proceed with the reimbursement payment to your account. For preparing the contract, please provide us with your personal information through the attached excel form. We will prepare the contract and bring it to the venue for your signing it.
10. Further information related to the venue and local transportation will be provided in due course.