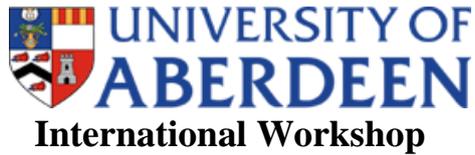




Independent  
Science and  
Partnership  
Council



## *State of Foresight in the CGIAR*

University of Aberdeen, 9-10 May 2018

## INFORMATION FOR PARTICIPANTS

### Arriving in Aberdeen

Please take a taxi from the airport to the hotel – there is a taxi rank outside the airport to the left. Give the driver the address below for the Holiday Inn Express; City Centre. The taxi fare will be approximately £25.00. Please pay by cash or card, requesting a receipt including start and destination locations and amount paid.

Those travelling on the same flights are encouraged to share taxis. If there are sufficient people arriving at the same time we may arrange a transport for you – if this is the case we will let you know in advance of your arrival.

### Accommodation

A group reservation has been made for workshop participants at the Holiday Inn Express in the city centre; all room nights (including breakfast) will be covered by the workshop. All other incidental expenses are to be settled directly by you at checkout. A credit card is required at check-in for charging incidental expenses.

### Hotel Details

Holiday Inn Express  
Chapel Street  
Aberdeen AB10 1SQ  
T:01224 623500  
Web: [www.hiexpress.com/exaberdeence](http://www.hiexpress.com/exaberdeence)

Check in time: 2pm Check out time 11am

### Venue

The workshop will be hosted at the University of Aberdeen's King's College Campus. The event will take place in the:

David Craig Suite, Floor 7  
Sir Duncan Rice Library  
University of Aberdeen  
King's College  
Aberdeen  
AB24 3AA

Please note you will need to show ID at reception to enter the library – once past reception proceed through to the lifts ascending to the 7th floor. On exiting the lifts turn left walking between the shelves on the right and the printer on the left; the white door straight ahead is the meeting room.

## Catering

Refreshments and lunch will be provided on 9 and 10 May at the meeting venue. Please inform us by email to [cpdservices@abdn.ac.uk](mailto:cpdservices@abdn.ac.uk) with the subject header CGIAR WORKSHOP ADDITIONAL REQUIREMENTS of dietary, access or any other requirements you have. On 9 May 2018 there will be a dinner for workshop participants at Howies Restaurant on Chapel Street near the hotel. (Please note no per diem will be given for dinner on that day). Dinner will be from 19.30.

## Wifi

Free wi-fi is available throughout the building. 'Eduroam' can be accessed using credentials from participating Universities. If external attendees do not have access to Eduroam, they are able to sign in to 'Aberdeen City Connect'.

## Reimbursement

You will need to retain all receipts to reclaim expenses and travel costs. You will need to complete, sign and return the attached form along with all receipts. Repayment will be made by BACS into your bank account. We can only reimburse individuals in this way. If your organisation has paid for your travel, for example, the process of reimbursement is different. Please contact [cpdservices@abdn.ac.uk](mailto:cpdservices@abdn.ac.uk) for more information.

## Per Diem

Workshop participants will be provided per diem expenses for meals not included during the workshop, in addition to UK visa expenses (if applicable) and taxi fares where transport is not provided. Please note that original receipts will be required for reimbursement and that per diem allowances are the upper limit. Reimbursement will be made direct to your bank account in the appropriate currency.

Breakfast (where not included)	£7.00
Lunch (where not included)	£15.00
Dinner	£30.00
Taxi (to / from airport)	£30.00 each way
Incidentals	£10.35

## Contact

For enquiries relating to logistics, travel, accommodation or additional requirements contact:

Mrs Nikki Pearce or

Mrs Heather MacDonald

CPD Services

Research and Innovation, Room 28, University Office

King's College, Aberdeen, AB24 3FX, Scotland

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E: [cpdservices@abdn.ac.uk](mailto:cpdservices@abdn.ac.uk) [www.abdn.ac.uk/cpd](http://www.abdn.ac.uk/cpd)