



Project workshop

Towards gender equity in development

3-4 February 2017, University of Namur, Belgium

Information note for participants

Presentation schedule

Each presenter will be allocated 1 hour (45 minutes for presentation and 15 minutes for discussion). Computer and projector will be available. The programme will be distributed via email closer to the workshop.

Presenters should bring their presentations in pdf format on a USB stick. The presentations will be video recorded and made available on the UNU-WIDER website.

Travel

It is recommended you arrive in Namur at the latest by the evening of Thursday 2 February, and plan to depart on Sunday 5 February (please note that the programme will end at 19:00 hrs on Saturday 4 February followed by dinner). If you are receiving travel funding from UNU-WIDER, you will be provided with a roundtrip air ticket to Brussels in accordance with United Nations University travel guidelines. **No air tickets should be purchased by the travellers themselves unless prior authorization has been received from UNU-WIDER.**

If you are travelling by long distance train to Brussels and Namur, please purchase your own train tickets and reimbursement will be made to you after travel has been completed. Please send us in advance a copy of the train tickets and invoice and keep the originals to give to one of our UNU-WIDER staff members.

Visas

Please check promptly with the Belgian Consulate/Embassy in your area whether you need a visa. Should you need support in obtaining a visa, let us know immediately. UNU-WIDER will reimburse the cost of visas; please retain the original receipts for this purpose. Should you need to incur any additional expenses related to your visa application (courier charges, travel costs for visa interview, etc.), please check first with UNU-WIDER for further guidance and authorization of these amounts. Note - it is the traveller's responsibility to obtain all the necessary visas, including transit visas.

Insurance

Provided that you have a valid **individual** consultancy contract (not an institutional contract) with UNU-WIDER, UNU-WIDER will arrange at no expense to you a medical insurance policy for the official duration of your travel. This insurance does not cover personal belongings, such as luggage.

If you do not have an individual consultancy contract with UNU-WIDER, please arrange your own insurance coverage for the Schengen area.

Disclaimer: The United Nations University disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of, or damage to, personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is

strongly recommended to secure, prior to departure, international medical insurance for the period of participation in the workshop.

Travel support

Participants authorized to receive UNU-WIDER travel funding will be offered a lump sum payment to cover hotel accommodation and out-of-pocket travelling expenses. Transportation costs to and from airports will be provided, the standard amount for this is (4 x US\$38). Proof of identity and used boarding passes are required along with a completed Form F.10 (form for travel claims) and vendor form (if we do not already have your vendor details, then a vendor form will be sent to you in due course). Payment will be done via bank transfer after successful completion of travel. In order to speed up the reimbursement process after the travel, kindly take note of the following:

- In case air tickets were purchased based on a prior authorization (see point 2) and/or visa expenses (see point 3) were incurred please send advance copies of the receipts and the tickets via email together with a scanned copy of your signed F.10 to janis@wider.unu.edu.
- At the workshop please hand-over the originals (used boarding passes, original visa receipts) together with the original signed F.10 and vendor form to one of our UNU-WIDER staff members.

Transportation from the airport to Namur

The closest airport is Brussels and you can take a train from the airport to Namur. You will need to change the train once (this journey takes 1 hour and 25 minutes and costs 16.10 euros). Please see this link for further information and guidance <https://www.unamur.be/en/access>.

Hotel accommodation

Hotel information has been sent by email to everyone. Participants are required to settle their hotel bill before departing the hotel. If you encounter any problems with your hotel reservation, please contact Pierrette Noël (pierrette.noel@unamur.be), Tel. No. +32(0)81724823.

Workshop venue

The workshop will take place at the University of Namur in the building of the Faculty of Economics, Social Sciences and Business Administration, Rempart de la Vierge 8, 5000 Namur.

Meals

Lunches and dinners will be provided on 3 and 4 February. **If you do not plan on attending any of these meals, please let us know.**

Weather

February is a winter month in Belgium and the weather in Namur around the time of the workshop could be changeable, with temperatures around 5-10 oC and possible rain.

Contacts

If you have any queries or concerns, please do not hesitate contacting:

Janis Vehmaan-Kreula

UNU-WIDER
Katajanokanlaituri 6 B
00160 Helsinki, FINLAND
e-mail: janis@wider.unu.edu
Tel. +358 9 6159 9217 (direct)
Tel. +358 9 6159 911 (switchboard)

Anne Michels

University of Namur
Rempart de la vierge 8
5000 Namur, BELGIUM
Office 621
email: anne.michels@unamur.be
Tel: +32 81 72 5326 (direct)
Tel: +32 81 72 4823 (secretary)
(In case of emergencies only, please call Anne directly +32 484 624 885)