

FAQ

What can I claim for?

Travel to and from Belfast, including taxis, ferries, trains, planes necessarily incurred to arrive to Belfast and return back home – you must have and submit all original receipts including any e-booking receipts, boarding passes. We ask that you book early and seek the best prices.

Subsistence whilst on the course in Belfast, this includes accommodation and meals and essential travel for course participant only, again original receipts must be submitted.

What happens if I lose a receipt?

Sorry but we are unable to reimburse any items for which an original receipt is not submitted.

Can I claim for anything that I buy whilst in Belfast?

No only for accommodation, essential travel (e.g. not sight seeing trips) and meals (including food and refreshments bought locally in Belfast) for the participant. Claims for CDs, newspapers, books, year supply of razor blades, chocolates to take home as presents, souvenirs, etc. are not claimable

What about refreshments or meals at the airport?

Normally participants can only claim for refreshments etc. once you have reached Belfast and for courses dates and this finishes once you leave Belfast.

What about telephone calls home, postage and similar?

Sorry this is classified as your own personal expenses and not considered to be subsistence.

Can I claim for my partner, children etc.?

No, unless they are also course participants and then they can claim in their own right.

Are costs for my partner, children etc. for social events (e.g. Course Dinner, Welcome Reception, Sunday's Social Programme) included in my Registration costs?

Sorry but no, if you want them to accompany you, you need to advise us and prior purchase a place/ticket and pay for them to attend – these costs are indicated on the Registration form. Owing to restrictions on numbers for some events you need to book “accompanying persons” tickets early as priority will obviously go to participants before accompanying persons can fill any unwanted extra places.

Do I need to prepay for accommodation in the Student Village on campus?

No, we will arrange this on your behalf

If I decide to stay in a hotel do I need to pay for this myself?

Yes, plus often you will need to pay a deposit and/or pay in full before your arrival.

Can you book a hotel for me?

No, there is hotel information on the web page for your help but we simply do not have the ability to arrange accommodation on your behalf, especially as a deposit or prior payment is often required.

What is the accommodation like on Campus?

This year participants should see a significant improvement in the campus accommodation – we have arranged more modern accommodation, extra pillows, bedside reading lamps, more available bathrooms and loads of hot water (all highlighted by last year's participants as in need of improvement) but please remember that it is essentially student accommodation so

the rooms are not large. This year the accommodation is largely based on 6-bedroom flats sharing bathrooms and kitchens in the Courtyard area of the Student Village. Photographs will be available to demonstrate their suitability.

Availability and cost of campus accommodation?

Final cost will be £20 per person per night (around a third to quarter of typical hotel costs) and if you want to arrive early than the course dates or leave later that should not be a problem but obviously extra non-course night are not reimbursable.

Apart from cost what are the benefits of staying on campus?

Networking with fellow participants including Keynote Speakers, being able to go from room to lecture theatre in around 5 minutes, being able to participate in all the social activities, being able to use the campus sports facilities, etc. are just a few of the advantages.

What sports facilities are available on campus and costs?

We are adding a Sports section to the web pages shortly with full details and hopefully costs will be very small (working on a special deal for participants, especially those who stay on campus). Also hoping that we can arrange for one or two sports evenings (6-8pm) where you can play competitive 5-a-side football, volley ball, badminton, basket ball etc. against each other.

What other facilities are available on campus?

Shops, restaurants, telephones, library/learning resources, computer clusters and wireless zones for internet access (keep up to date with e-mails!), launderette, postbox for outgoing mail (ideal to send postcard back home!).

What about facilities outside the campus?

Many supermarkets with large range of items and catering for most diets, requirements are a short bus or taxi rides away from the University. Belfast has a reasonably good nightlife and lots of interesting places to see and things to do whilst here.

I can only eat certain type of food, can I bring this with me?

There are certain restrictions on food items being imported to the UK, including Northern Ireland, you would need to carefully check current regulations - <http://www.food.gov.uk/foodindustry/guidancenotes/> and note that liquids are still subject of security measures (see fuller information and advice on one of the following - <http://www.dft.gov.uk/transportforyou/airtravel/airportsecurity>, <http://europa.eu/rapid/pressReleasesAction.do?reference=MEMO/06/363&format=HTML&agued=0&language=EN&guiLanguage=en>, <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>) on all European and most other overseas flights. Generally most types and cultural styles of food are freely available in the Belfast area as there are thriving populations from most parts of the world residing in Belfast (although I confess that I have not yet tracked down the fermented horse's milk – apparently a Kazakhstan delicacy!). You can only claim for food purchased during your stay in Belfast and reasonably within course dates.

What is the course dress code? – casual, although we will encourage you to dress up for the Course Dinner, i.e. no jeans or t-shirts please.

I still have questions – who can I address these to?

If you have read all the information that we provide and still need additional assistance or advice, please contact rp.morley@ulster.ac.uk - any other questions that then need to be answered will be added to this page if relevant.