

## FAQ

### What can I claim for?

Travel to and from Belfast, including taxis, ferries, trains, planes necessarily and wholly incurred to attend ESSHS in Belfast and return back home - you must have and submit all original receipts including any e-booking receipts, boarding passes. You are limited to the amounts stated - normally €600 for Keynote Speakers and €240 for Delegates. Therefore it is essential that that you book early and seek the best prices.

Subsistence whilst on the course in Belfast, this includes accommodation and meals and essential local travel for course participants only, again all original receipts must be submitted. Sight seeing, gifts, clothes are not included, neither are accompanying partners costs.

### What happens if I lose a receipt?

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

Remember to keep all receipts, tickets, boarding passes as without we are unable to reimburse you.

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

No only for accommodation, essential local travel (e.g. not sight seeing trips) and meals (including food and refreshments bought locally in Belfast) for the participant. Claims for CDs, DVDs, newspapers, books, year supply of razor blades, chocolates to take home as presents, Irish linen, souvenirs, etc. are not claimable. Neither can you claim for alcohol in any form.

### 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, so no meals or refreshments on route to Belfast or return journey.

### 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 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 as well make any bookings.

### 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 the most significant improvement in the campus accommodation – we have arranged for you to have use of the brand new modern accommodation, en-suite facilities, internet access, (all highlighted by previous year's participants as in need of improvement) but please remember that it is essentially student accommodation but the rooms are larger than in previous years. This year the accommodation is based on 6-8 rooms sharing kitchens. Photographs will be available to demonstrate their suitability together with any extra information – look under “Accommodation” shortly.

### Availability and cost of campus accommodation?

Final cost will be £27.50 per person per night (around half to third of typical hotel costs) and if you want to arrive earlier than the course dates (or leave later) that should not be a problem but obviously extra non-course night are not reimbursable under the EC-funding (we will just deduct extra nights from your reimbursement of expenses, same for accompanying persons unless you want to pay separately).

Do the rooms have their own fridge, TV, mini bar, tea/coffee making facilities, hair dryers, trouser press, dry cleaning or shoe-shine service etc.?

No, fridges and freezers (shared) are available in the shared kitchen as is storage space for non-perishable food; crockery, cutlery, kettles and cooking equipment etc. available in the kitchens – no TV as UK requirement for TV licences makes it too expensive to provide TVs (you won't have enough time to watch TV anyway!) - so if you need hairdryers, shoe shine, dry cleaners, chocolate on pillow every night etc. either bring these with you or try a hotel! I believe that each set of rooms should have an ironing board and iron available for use and there now a new launderette and shop on campus within the Accommodation area (Block 7).

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 7 minutes, being able to participate in all the social activities, being able to use the campus sports facilities, ability to work on the coursework projects together etc. (yes this is one evening when you will need to work in teams on a project) are just a few of the advantages of staying on campus.

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 two sports evenings (6-8pm) which were a great success last year, where you can play competitive 5-a-side football, volley ball, badminton, basket ball, table tennis, etc. against each other. Plus the new health suite includes saunas, plunge pool and hot tub – fitness suite included and hopefully apart from the extra court fees for individual squash/badminton etc. all this should be available for £10 membership for the whole period you are here! (even if you arrive a day or two earlier or stay a few days later – this is really fantastic value). There are outside jogging tracks and other outside courts available.

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 many 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 to 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&aged=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 for this dinner 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](mailto:rp.morley@ulster.ac.uk) - any other questions that then need to be answered will be added to this page if relevant