



Call for Applications

ASEF Journalists' Workshop

Asia-Europe Media Connectivity: Collaborating on Digital Journalism 4-7 October 2016, Madrid (Spain)

Annex 2

Conditions of Subsidy

Travel

Participants must be citizens of an ASEM member country.

Travel involves economy airfare, expenses related to visa procurement, airport transfers only to and from Madrid airport to the conference hotel.

Travel subsidy is capped at the following amounts depending on the participant's travel origin. Any amount over this cap must be borne by the participant.

- From Asia: up to **SGD \$2,300.00**
- From Australia and New Zealand: up to **SGD \$2,600.00**
- From Europe and Russia: up to **SGD \$1,000.00**

Please retain all receipts and hard copy boarding passes. Travel expenses will be reimbursed only after the complete financial requirements have been accepted after the conference.

Accommodation

Accommodation arrangements will be made directly by the organisers. All participants will be accommodated on a single room basis only. Any upgrade to doubles or suites will be borne by the participant.

Accommodation subsidy will involve strictly room cost only and related taxes. All miscellaneous expenses, such as but not limited to, laundry, phone calls, room service, business center use, etc. will be borne by the participant.

Meals

All conference meals listed in the Programme will be provided by the organisers.

All other meals not in the Programme will be borne by the participants.

