

#ASEFJS12

12th ASEF Journalists' Seminar



MEDIA TRUST & INFORMATION IN THE DIGITAL AGE

13-14 DECEMBER 2019

MADRID, SPAIN

CONDITIONS OF SUBSIDY

Travel

Participants must be citizens of an [ASEM Partner country](#).

Subsidies will be given in the form of reimbursement.

Please retain all receipts, invoices, payment confirmations and hard copy boarding passes.

The travel subsidy includes:

- economy airfare and/or train tickets
- travel insurance
- expenses related to visa procurement
- airport transfers between the port of arrival and the conference hotel

Subsidies are capped at the following amounts depending on the participant's travel origin. Any amount over the cap must be borne by the participant.

- Participants from Asia, Australia, New Zealand & Russia: **up to SGD 2,500**
- Participants from Europe: **up to SGD 1,000**

The subsidy will be given only after the complete financial requirements have been met after the event.

A request for reimbursement of the above costs must be submitted latest 2 weeks after the event. ASEF endeavours to process all requests within 4 weeks of receiving complete documentation.

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Accommodation

Each participant will be provided with 3 nights of accommodation at the conference hotel (check-in 12 December, check-out 15 December).

Accommodation arrangements will be made directly by the organisers. All participants will be accommodated on a single room basis only. Any room upgrades will be borne by the participant.

Accommodation subsidy will involve strictly room cost including breakfast 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.

Note: participants covering and accredited for the 14th ASEM Foreign Ministers' Meeting (ASEMFMM14) on 15-16 December will need to cover their own accommodation and expenses by themselves.

Meals

All meals during the Programme (13-14 December) will be provided by the organisers.

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

CONDITIONS OF SUBSIDY AS IN 15TH AUGUST 2019.

ASEF reserves the right, at its discretion, to change, modify, add, or remove portions of these Conditions at any time by posting the amended Conditions.

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