

## Regional workshop on sharing environmental information effectively

### Meeting venue:

European Environment Agency , Kongens Nytorv 6 – 1050 Copenhagen K - DK

Auditoria Room starting at 9.30 on Wednesday 27<sup>th</sup> June 2018.

**Please note that, for security reasons, you will be asked to show your passport or personal ID at the EEA reception every time you get in.**

### How to reach the EEA:

From the airport you can reach the EEA either with the bus, with the metro or by taxi.

Costs of local transports are covered by the per-diem.

By Metro:

The Metro station in the airport is located at the very end of Terminal 3. Once exiting baggage reclaim just walk straight ahead, up the escalators, or take the elevator up to level 1 by following the Metro signs. Take the train direction Vanløse (M2, yellow line) and get out at the stop Kongens Nytorv.



Tickets for the Metro are available at the Metro station and at the ticket sales counter in Terminal 3. You need a **3-zone ticket to Kongens Nytorv** (ticket price is 36 DKK ~ 4.83 EUR). Please note that the ticket machines do not accept notes, only coins and cards such as the Dankort, VISA, etc. For a detailed trip plan you can use <http://www.rejseplanen.dk/bin/query.exe/en>



**REIMBURSEMENT:**

Please be reminded that you must submit the following documents in pdf format to

[eni-seis2@eea.europa.eu](mailto:eni-seis2@eea.europa.eu):

- ✓ **Application form for reimbursement of expenses**
- ✓ **Legal Entity form**
- ✓ **Financial Identity form**
- ✓ **A scanned copy of original receipts** that you would like to claim as a cost. Please be reminded that the daily allowance is a flat rate covering all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, car on ferry, etc.), as well as travel and accident insurance.

All the forms can be found on the web page of the event:

<https://eni-seis.eionet.europa.eu/east/areas-of-work/communication/events/project-related-events/regional-workshop-on-communication-to-support-environmental-policy>

