

HOOP Cities and Policy Conference

4-5 June 2024

European Committee of the Regions
Brussels, Belgium

What is the HOOP cities and policy conference?

HOOP will host its **Cities and Policy conference on 4 and 5 June, in Brussels, at the European Committee of the Regions**. The aim is to discuss and learn about implementing innovative circular bioeconomy solutions.

The event is divided into 2 days:

4 June 2024 - Policy Conference: Cities and regions will be invited to voice their concerns and challenges to EU institutions and federations. Through testimonies of local players and panel discussions, participants will learn about the most significant economic and legal barriers and drivers for the success of a bio-circular project.

5 June 2024 – City Conference: HOOP cities and regions, both Lighthouses and HOOP members, will present their achievements in terms of circular bioeconomy. Furthermore, participants will be engaged in break-out sessions to learn and discuss on technologies, circular business models, investments and fundings, public procurement for innovation and stakeholders' engagement strategies.

Both days will be a great opportunity of networking among cities, regions, and local companies involved in planning, organising, or operating municipal waste management or wastewater treatment.

[Check the full agenda](#)

The HOOP Conference is open to all the interested organisations but a certain number of seats is reserved for the Members of the HOOP Network of Cities and Regions. **Besides, the HOOP Project can cover travel and accommodation costs for one person attending the conference per**

organisation belonging to the HOOP Network. Details on how to proceed is presented in this guide, along with all the other practical information.

All the practical and logistic information are provided in this document:

- [Venue and logistic information](#)
- [Accommodation](#)
- [Transportation](#)
- [Subsistence](#)
- [Reimbursement process](#)

If you have specific requests and questions, do not hesitate to contact ACR+.

Serena Lisai : sli@acrplus.org

Jean-Benoît Bel : jbb@acrplus.org

Venue and Logistic information

The event will be held at the European Committee of the Regions, in Brussels, located here: [Batiment Jacques Delors, Rue Belliard 99/101, 1040 Bruxelles](#)

The event will be organised in the **room JDE 51**. To enter the building, you will have to go through a security check and show your ID card. For this reason, only registered people will be able to access the event. Please, if you haven't done it yet, [register here](#) and provide the details of your ID card.

The location of the event is very well connected through:

- *Metro: You can find the station Shuman (Figure 1) or Maelbeek (Figure 2) at less than 10 minutes walking. There both metro 5 and 1 are stopping.*
- *Train: the Shuman train station is at only 5 minutes walking. You can reach the station from the Brussels-Zaventem airport.*
- *Bus: several bus lines are stopping very close to the venue. You can check [here](#) which is the best way to arrive by using public transport.*

The hotel that the HOOP project had booked for you is located only 7 minutes walking from the venue. Check the next chapter of this guide to have more information about the accommodation.

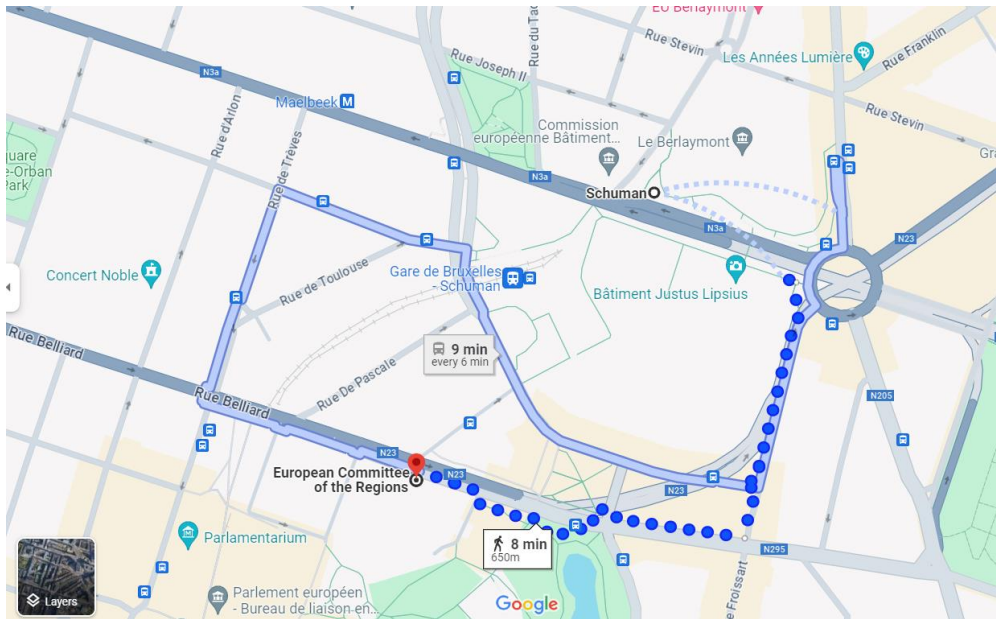


Figure 1. Path from Schuman to the venue

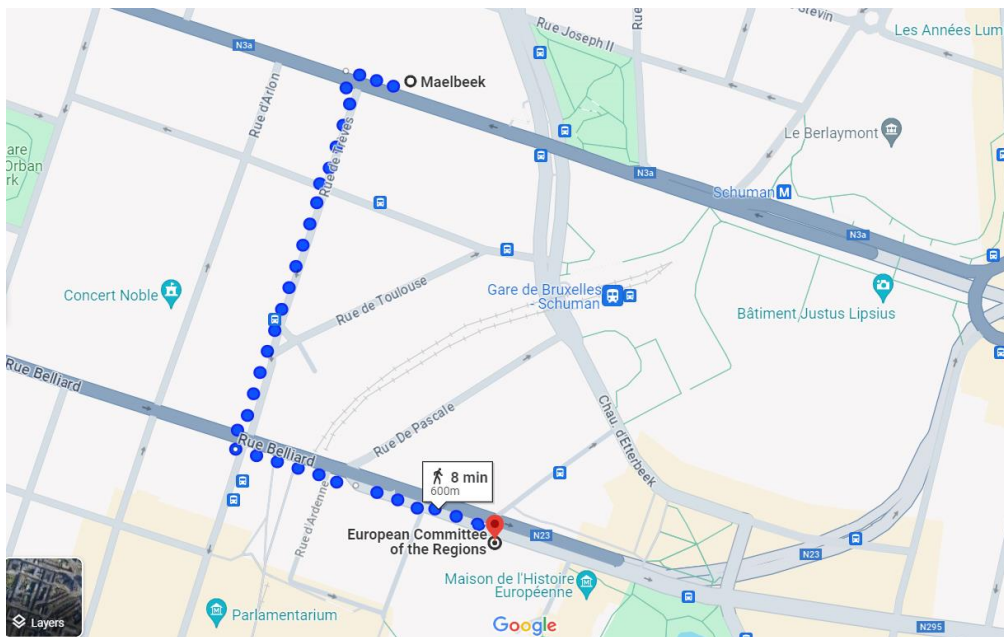


Figure 2. Path from Maelbeek to the venue

Accommodation

The project covers the costs of your accommodation for one person per member organisation. This means that, if you are planning to join the event with more colleagues representing your organisation, member of the HOOP Network, the project will cover the travel costs of only one person. The hotel room will be booked by ACR+ covering 3 nights (3rd, 4th and 5th June). Breakfast will be included.

You will stay at the **Thon Hotel Eu**, located in Rue de la Loi 75, 1040 Brussels:

<https://maps.app.goo.gl/ITPxiegWHTyMYwz3A>

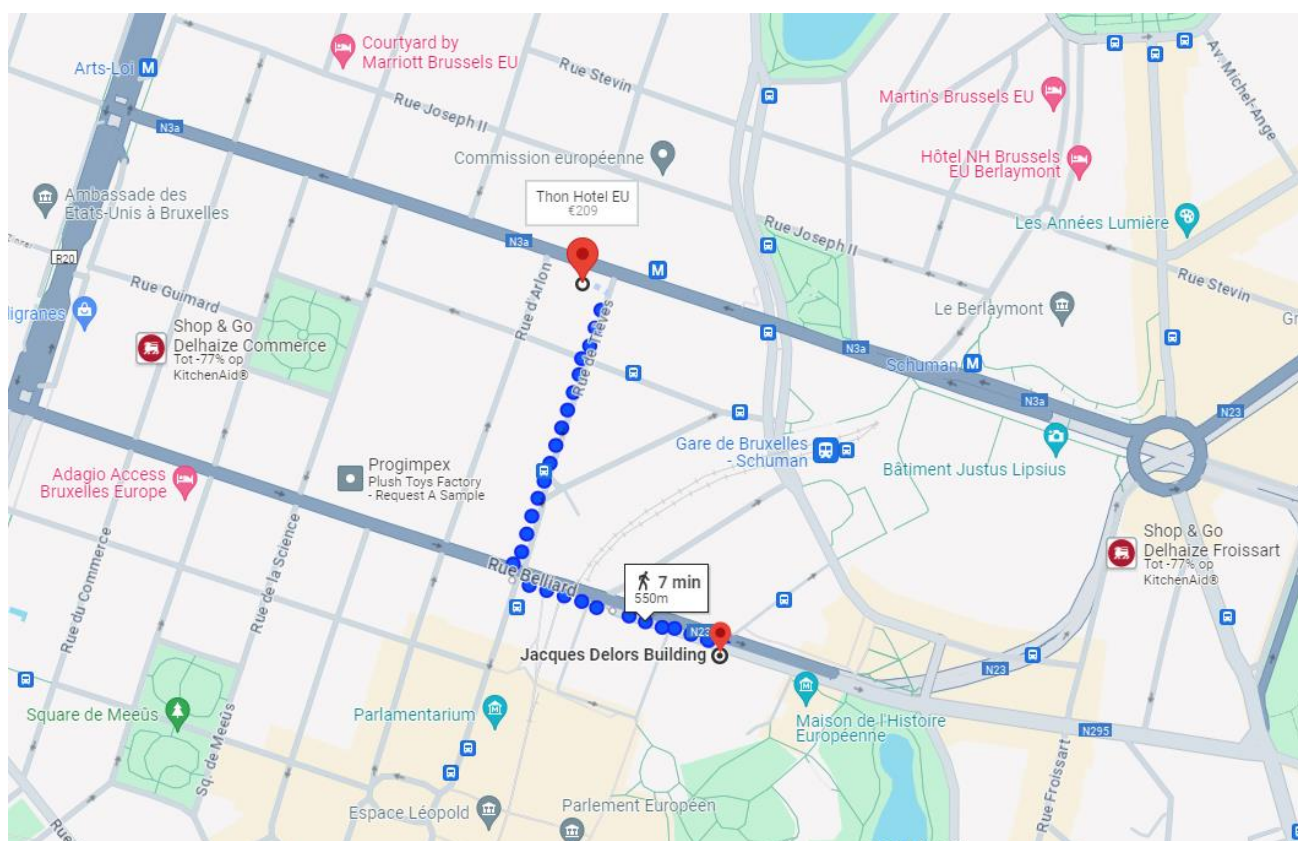


Figure 3. Path from the hotel to the venue

If you are representing a member of the HOOP Network of Cities and Regions, once you register for the event, we'll immediately book the room for you. You will also receive an email some weeks

before the event to confirm your details. If you change your plans and you decide to don't join the event, please, send us an email as soon as possible.

We will reserve for you:

- *A Classic Room (20 m²) with a queen size bed and a private en suite bathroom with shower.*
- *3 nights will be covered by the project.*
- *Check-in from 12:00 CET on 3rd June*
- *Check-out until 13:00 CET on 6th June*
- *Breakfast buffet is included.*

If you want to book additional nights, you will need to proceed autonomously with the booking. You can contact the Thon hotel or search for a different option in Brussels.

If you decide to stay in a different hotel/accommodation, please, inform us as soon as possible. Please, consider that we will not cover the cost of nights in another accommodation.

Transportation

The project covers the costs of your transportation for one person per member organisation. To facilitate the process and to be sure that you can select the best travel option for you, you will have to book your tickets and then ACR+ will reimburse you. The project covers the travel costs (flight, train, bus, taxi if needed) from your country to Brussels and from Brussels to your country.

To get the reimbursement, you will have to follow the procedure described in the last chapter.

Before booking, please, keep these simple general rules in mind:

- *the project does not cover business class tickets.*
- *if possible, prefer trains over airplanes.*
- *prefer public transport over taxis when possible.*

We recommend you arrange your travel in the days just before and just after the event, for instance arriving on 3rd June in Brussels and leaving on 6th June. Avoid requesting a reimbursement for tickets related to weeks before or after the event. Nevertheless, we will be flexible considering that there may be no daily direct connections from and to your country or this may be an opportunity for you to arrange other meetings with Brussels-based organisations. Try to keep a reasonable price, considering HOOP uses public European funds.

If you have any doubts, feel free to contact us before booking your tickets.

Subsistence

The project covers the cost of the lunch organised on 5th June at the European Committee of the Regions for all the participants to the event.

We will reimburse other costs for one person per member organisation for all the additional meals. To get the reimbursement, you will need to follow the procedure described in the last chapter of these instructions.

As for the transportation, we ask to keep the price reasonable avoiding Michelin stars restaurants.

Reimbursement process

As mentioned above, the HOOP project can cover travel costs for one person per organisation. In order to be able to ask for the reimbursement, you need to:

- [Register for the HOOP Network of Cities and Regions](#) and be accepted (by receiving a confirmation email)
- [Register for the HOOP Cities and Policy Conference](#) (registrations will close on 24 May)
- Attend the HOOP Cities and Policy Conference (at least one day)

While the hotel will be directly booked and paid by the project, you will have to cover some expenses related to the transport and, partly, to the subsistence and ask for a reimbursement after the event. Considering that the expenses need to be eligible for EU funding, please keep them reasonable. We can only cover costs incurred by your attendance to the conference, meaning that any extra nights or meals that are not necessary for the attendance of the conferences cannot be covered.

To request reimbursement, you will have to fill [this form](#) after the event.

The form must refer to the costs encountered by one person representing a member of the HOOP Network. Any requests coming from external participants will not be considered.

Please, send your request of reimbursement after the event, all in once, when you will have a clear idea of all the costs you encountered during your participation in the event. Avoid sending many requests since this will extend the time we'll need to process them. Within the same form, you will be able to add all the costs.

In the first part of the form, you have to indicate general information:

- **First name**
- **Last name**
- **Organisation:** referring to the HOOP member you represent (for example: municipality of XX)
- **Email address:** we will use it to contact you if we need further information
- **IBAN Account Holder**
- **IBAN** of the bank account where you want to receive the reimbursement

In the second part of the form, you have to include, one by one, all the costs you would like to be reimbursed. It's important to follow the instructions provided in the previous chapters. For each cost, you have to indicate:

- **Date of the payment**
- **Description of the cost:** for example, if it's related to the flight ticket, include "Flight ticket from XX to Brussels"; if it's related to a dinner, include "Dinner".
- **Nature:** select "Transport" if the cost refers to a flight ticket, or to a train, a bus or a taxi; select "Subsistence" if the cost refers to a meal.
- **Currency:** select from the list the currency on which your payment was done. Please, be sure that the currency is the same as written in the justification document (see below).
- **Amount:** include only the number of the amount you paid (for example, if you paid 20€, select EUR from the Currency field and write 20 in the Amount field).
- **Upload Justification document:** upload every document proving that you encountered that cost. For example, if the cost refers to a flight ticket, include the confirmation email where the amount you paid is screened and the boarding pass; if it refers to the dinner, upload the scan of the receipt from the restaurant; if it refers to the train ticket, include the scan of the ticket. It's important that the justification documents confirm the date and the amount you included in the form.

You can click in the icon '+' to add more costs.

Once included all the costs you would like to be reimbursed with the related justification documents, check the box where you confirm that the information is correct.

Finally click on Submit.

You will receive a confirmation email summarising your request.

You will receive the reimbursement after the event, within 4 weeks.