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ERASMUS INTENSIVE PROGRAMME

HIPOLIN 2014 / 30 June- 11 July 2014

“An Introduction to high power light-matter interactions”

Teachers' Mobility



Dear all,

Thank you for your participation in HIPOLIN 2014 Erasmus IP, which will be held at the “House of Culture” in Rethymno, Crete, from 30th of June until 11th of July 2014.

The programme covers travel expenses, accommodation and subsistence cost for teachers participating in the IP, provided they are registered as members of the teaching staff in one of the Partner Institutions of the Project¹.

Travel arrangements and travel expenses.

Your destination is Greece / Crete Island / Rethymno.

Flight booking and travel arrangements is a responsibility of the participants.

You can travel to Rethymno by choosing one of the many flights, which are scheduled daily to Chania or Heraklion. The duration of the flight from Athens is 40 minutes. The distance from the airports of Chania or Heraklion to Rethymno is respectively 60km and 75km. For your transportation from Heraklion/Chania to Rethymno you may use the public transportation service. Buses (KTEL) run on a daily basis (<http://www.bus-service-crete-kTEL.com>).

Regarding **flight booking**, please take into consideration that **air travel costs higher than an economy class fare are not allowed**. The prices of the tickets must be reasonable and realistic. **Participants are required to always use the cheapest means of travel. Special fares must be used as far as possible.**

¹ Czech Technical University in Prague (Czech Republic), Ecole Polytechnique (France), University of Bordeaux 1 (France), University of York (United Kingdom), Imperial College London (United Kingdom), Queen's University of Belfast (United Kingdom), University of Bern (Switzerland), University of Milano - Bicocca (Italy), Sapienza University of Rome (Italy), Military University of Technology -Warsaw (Poland), Technical University of Madrid (Spain), Democritus University of Thrace (Greece), University of Ioannina (Greece)

(Teachers from TEI of Crete and Technical University of Crete (Greece) are participating without refunding.)



The programme refunds 75% of teachers' total travel expenses, up to the max amount of the travel cost ceilings mentioned below (travel expenses above this limits will not be refunded).

Institution	Travel cost Ceiling
1. University of Ioannina (Greece) 2. Democritus University of Thrace (Greece) 3. Ecole Polytechnique (France) 4. University of Milano - Bicocca (Italy) 5. Sapienza University of Rome (Italy) 6. Imperial College London (United Kingdom)	400€ (max refundable amount 75% of travel cost equal to 300€)
1. University of York (United Kingdom) 2. Queen's University of Belfast (United Kingdom) 3. University of Bern (Switzerland) 4. Technical University of Madrid (Spain)	500€ (max refundable amount 75% of travel cost equal to 375€)
1. Czech Technical University in Prague (Czech Republic) 2. Military University of Technology (Poland) 3. University of Bordeaux 1 (France)	600€ (max refundable amount 75% of travel cost equal to 450€)

The rest 25% may be refunded by the participating institutions (as for most EU programmes).

It is strongly recommended to provide written evidence of your travel expenses. Otherwise, it will be impossible for us to refund the amount you are entitled to. Please keep and give to our administration original travel agencies receipts, e-tickets confirmation printouts, flight coupons, boarding cards and any other receipts showing your actual travel costs, along with a copy of Passport or ID.

This procedure includes also your travel back home. Thus all the participants should send back to us (25th of July the latest) tickets coupons and boarding cards of return flights and any other travel receipts in the address mentioned in section "Refunding".

Subsistence and accommodation cost

The programme covers subsistence and accommodation expenses for teachers participating in the project and gives a daily allowance of 144 € for a full day (which includes an overnight stay). This amount covers accommodation, meals and all local travel costs of the invited teacher. For days without an overnight stay this allowance has a pro rata reduction for accommodation.

One teacher per partner Institution may lecture at the IP. If a partner institution is not represented by a lecturer, then it is possible for another partner to increase the number of lecturers.



In the context of Erasmus rules, the daily allowance should be also justified by the number of lectures. The max refundable amount for a teacher who gives one lecture cannot exceed 432euro, corresponding to a period of staying of 3 days.

(Participating teachers may extend their staying if they wish, but the refundable amount cannot exceed the above mentioned ceiling)

Regarding accommodation arrangements, we have the ability to make hotel reservations for you in the hotels mentioned below (*special prices only for the teachers of the IP*). Of course, you may also find a hotel of your choice.

IDEON Hotel

Location: Sq. Nikolaou Plastira 10, 74100 Rethymno Crete Greece
Tel.: +30 28310 28667-9, Fax: +30 28310 28670, E-mail: info@hotelideon.gr
Website: <http://www.hotelideon.gr>

- Single room, 50,00 € (breakfast included in the price).
- Double room, 66,00 € (breakfast included in the price).

MINOS Hotel

Location: 5 Machiton Scholis Chorofylakis Str., 74100 Rethymno, Crete - Greece
Tel.: +30 28310 53921-4, Fax: +30 28310 23544, e-mail: info@minos.gr
Website: <http://www.minos.gr/>

- Single room, 60,00 € (breakfast included in the price).
- Double room, 80,00 € (breakfast included in the price).

KYMA BEACH Hotel

Location: Agnostou Stratioti sqr., 74100 Rethymnon, Crete - Greece
Tel. (+30) 28310 55503-4, email: kymabeach@ok-rethymno.gr
Website: <http://www.ok-rethymno.gr/gr/kyma-beach-hotel-crete.aspx>

- Single room, Pool View, 76,00 € (breakfast included in the price)
- Standard Room, Twin Front Sea View, 117,00 € (breakfast included in the price)
- Superior room, Twin Front Sea View, 138,00 € (breakfast included in the price)

KRITI BEACH hotel

Location: 18 A. Papanastasiou Str., 74100 Rethymnon, CRETE - Greece.
TEL. (+30) 28310 27401, Fax: 28310 22353, email: kritibeach@ok-rethymno.gr
Website: <http://www.ok-rethymno.gr/kriti-beach-hotel-crete.aspx>

- Single room, Back View, 119,00 € (breakfast included in the price).
- Superior Room, Twin Front Back View, 132,00 € (breakfast included in the price).
- Superior room, Twin Front Sea View, 158,00 € (breakfast included in the price).



Please take into consideration that each teacher will directly pay the hotel and we will reimburse the amount he/she is entitled to after the end of the project (along with the reimbursement of travel expenses).

After arranging all the details of your travel, please let us know (by email) if you want us to proceed with accommodation arrangements (deadline for hotel reservations 25 of May).

Refunding

Reimbursements will be done after the end of the course and not before we receive the original travel receipts of each participant (including the receipts of the trip back home: return flights coupons, boarding cards e.t.c.).

You are kindly requested to send these receipts back to us by the 25th of July (the latest) to the address given below, in order to speed up the reimbursement procedure and avoid payment problems.

For sending the documents by post the address is:	For sending the documents, by a courier company the address is:
<i>T.E.I. OF CRETE P.O. Box 89, KDS Chania 10, Anapavseos St, 73135 Chania, Crete, Greece Attention to: Mrs Calliope Tsitou</i>	<i>T.E.I. OF CRETE 3 Romanou St, Chalepa-73133 Chania, Crete, Greece Attention to: Mrs Calliope Tsitou tel: +30 2821023038</i>

All the receipts must be retained in our financial services to satisfy Auditing requirements. Copies will be returned to each participant upon request.

Payments will be done by wire transfer, and will be deposited into your bank account. So, please send us by e-mail your full **bank account details**:

- ✓ Name of the bank
- ✓ Name of the Bank account holder
- ✓ Bank account number
- ✓ IBAN code
- ✓ Swift code

Should you have any further questions, don't hesitate to contact us at:
dimvasi@chania.teicrete.gr for Dr Vasilios Dimitriou (tel: +302821019)
ptsitou@chania.teicrete.gr for Mrs Calliope Tsitou (tel: +30 2821023038)

PS - More details can be found in: <http://nipolin.chania.teicrete.gr>

Best regards
Mrs Calliope Tsitou
IP Course Administrator