

## SPONSORSHIP PROGRAMME

### 19<sup>th</sup> International Meeting of National Mine Action Directors and UN Advisors

#### GENERAL

A limited sponsorship programme is available to support the participation of National Directors.

Applicants must submit requests before 15 December 2015 to the sponsorship programme administration: GICHD Conference Department, [conferences@gichd.org](mailto:conferences@gichd.org). No application after this date will be considered.

All applicants will be notified by email of the result of their application as soon as possible, no later than 15 January 2016.

#### CRITERIAS

IACG-MA and the GICHD provide sponsorship to a National Director from mine-affected and low-income countries provided that he/she is not supported by the Government or the United Nations. If the National Director cannot participate, the sponsorship can be provided to his/her replacement.

Only one person per country can be sponsored.

The GICHD encourages gender and diversity equality to the extent deemed possible.

#### SPONSORSHIP RULES AND COSTS COVERED

Sponsored participants are entitled to have an economy flight ticket between their country of residence and Geneva paid for, as well as a *per diem* allowance and accommodation at a hotel chosen by the GICHD.

##### Transport

The Sponsorship Programme Administrator will issue a return ticket for the most direct and economical route between the Participant's country of residence and Geneva.

On an exceptional basis and upon the GICHD's approval, the ticket can be purchased by the participant. The GICHD will reimburse the cost of an economy class airline ticket upon presentation of the original receipt. The amount of reimbursement will be limited to the cost of travel as computed by the GICHD, therefore it is important that the participant communicates the price of the plane ticket in advance. **There will be no reimbursement to participants unless prior written authority has been given.**

Participants are responsible for any costs resulting from any changes made after the ticket has been bought (including any additional stopovers).

Should the participant be unable to travel, he/she is requested to contact the GICHD office immediately and to cancel the ticket with the airline.

Local transport such as internal flight tickets or taxi fees to the airport in the country of residence and local transport in Geneva such as taxi from the airport to the hotel is not provided.

### **Hotel accommodation**

The Sponsorship Programme Administrator will arrange hotel accommodation at preferential rates. Accommodation will be provided from the night before the start of the meeting until the last day of the meeting, unless other arrangements have been agreed upon. Should the participant choose alternative accommodation, the costs will not be reimbursed by the GICHD.

Accommodation will include a standard room, breakfast and taxes. Please note that any additional expenditure accrued has to be paid directly to the hotel by each individual delegate (ie telephone, hotel bar, business centre, room service, laundry, etc).

It is the responsibility of each participant to inform the Coordinator of the Sponsorship Programme immediately of any delay in their arrival in order to avoid "no shows" at the hotel. Should the participant fail to inform the sponsorship administrator of any changes in his travel plans in a timely manner, he/she will be responsible for any extra accommodation costs.

### **Per diem**

Each sponsored delegate will receive a *per diem* from the first day of arrival for the duration of the meeting. The *per diem* is intended to cover all meals that are not otherwise provided.

Delegates should contact the Sponsorship Programme Administrator on the first day of the meeting to collect their *per diems*.

### **Visa issues**

It is the responsibility of each sponsored participant to obtain all necessary entry and/or transit visas required for travel well in advance of the meeting. The sponsorship programme does not cover any costs for visa issue.

The participant may obtain relevant visa information through the appropriate embassy or institution before confirming his/her visit. The GICHD will not accept responsibility for any additional costs incurred due to visa problems (including changes of itinerary).

For more information about visa application to Switzerland, please consult the registration web-page.

Upon request, the GICHD can provide a letter in support of a participant's visa application. To obtain such support, the participant must provide the Sponsorship Programme Administrator with a copy of his passport.

### **Medical coverage**

The Sponsorship Programme does not provide cover for delegates' medical costs. The participant is advised to arrange personal medical insurance to cover the travel and stay in Switzerland.

### **CONTACT:**

#### **GICHD Conference Department**

**Geneva International Centre for Humanitarian Demining (GICHD)**

**Tel.: + 41 22 730 93 05 Mobile: +41 79 687 22 60 Fax: + 41 22 730 93 62**

**E-mail: [conferences\(at\)gichd.org](mailto:conferences(at)gichd.org)**