

BOOKING & REIMBURSEMENT CONDITIONS



**08-09 MAY
2020**

**MHE ANNUAL GENERAL ASSEMBLY
BRUSSELS, BELGIUM**

About 2020 Annual Meeting & Capacity-building Event

This year MHE's annual meeting and capacity building seminar will take place on **08 and 09 May 2020** in **Brussels, Belgium**.

The meetings will take place at the **Federal Public Service - Health, Food Chain Safety and Environment** (Place Victor Horta 40, 1060 Saint-Gilles) and at the **Pullman Hotel** (Place Victor Horta 1, 1060 Saint-Gilles).

Draft Agenda

Thursday, 7 May 2020

Participants arrive/travel

Accommodation for sponsored participants will be booked at Pullman Hotel (Place Victor Horta 1, 1060 Saint-Gilles)

12:00-15:30 MHE Task force and Committee meetings (open to Task forces and Committee members only)
Venue: Pullman Hotel (Place Victor Horta 1, 1060 Saint-Gilles)

16:00-19:00 Board meeting (open to Board members only)
Venue: MHE Office (rue de la Presse 4, 1000, Brussels)

16:00 Sightseeing activity for interested participants, followed by dinner / Free time
Sightseeing options will be offered during online registration

Friday, 8 May 2020

09:30-13:30 High-level seminar "The future of mental health, rights, and recovery in Europe"
Venue: Federal Public Service - Health, Food Chain Safety and Environment (Place Victor Horta 40, 1060 Saint-Gilles)

14:30 -17:30 Capacity-building seminar
Federal Public Service - Health, Food Chain Safety and Environment (Place Victor Horta 40, 1060 Saint-Gilles)

18:30 – 21:30 Anniversary reception
Venue: Pullman Hotel (Place Victor Horta 1, 1060 Saint-Gilles)

Saturday, 9 May 2020

08:30-12:30 Annual General Assembly
Venue: Pullman Hotel (Place Victor Horta 1, 1060 Saint-Gilles)

Lunch & Goodbye

Confirming your participation

IF YOU CANNOT ATTEND THE GENERAL ASSEMBLY, PLEASE PROCEED ON TO THE REGISTRATION FORM AND CONFIRM THIS TO US ANYWAY. Due to a vote on the change in Statutes, we have a high quorum to attain. If you cannot be present, we will get back to you with a proxy form so that another MHE member can vote on your behalf.

Registration

Please register to confirm your participation at your earliest convenience [via this link](#), but **no later than 01 March 2020**. Please note that only members who have settled their membership fees in 2019 will be able to attend. **PLEASE DO NOT BOOK YOUR TRIP UNTIL YOUR REGISTRATION HAS BEEN CONFIRMED.** We would need to check your membership fee status first before confirming your attendance. Confirmation of reimbursements will be done by **06 March 2020**.

Once your reimbursement has been approved, participants are responsible for booking their own travel and are requested to use the most economic means of transport and to book the most favourable tickets available.

Booking and reimbursement

Please read below carefully the rules explaining details for funding of your accommodation and travel.

Accommodation

- Participants should ideally arrive in Brussels on the **07th May** due to an early start the following day.
- MHE will book up to **two nights** of accommodation (nights of the 07th and 08th May). We will book and pay (if you are confirmed for reimbursement) your accommodation directly, based on the details specified in your registration form.
- If you need accommodation for **additional night(s)**, please contact assistant@mhe-sme.org before booking your flights to arrange these additional costs with MHE in advance.
- If the number of hotel nights you need **has changed** since you first registered, please make sure you inform us immediately so that we make the correct reservations for you.
- Please let us know about the changes **before Monday, 20 April the latest**. After this date, the cancellation fee will be deducted from your expenses claim form or invoiced directly to you.
- Breakfasts will be included in the cost of your accommodation. Lunches will be provided both on 08 and 09 May. A cocktail style dinner will be provided on 08 May. Dinner on 07 May will be reimbursed **up to €25**.

Travel

- MHE will reimburse travel costs for **up to €250 per member** if the reimbursement has been agreed.
- Please note that you will be requested to use the **most economic** means of transport and to book the most favourable tickets available.
- Only **public transport** fares (bus, tram, metro) will be refunded. Taxi fares will be refunded only in exceptional circumstances and if approved by MHE Secretariat in advance.
- If your travel costs **exceed €250** and you cannot cover for the difference, please contact assistant@mhe-sme.org before booking your trip.

Reimbursement

- All MHE members are welcome to this event. However, reimbursement is **limited**, and priority will be given to MHE full and supporting member organisations, while trying to apply a solidarity approach that supports those members that are most in need.
- Registration must go through the MHE Office and reimbursement will be provided for **one representative** per member organisation only.
- Even if reimbursement is agreed, only those who have their **2020 fees** in order by **Monday, 20 April** will receive reimbursement of expenses.
- We suggest that you **check the flights** before filling in the registration form.
- A reimbursement form will be shared with participants **just after** the event so you can claim your costs back.
- MHE will proceed with the reimbursement of costs upon receiving the originals of travel receipts **within 1 month** after the meeting (e.g. flight ticket + boarding passes, bus and train tickets, receipt of dinner on 7th May).
- If using **ticketless / online boarding passes**, please save a copy before they become inaccessible online. If your boarding pass is on your smartphone, please take a screenshot and send a copy of it with your reimbursement form.
- Reimbursement can only be done via **bank transfer**.

Agendas, background documents and practical information

You will receive the proposal for amending the Statutes by **9 March** at the latest. Detailed agendas will be shared with you in a follow-up email later in March. Further practical information and documentation will be sent to all registered participants in April.

Contact

If you have any questions, please contact assistant@mhe-sme.org. We thank you in advance for your cooperation!

Team MHE