

# 41st EuroQol Plenary 2024

17 - 20 September | Noordwijk, The Netherlands

## MEETING POLICY

When planning your participation in the meeting, please take account of the following:

### Participation (in-person and online)

Individuals eligible to attend the meeting are:

- **All EuroQol Members**
- **Non-Members** (First and presenting authors that have an abstract accepted for presentation)
- **Invited Guests**
- **EQ Office Team Members**

**Non-Members** that do not have an abstract accepted and would like to attend the plenary meeting, either in-person or online, can send a motivational letter to [Mandy van Reenen](#) via email **by 17 June 2024, 23.59 CEST**. Applicants will first be placed on a waiting list. Motivational letters will be reviewed after the registration deadline (17 June 2024). Note that participation approval will be given to those with the strongest –not necessarily earliest- overall motivational letter.

**\*\*\*the meeting conditions below apply to in-person attendees only\*\*\***

### Travel

**All EuroQol Members, Invited guests and EQ Office Team Members** will have their travel expenses paid for by EuroQol (“host”). They are requested to book and pay for their **regular economy air or train travel** in advance and claim reimbursement from the Foundation either before or after the meeting.. **Please note, open/flex and business tickets will NOT be reimbursed.**

**Non-Members** are expected to book and pay for their travel expenses.

**Travel Scholarship:** If funds are insufficient to cover flight costs, a Travel Scholarship at a max. of 1000 Euros per regular economy air or train travel can be requested via email to [Mandy van Reenen](#) **before 31 July 2024**. Travel Scholarship requests after this deadline will not be considered.

The possibility to apply for a Travel Scholarship is open to all, but grants will be awarded on a competitive basis. The requirement for a scholarship will be assessed, favouring requests from non-member lead authors of accepted posters, early career researchers, and from persons residing in lower or middle income countries. How well applicants describe their ambitions in the field, and how they link their current responsibilities or future career aspirations to the content of the plenary meeting programme will also be looked at. It will help to include a motivation when requesting for a Travel Scholarship.

**Important:** Reimbursement claims from the Foundation can be made either before or after the meeting and Travel Scholarships are not valid for multiple meetings and need to be applied for per edition.

### Transfers

With regard to the EuroQol Plenary 2024 in Noordwijk, EuroQol will arrange your transfer from Schiphol to the conference location, Grand Hotel Huis ter Duin and vice versa from 15-21 September.

You are also free to organise your own way of transportation (e.g. taxi, bus, metro or train). Please find more information on available transfer options here: <https://www.schiphol.nl/en/transportation-from-schiphol/>. Reimbursement for transfer expenses can be requested after the meeting.

# 41st EuroQol Plenary 2024

17 - 20 September | Noordwijk, The Netherlands

## Reimbursement Portal

Reimbursement for meeting expenses can be submitted here: <https://euroqol.org/research-at-euroqol/funding/reimbursementportal/>.

## Hotel

Accommodation in single occupancy rooms has been arranged at the [Grand Hotel Huis ter Duin](#) in Noordwijk, the Netherlands for ALL participants. Please note:

- An additional €46 per night for double room occupancy (including breakfast and city tax) will be charged by the hotel.
- Accommodation costs are covered by EuroQol for:

Meeting participant	Night
Member/Office Team	17/18/19 September
Non-member/Invited Guest	17/18 September

- EuroQol will be extending additional support for accommodation costs for the night of Sunday 15 September 2024, Monday 16 September 2024, Thursday 19 September and/or Friday 20 September 2024 based on the following conditions:
  - Participants attending scheduled meeting(s) directly adjacent to the EuroQol Plenary can request for a pre or post-night (breakfast and tax) by [email](#).
  - Participants taking advantage of cheaper flight options or better flight connections can request for a pre-and/or post-night (breakfast and tax) by [email](#) if the **regular flight/train ticket is 261 Euros cheaper**.
- Any participant who is a 'no-show' will be requested to reimburse EuroQol for the costs of their reserved room if the hotel is unable to re-allocate the room to another guest.
- All other expenses (e.g. minibar, telephone/internet, room service and expenses before and after the meeting) are not covered for any participant.

## Food & Beverage Service

Food & Beverage service during the meeting programme is arranged on the following dates:

Members / Office Team	Date	Non-members / Invited Guests	Date
Lunch	18/19/20 September	Lunch	18/19 September
Dinner	17/18 September	Dinner	17/18 September

### Note:

- F&B service is also arranged on days when participants attend meeting(s) directly adjacent to the EuroQol Plenary. Further communication on this will be sent to these participants separately.
- This F&B service does **not** include partners or accompanying persons.
- Dinner is not arranged for Thursday 19 September.

## Partners/Accompanying persons

- Costs of partners/accompanying persons (private) are not covered by the Foundation. These costs include breakfast, lunches and dinners.
- We can reserve a double room for a participant and partner/accompanying person. An additional €46 per night for double room occupancy (including breakfast and city tax) will be charged by the hotel. We regret that we are unable to reserve additional rooms for other accompanying persons. If you wish to book an additional room please contact us by [email](#). These additional costs will have to be paid during check-out.
- The attendance of partners/accompanying persons at social events is limited to the Wednesday evening event only at the Breakers Beach House. If partners/accompanying persons wish to join the dinner on Wednesday 18

# 41st EuroQol Plenary 2024

17 - 20 September | Noordwijk, The Netherlands

September, please indicate this on the registration form. Please note that there will be a partner fee payable in advance by direct bank transfer to the EuroQol Research Foundation. The partner fee will be €115. **We regret that we cannot accept cash, nor a change of plans during the meeting (e.g. a sudden request for partners to join the dinner).**

## Overview costs reimbursement

Please find below a brief overview of expenses that are either reimbursed by EuroQol or is at the account of the attendee.

	EuroQol Members	Non-Members (accepted abstract)	Non-Members with Travel Scholarship (accepted abstract)	Invited Guests / Speakers (invited by host)	EQ Office Team Members	Partners / accompanying persons
<b>Regular Economy Flight / Train ticket</b> ▶ (Open/flex and business tickets will NOT be reimbursed)	✓	✗	✓	✓	✓	✗
<b>Transport home country</b> (regular train ticket or gasoline costs for car)	✓	✗	✓	✓	✓	✗
<b>Accommodation</b> (arranged by host)	✓	✓	✓	✓	✓	✗
<b>Breakfast, lunch and dinner</b> ▶ (part of meeting programme, except for Thursday 19 September)	✓	✓	✓	✓	✓	✗
<b>Transfer airport to hotel</b> (arranged by attendee)	✓	✓	✓	✓	✓	✗
<b>Transfer hotel to airport</b> (arranged by host)	✓	✓	✓	✓	✓	✓