

Evaluation Summer School

Training on Theory Based (TBE) and Counterfactual Impact Evaluation (CIE)

Part 2: Practical implementation

Balatonfüred, Hungary, 23-25 May, 2018

Practical Information

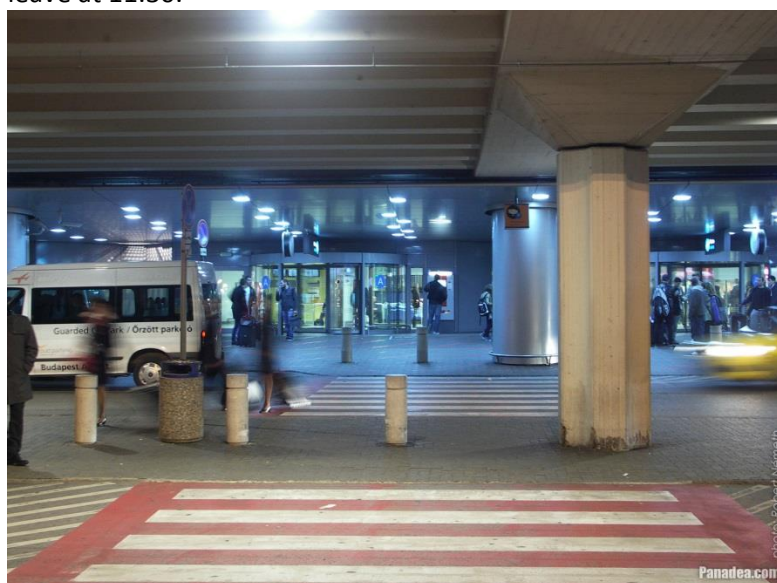
Programme	The training will start on Wednesday 23 May with registration and lunch at 13:30 and will finish on Friday 25 May at 17:00.
Language	The language of the training is English. There will be no interpretation available.
Fee	The training is free of charge.
Registration	<p>All participants are kindly requested to complete their online registration form as soon as possible and at the latest by Friday 20 April 2018.</p> <p>The registration form can be found here: https://ec.europa.eu/eusurvey/runner/training_tbe_cie_part2</p> <p>Please note that registration can be saved and resumed at a later time.</p>
Training venue	<p>Anna Grand Hotel Gyógy tér 1., Balatonfüred 8230, Hungary Tel. : +36 87 581 200 E-mail: reservation@annagrandhotel.hu URL : https://annagrandhotel.hu/en/</p>
Meals	<p>Lunch will be provided every day at the training venue. Should you have any dietary requirements (e.g. allergies, vegetarian), please make sure you specify this in the registration form.</p> <p>Dinner will be for individuals to arrange themselves except for the dinner on 24 May which will be hosted by the Hungarian Prime Minister's Office. The cost of dinner is covered by a fixed Daily Subsistence Allowance (DSA) of EUR 45.</p>
Travel arrangements	<p>Participants are requested to make their own travel arrangements to Budapest and back to their respective countries.</p> <p>As the venue is 130 km from Budapest and it takes approximately 2 hours to get there by bus, participants are advised to arrive on 22 May and leave on 26 May so that unforeseen travel difficulties do not endanger their timely arrival and departure. The accommodation of the extra nights of 22 and 25 May will be paid or reimbursed by Applica on behalf of the European Commission.</p>

Transportation to /from the venue

Transportation to and from the venue will be provided by buses/shuttles:

On 23 May, Wednesday:

- **Shuttle 1 will leave at 10:30 from the city centre**
Participants arriving on 22 May are advised to take this shuttle.
Meeting point: **20-22-Wesselényi utca, Budapest 1077** (in front of the headquarters of the Prime Minister's Office)
Meeting time: between 10:00 and 10:25. The bus will leave at 10:30 sharp.
- **Shuttle 2 will leave at 11:30 from the Liszt Ferenc International Airport**
Participants who prefer to arrive early on 23 May may take this shuttle.
If you take this option, it is advised to book a flight scheduled to arrive by 10:00 at the latest just in case there are delays. The shuttle will leave at 11:30 sharp and will not wait for anyone whose flight has been delayed.
Meeting point: **in front of the airport gates between Terminal A and Terminal B on the Arrivals level.** As buses are allowed to spend a maximum 10 minutes only in the bus waiting area of the airport, participants are requested to arrive there by 11:20 and board the bus quickly so that it can leave at 11:30.



On 25 May, Friday

- **Shuttle will leave at 17:00 from the hotel to the airport** for participants who wish to take a return flight on Friday. It takes approximately two and a half hours to get from the venue to the airport and Friday afternoons are rather busy both on the motorway and inside Budapest. Participants choosing this option are advised to book flights scheduled to depart at 20:30 or later. The organisers encourage participants to stay Friday night and to opt for a return home on Saturday afternoon or later.



On 26 May, Saturday

- **Shuttle will leave at 8:30 from the hotel to the airport and to the city centre** for participants whose flights leave on Saturday afternoon or evening and Hungarian participants returning to Budapest. It is recommended not to book flights leaving before 13:00.



Required information

In order that the transfers to and from the venue can be organised in the best way, it is essential that you provide your travel details ahead of the seminar. For this, please follow the link below as soon as you have completed the questionnaire and made your travel arrangements:

https://ec.europa.eu/eusurvey/runner/training_tbe_cie_part2_TRAVELPLANS

	<p>Please note that this is separate from the registration form. It is to be completed after you have registered and booked your main travel but no later than 27 April.</p>
<p>How to get to the venue</p> <p>From the airport: on Wednesday 23 May</p>  	<p>Should you not be able to take the shuttle please see below for the two options to get to the venue by train. However, please bear in mind both options take at least 3.5 hours.</p> <p>Option 1: Balatonarács railway station (this is closer to Anna Grand Hotel than Balatonfüred railway station in Option 2 below) At Liszt Ferenc Airport 2 take Bus 100E Your stop: Kálvin tér At Kálvin tér, take Metro line 4 direction Kelenföld vasútállomás Your stop: Kelenföld vasútállomás</p> <p>At railway station Kelenföld vasútállomás take a train to Balatonarács – you will need to change trains at Székesfehérvár – consult train timetable here: Timetable</p> <p>At station Balatonarács walk 850 meters along Táncsics Mihály utca or take a taxi to arrive at Anna Grand Hotel Google maps: https://goo.gl/maps/WhUc9B3CfYR2</p> <p>Option 2: Balatonfüred railway station At Liszt Ferenc Airport 2 take Bus 100E Your stop: Kálvin tér</p> <p>At Kálvin tér, take Metro line 4 direction Kelenföld vasútállomás Your stop: Kelenföld vasútállomás</p> <p>At railway station Kelenföld vasútállomás take a train to Balatonfüred - consult train timetable here: Timetable</p> <p>At station Balatonfüred take a taxi to arrive at Anna Grand Hotel Google maps: https://goo.gl/maps/ff1MByjYWdF2</p>
<p>Hotel reservations</p>	<p>Participants are to make their own accommodation arrangements including booking at the Anna Grand Hotel, Balatonfüred (the venue for the training) and at the hotel of their choice in Budapest should they arrive on 22 May.</p> <p>Accommodation at the Anna Grand Hotel for maximum 3 nights (23, 24, 25 May) will be paid directly by Applica on behalf of the European Commission. This will include breakfast, VAT and city tax. Please note that personal expenses such as in-room service, drinks or pay-tv will not be reimbursed. Participants are advised to book their accommodation at the Anna Grand Hotel quickly and not later than 23 April as described in Annex 1 (page 8) as rooms are subject to availability.</p> <p>For the night of 22 May, a list of recommended hotels in Budapest with prices of less than the Commission EUR 150 limit (including breakfast, VAT and city tax) is included in Annex 2 (page 9). These hotels are situated near the headquarters of the Prime Minister’s Office where the bus will leave on 23 May for the training venue. Payment for the night of 22 May is to be made directly by participants to the hotel on check-out. The hotel cost will be reimbursed by Applica on behalf of the European Commission up to EUR 150 per night (including breakfast, VAT and city tax). Please note that personal expenses such as in-room service, drinks or pay-tv will not be reimbursed. We advise to book the hotel in Budapest as soon as possible as no pre-preservation has been made by the meeting organisers and hotels in Budapest are in high demand around the dates of the seminar.</p> <p>Do not hesitate to contact the organisers should you need assistance in making arrangements.</p>
<p>Reimbursement</p>	<p>Hotel costs for the night of 22 May in Budapest will be reimbursed by Applica up to</p>

<p>of hotel costs and DSA</p>	<p>EUR 150 per night (breakfast, VAT, city tax included) after the training on receipt of a completed reimbursement form.</p> <p>A daily allowance of EUR 45 covering dinner and local expenses will also be paid by Applica after the training for each overnight stay between 22 and 26 March.</p> <p>In order to obtain your reimbursement, please fill in the reimbursement form at the end of this note and send it by email with a copy of your hotel invoice (if applicable) within thirty calendar days of the end of the training to: Gisele Uwayezu – Applica (eventsecretariat@applica.be)</p>
<p>Transportation from/to the airport to/from Budapest</p>	<p>Liszt Ferenc International Airport is situated 21 km southeast of Budapest with fairly rapid access (of 30 minutes) to the city centre (Deák tér) by the express airport shuttle (Minibud), or by metro or taxi.</p> <p>Airport shuttle</p> <p>MiniBud shuttle services can be ordered via internet or at the airport at the Customer service and sales points on Terminal 2A and 2B arrival level. The price of a single journey costs approximately EUR 7 between the airport and the nearby districts, and the fee varies according to the distance between the address and the airport. The fee may be more favourable if you book for more than one person and for a return journey. Before booking please enquire at the Customer service desk about the price of the shuttle service to your destination. For more information and booking please see Airport minibud.</p> <p>Public transport - buses</p> <p>Bus 100 E, a direct bud line, connects the airport with the city centre, Deák tér. It leaves from Deák tér every thirty minutes from 04:00 to 23:30. The first bus leaves from the airport each morning at 05:00, and the last one at 0:30. Bus 100E stops at the BKK bus stop at the airport between the two terminals on the arrival level.</p> <p>On the way to the city centre passengers may also get off the bus at Kálvin tér and at Astoria before Deák tér. Bus 100E going to the airport only stops at Kálvin tér, but the first two in the morning will also stop at the Astoria M bus stop.</p> <p>A special ticket must be purchased for bus 100E for HUF 900 – other tickets or season tickets are not valid for this service.</p> <p>(Tickets for public transportation priced 350 HUF (just over EUR 1) are available at the airport from BKK at its customer service points, from the post office, the newsagents (Relay) and from ticket machines at the bus stop. It is also possible to purchase a ticket from the bus driver for 450 HUF.)</p> <p>For information about Budapest transport tickets and cards please visit the link https://bkk.hu/en/tickets-and-passes/prices/</p> <p>Taxi</p> <p>Főtaxi is the official taxi company at the airport. Reservations can be made in person at the Főtaxi booths located at the exits at Terminals 2A and 2B. Taxis are available at the designated taxi waiting area next to the reservation booths. The price of the taxis are set based on a fixed tariff of 280 HUF/Km (EUR 0.95/Km) in addition to the one-off basic fee of 450 HUF (EUR 1.50) and waiting fee. Usually you can pay with credit cards or euros, however please check before the journey. A ride to the city centre should typically cost around 6500 HUF (EUR 22) depending on traffic conditions. Please beware of exposing yourself to risk by using non-regulated taxi service providers soliciting at the terminal buildings.</p> <p>For more information on taxis please see below link: https://www.bud.hu/en/passengers/transport/airport_transfer_and_other_services/taxi</p>
<p>Transportation within Budapest</p>	<p>Metro, Buses & Tram: Maps and Information are available at https://bkk.hu/en/main-page/contact/</p>

	<p>Taxis English speaking taxi service can be obtained from Főtaxi (http://fotaxi.hu/?lang=en) Telephone: +36 1 222 2 222</p>	
<p>Guided Tour/Dinner</p>	<p>A guided tour at the Tihany Abbey will be organised on the 24 May, right after the end of the second day of the seminar.</p> <p>Participants are also kindly invited to a dinner hosted by the Prime Minister’s Office on the same evening. Participation at the dinner needs to be confirmed by completing the relevant field in the registration form.</p> 	
<p>Organisers /Contact information</p>	<p>Head of Evaluation Unit Hungary Ms Gyöngyvér Gyene Prime Minister’s Office Evaluation and Planning Unit 20-22- Wesselényi utca, Budapest 1077</p> <p>Organiser – Hungary Ms Henriette Kiss Communication Specialist e-mail: henriette.kiss@me.gov.hu Tel. : (+36) 30 433 8234</p>	<p>Administration and assistance with travel arrangements Loredana Sementini and Gisèle Uwayezu email: eventsecretariat@aplica.be Tel +32 (0)2 736 1479</p>
<p>Lake Balaton - Anna Grand Hotel, Balatonfüred</p>	<p>Lake Balaton is one of the most beautiful holiday areas of Hungary. Its characteristic light blue colour, sweet water and mild climate, grassy beaches, volcanic hills on the north coast and vineyards all around, as well as its sights and pretty settlements attract not only Hungarians but also tourists from all over the world. More about Lake Balaton here: https://www.wikiwand.com/en/Lake_Balaton</p> 	



Anna Grand Hotel is located in the heart of Balatonfüred, considered as the capital of the north coast. This lively and elegant city offers a wide variety of amusements thanks to the many cafés, restaurants, historical villas and cultural and culinary events along the impressive coast. The hotel is famous for its traditional Anna Balls every July 26 where the most beautiful girl is chosen at midnight and awarded the prize of the Belle of Anna Ball of the year. More about the hotel and the Anna Ball here:

<https://annagrandhotel.hu/en/> - <https://annagrandhotel.hu/en/anna-ball/>



Budapest Guide

Practical information and tips for sightseeing in Budapest can be found at the city's official guide, <https://www.budapestinfo.hu/>

Many relative applications are available for download on your smartphone via the App Store and Google Play.

Hungary Guide

The website GoToHungary is the official travel guide to Hungary. Here you may find up-to-date information about where to go, what to see and what to do in order to fully enjoy yourself while traveling in Hungary.

General information about Budapest & Hungary

Language

Hungarian is the official language of Hungary. English is widely spoken.

Local Time

Hungary Time is GMT+1.

Currency

The currency of Hungary is the Hungarian forint (HUF). The usual exchange rate is:
1 euro=310 forints

Currency Exchange

Euros and other foreign currency may be exchanged for Hungarian forints at most banks and exchange offices located in the centre of Budapest (like Correct Change).

Please be aware that currency exchange is less favourable at the airport and therefore you are advised to exchange the least possible there.

Shops are normally open on weekdays between 10:00-18:00, on Saturdays 9:00-13:00. Department stores and shopping centres are open daily 10:00-21:00 and on Sundays 10.00-19:00.

ATMs and Credit Cards

All banks in Hungary have automatic teller machines (ATMs). All major credit cards are accepted almost everywhere.

Power Supply

Hungary operates on 230V AC/50 Hz power supply and uses the European-style plug (two circular metal pins). No adaptor is needed for most countries. If you are travelling from a country with a different voltage standard and/or different plugs, an adaptor may be required.

Dial Code for Hungary: +36

Emergency

- Emergency number for police, fire and ambulance: 112 (EU-wide)
- Police: 107
- Ambulance Service: 104
- Fire Service: 105