Dear Profeedback members,

We are writing to give you an update on the upcoming conference in Tirana, Albania.

* **When?** The conference will take place on October 1st
* **Where?** The event will be held in Tirana, Albania.
* **What?** The focus of the conference is on PARTICIPATORY EVALUATION PRACTICES

**INFO PACK**

The Info Pack will be available soon.

**REIMBURSEMENT RULES**

Face-to-face participants can request reimbursement for **travel expenses and daily allowances**, following COST rules and the conference's special reimbursement guidelines.

Special reimbursement guidelines for the conference:

* **Travel Costs**: You can be reimbursed up to a maximum of 300 EUR for a roundtrip. This is in line with the decision made on August 25th, 2023, by the MC. Only speakers and presenters at the conference are eligible for a travel reimbursement.
* **Daily Allowance on Conference Day(s)** (October 1) Only speakers and presenters at the conference are eligible for a daily allowance.

To be eligible for reimbursement, participants must:

* Register in the following LINK <https://easychair.org/account2/signin_timeout?l=7160180053543368997>
* Accept the e-COST invitation.
* Sign the attendance list in Tirana during the event.

Additionally, please note that we can’t provide reimbursement for individuals affiliated to Hungarian institutions affected by Council Implementing Decision 2022/2056: <https://www.cost.eu/uploads/2023/07/List-of-institutions-affected-by-Council-Implementing-Decision-2022-2056.pdf>

**E-COST INVITATIONS**

The invitations to the event will be sent after the acceptance of the abstract proposal.

Please, only begin making your booking arrangements after the invitation.

**DOUBLE FUNDING ALERT**

We have recently received information from our COST officers regarding the detection of double funding among some participants from previous Profeedback events. Please be aware that participants found to have received double funding will not be eligible for reimbursement in future events. Your understanding and cooperation in this matter are greatly appreciated.

Please feel free to reach out to [reimbursementprofeedback@hetfa.hu](mailto:reimbursementprofeedback@hetfa.hu), if you have any more questions or need further clarification.