**8th PROFEEDBACK Conference**

**REvaluation Conference 2024**

*4 December 2024 - 6 December 2024*

*Vienna, Austria*

**REIMBURSEMENT RULES**

Below are key details for the upcoming conference in Vienna, Austria.

**Conference Overview:**

The REvaluation Conference 2024 will address the challenges and opportunities in research and innovation policy, focusing on assessment and evaluation. Held in Vienna from 4-6 December 2024, the conference will bring together thought leaders, academics, and practitioners to discuss the evolving landscape. Explore the preliminary programme or dive into the detailed agenda.

**Reimbursement Guidelines:**

A daily allowance of 199 EUR per day is available for participants in Austria. [Source](https://www.cost.eu/uploads/2022/04/2022_Daily-allowance-table.pdf)

Face-to-face participants who are members of PROFEEDBACK can request reimbursement for travel expenses and daily allowances, in line with COST rules and conference-specific guidelines:

* **Travel Costs:** Reimbursement is available up to 300 EUR for a roundtrip, as decided by the Management Committee on 25 August 2023. If the travel cost exceeds this amount, please email profeedback@hetfa.hu for prior approval.
* **Daily Allowance (Conference Day, 4-6 December):** Only speakers and presenters are eligible for a daily allowance.  Additionally, another conference day attended by the presenter can be reimbursed, provided it is confirmed with a signature.
* **Reimbursement Eligibility Requirements:**
	+ Register in e-COST system.
	+ Accept the e-COST invitation.
	+ Sign the attendance list during the event in Vienna.
	+ Be eligible for financial support (see page 60 of the COST Annotated Rules).

**Important Note:**
Reimbursement is not available for participants affiliated with Hungarian institutions listed under Council Implementing Decision 2022/2056: [Affected Institutions List](https://www.cost.eu/uploads/2023/07/List-of-institutions-affected-by-Council-Implementing-Decision-2022-2056.pdf).

**e-COST Invitations:**
Invitations will be sent out only in November (by the 15th of November). Participants are encouraged to begin making booking arrangements as soon as possible, keeping reimbursement rules in mind.

**Double Funding Alert:**
There have been instances of double funding detected at previous PROFEEDBACK events. Participants found to have received double funding will not be eligible for future reimbursements.

For further questions or clarifications, please contact: profeedback@hetfa.hu.