

MEETING PARTICIPANT INFORMATION

1. Any approaches to individuals by Forum members about potential participation in a Forum meeting should first be discussed and agreed with the Forum coordinator. Upon agreement about an individual being invited to participate in a Forum meeting, direct communication between the potential participant and the Forum coordinator should be established at an early stage.
2. A schedule and cost will be agreed between the Forum coordinator and each participant. Supported participants are eligible for reimbursement of an economy class ticket, transfers, hotel accommodation, food, visa fees, and all reasonable travel incidentals. There is no per diem allowance.
3. Following agreement on a schedule and cost, participants will receive a formal letter of invitation from the Forum Coordinator and IHA Program Director, and a template for their expense claim.
4. Supported participants are expected to make their own flight, transfer and hotel arrangements unless otherwise agreed with the Forum coordinator.
5. If providing a presentation, participants are requested to provide an electronic copy of their presentation to the Forum coordinator at least 7 days prior to the meeting.
6. Any additional supporting information relevant to the participant's session should be discussed and agreed with the Forum coordinator, and distributed to Forum members by the coordinator.
7. During the meeting, invited participants in a Forum meeting may observe other parts of that Forum meeting in which the agenda is not directly aimed at reaching of agreements by Forum members.
8. Following the meeting, participants should present their expense claim to the Forum coordinator for reimbursement by bank transfer of an amount up to the maximum amount specified in the letter of invitation. Copies of the spent air ticket, transfer receipts and hotel bill should be enclosed with the expense claim.