

EUROQOL PLENARY 2022

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 Group Members
- Non-Members (Presenting author on accepted abstracts or Non-members that would like to attend the meeting)
- Invited Guests
- EQ Office Team Members

Non-Members that would like to attend the meeting in-person or online can send a motivational letter to [Mandy van Reenen](#) via email before 22 May 2022, 23.59 CEST. 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 Group Members and **Invited guests** will have their flight expenses paid for by the Foundation. They are requested to book and pay for their economy class flight in advance and claim reimbursement from the Foundation either before or after the meeting. Local transport, for instance from home towards the airport is also covered. A reimbursement form can be downloaded from the online registration form.

Non-Members are expected to book and pay for their economy flights.

The organization will arrange transport during the conference (18 - 24 September) from O'Hare International Airport or Chicago Midway International Airport to Westin Michigan Avenue Hotel and vice versa., which you are asked to provide on the registration form.

Travel Scholarship

If funds are insufficient to cover flight costs, a Travel Scholarship can be requested via email to [Mandy van Reenen](#) before 31 July 2022, 23.59 CEST. Travel Scholarship requests after this deadline will not be considered.

Please note that there are only a limited number of Travel Scholarships available. 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.

Hotel

Accommodation in single occupancy rooms has been arranged at the [Westin Michigan Avenue Chicago](#) in Chicago, USA for ALL participants. An additional 77.01 USD per night will be charged by the hotel for double room occupancy (including EuroQol breakfast buffet and tax).

- The Foundation will cover accommodation costs (including breakfast and tax) at the abovementioned hotel from Monday 19 September 2022 until Friday 23 September 2022.

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- The Foundation will be extending additional support for accommodation costs for the night(s) of Sunday 18 September and/or Friday 23 September 2022 based on the following conditions:
 - Working Group members and other approved teams attending 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- or post-night (breakfast and tax) by [email](#).
- Any participant who is a 'no-show' will be requested to reimburse the Foundation 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.

Social programme

Plenary lunches will be arranged for Wednesday, Thursday and Friday afternoon and dinners will be organized on Wednesday and Thursday evening for all conference participants. These costs are covered by the Foundation.

Partners/Accompanying persons

- Costs of partners/accompanying persons (private) are **not** covered by the Foundation. These costs include breakfast, lunches and dinners on Tuesday, Wednesday, Thursday and Friday.
- We can reserve a double room for a participant and partner/accompanying person. An additional 77.01 USD per night will be charged by the hotel for double room occupancy (including EuroQol breakfast buffet and tax). We regret that we are unable to reserve additional rooms for other accompanying persons. If you wish to book an additional room you must make this arrangement directly with the hotel and provide clear instructions that this is a private reservation not connected to the EuroQol block booking.
- The attendance of partners/accompanying persons at social events is limited to the Wednesday evening event at the Signature Room only. If partners/accompanying persons wish to join the dinner on Wednesday 21 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 EuroQol Office will inform you about the details. **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

Participant category	Flights	Local transport home country	Hotel	Transfer airport - hotel	Social programme
- EuroQol Group members	✓	✓	✓	Arranged by organization	✓
- Invited Guests	✓	✓	✓	Arranged by organization	✓
- Non-Member Lead authors of accepted papers and posters	✗	✗	✓	Arranged by organization	✓
- Travel Scholarships	✓	✓	✓	Arranged by organization	✓
- Partners or accompanying persons	✗	✗	✗	Arranged by organization	✗