



OCTOBER 5-6, 2023

POWER OF THE MANY FORUM

**in the framework of the IPPF EN SRHR Learning & Action Days
(October 4-8, 2023)**

Astoria Grand Hotel

**8 A, General Totleben Boulevard Sofia City Province
1606 Sofia, Bulgaria**



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The Power of the Many Forum is the central day-and-half highlight of a week-long programme of learning, sharing and strategizing for IPPF EN members and partners, called the 'SRHR Learning and Actions days'. The Forum will take place in Sofia, Bulgaria on 5th and 6th October 2023, back-to-back with the Executive Directors' annual meeting (4th October), the EU Advocacy meeting (5th October in the morning), the Solidarity for Change meeting and the Youth meeting (both on the 7th October) and the YSAFE Steering Committee meeting (8th October).

Participants involved in all these respective SRHR meetings will have the opportunity to come together during the Forum to unlock "The Power of Many", with the aim to find our common ground and build a sense of movement in the current challenging and polarized context we work in, and with the aspiration of ensuring gender equity and human rights for all.

| 4th October | 5th October | 6th October | 7th October | | 8th October |
|-----------------------------|--|-------------------------|-------------------------------|---------------|----------------------------------|
| Executive Directors meeting | EU advocacy meeting + Co-creation workshop | Power of the Many Forum | Solidarity for Change meeting | Youth meeting | YSAFE Steering Committee meeting |
| | Power of the Many Forum | | | | |

The full programme will be available after the summer break, but first let's talk logistics so that you can already book your travel to Sofia, Bulgaria and join us! **Please read them carefully!**

Each Member Association or Partner is in charge of booking the travel for its delegates. IPPF EN will reimburse the meeting expenses directly to the Member Associations and Partners after the meeting (see below instructions on how to claim your reimbursement).

In specific cases where Member Associations and Partners can't afford to book the flight tickets of travellers, these will be considered as exceptions on a case-by-case basis and IPPF EN may then directly book the tickets. If this is the case, please get in touch as soon as possible with IPPF EN (at powerofmany@ippf.org).

Ceiling for Flight Ticket Reimbursement

IPPF EN has fixed the maximum amount for the reimbursement of flight tickets to Sofia per traveller. The below ceilings are categorised per country of departure and are based on extensive research on the round flight cost in Economy class to Sofia from these respective locations. **Please check the ceiling based on your departure airport before booking your trip:**

GROUP I

Austria; Belgium; Bosnia and Herzegovina; Bulgaria; Croatia; Cyprus; Czech Republic; Denmark; France; Germany; Greece; Hungary; Ireland; Italy; Latvia; Lithuania; Malta; Netherlands; North Macedonia; Norway; Poland; Portugal; Romania; Spain; Slovakia; Sweden; Switzerland; UK.

max. € 250

GROUP II

Albania; Armenia; Estonia; Finland; Georgia; Israel; Kosovo; Moldova; Montenegro; Slovenia; Serbia; Turkey, Ukraine.

max. € 350

GROUP III

Kazakhstan; Kyrgyzstan; Tajikistan; Uzbekistan.

max. € 1200

Deadline

Participants are encouraged to book the tickets as soon as possible to avoid high rates i.e., at the very latest **by 15th August 2023**.

Once booked please fill in the Confirmation Form with your flights details (IPPF EN will need this information to calculate your per diem and hotel nights).

Days of Attendance

Please book your tickets based on **(Step 1)** the **meetings** to which you've been invited listed in the first column of the table below and **(Step 2)** following the corresponding **travel instructions** in the second column:

| <p>STEP 1 For which meetings have you been invited?</p> | <p>STEP 2: When should you book your flight?</p> |
|---|---|
| <p>Executive Directors' Meeting + (only some EDs: Co-creation workshop) + Power of the Many Forum</p> | <p>Arrival 03/10 evening Departure 06/10 after 18h00</p> |
| <p>EU advocacy meeting + Power of the Many Forum</p> | <p>Arrival 04/10 evening Departure 06/10 after 18h00</p> |
| <p>EU advocacy meeting + Power of the Many Forum + Solidarity for Change meeting</p> | <p>Arrival 04/10 evening Departure 7/10 after 19h00 OR 08/10 morning</p> |
| <p>Power of the Many Forum</p> | <p>Arrival 05/10 before 11h00 Departure 06/10 after 18h00</p> |
| <p>Power of the Many Forum + Solidarity for Change meeting</p> | <p>Arrival 05/10 before 11h00 Departure 7/10 after 19h00 OR 08/10 morning</p> |
| <p>Power of the Many Forum + Youth meeting</p> | <p>Arrival 05/10 before 11h00 Departure 7/10 after 19h00 OR 08/10 morning</p> |
| <p>Power of the Many Forum + Youth meeting + YSAFE Steering Committee meeting</p> | <p>Arrival 05/10 before 11h00 Departure 08/10 after 18h00</p> |

As a general rule, we kindly ask all participants to **ensure to seek the best price for an Economy class ticket allowing them to stay for the full length of the meetings to which they are invited** (see the table of the week-long meetings in the sub-section 'Days of Attendance'). If you are staying longer for personal reasons, then IPPF EN needs the screenshot of the cost of the flight you want to purchase for personal reasons (notional cost) vs the cost the ticket would have if you left right after the meeting ended (official cost). In case notional cost is more than official cost, IPPF EN will reimburse maximum to the Official cost (subject to ceiling).

In case that, even when booking before 15th August, the ticket cost is higher than the ceiling, participants should immediately contact IPPF EN (at powerofmany@ippf.org) and provide the flight details with quotation of flight ticket either from Travel agent or from the Online web portal (as a proof, please provide a screenshot dated before 15th August). IPPF EN may consider the request and can approve the amount above the ceiling, if justified.

However, in case of delay in booking of flight tickets (after 15th August) or in case of lack of prior notification through email to IPPF EN for flight tickets' costs above ceilings, IPPF EN will only reimburse up to the maximum amount (as per the ceilings provided in the above table) and the excess amount paid will be borne by the respective Member Association/Partner.

PER DIEM (DAILY ALLOWANCE)

Please ensure you have submitted your travel itineraries via the Confirmation Form. Based on this information, we will start preparing the per diem vouchers. Provided we will have all the information **by 4th September 2023**, each Member Association and Partner will receive their per diem vouchers for all their delegates in advance of the meeting. Member Associations and Partners are asked to distribute the per diems of their delegates ahead of travel so that no person is travelling with no access to money. The per diem should be provided in Euro. The per diem voucher will take details of your arrival/departure time as well as the IPPF meetings you will be attending where lunch/dinner is provided.

IPPF EN will reimburse the per diem for meeting + travel days only. The traveller is fully responsible for the per diem given to them and the traveller will sign the per diem form once the cash/bank transfer is made to them.

EXPENSES/REIMBURSEMENT

Following the meeting, Member Associations and Partners can request the reimbursement of flights, per diems, airport transfers (home-airport-home and airport-hotel-airport), VISA fees and other relevant expenses to us using the Travel Expense Reimbursement form provided with the Confirmation email.

IPPF EN does not encourage the full journey by taxi where other means of transport are available and easily accessible either for the whole or part of the trip. Taxis to/from the airport should only be used exceptionally. The use of taxi is only authorised in case of early departure which requires being at the airport before 8h00 or late arrival which is after 20h00 within the home city.

Please **ensure to submit all the relevant supporting documents, e.g. invoices, receipt and other documents such as per diem vouchers (signed copy), boarding passes and tickets.** Without submitting ALL supporting documents for the expenses incurred, IPPF EN will not be able to reimburse. Incidentals, such as phone and internet are covered by per diems. The expense reimbursement form must be filled in Euro; amounts paid in currency other than Euro should be converted to Euro using the [OANDA Website](#) with the date of invoice/receipt. The expense claim form must be submitted accurately and in due time.

Please **send only ONE expense claim form PER Member Association or Partner**, together with all supporting documents, to IPPF EN (at Martina Miglioranza mmiglioranza@ippf.org) indicating in the subject of the e-mail: Name of MA/Partner+Country Name+PoMF Reimbursement. It is then the responsibility of the Member Association or Partner to transfer the amount to its delegates, in case they individually paid any travel costs.

Request of reimbursements should be sent to IPPF as soon as possible after the meeting and **no later than 21st October 2023**. After that date, IPPF EN reserves the right not to reimburse anymore.

HOTEL COSTS AND ADDITIONAL CHARGES

The cost for the hotel for single occupancy will be charged to the IPPF EN main account for the duration of the meeting. If you are staying any additional nights at your own expense, they will be charged directly to you.

All extras of a personal nature incurred by you during your stay at the hotel, including meals (when not provided by IPPF EN), telephone calls, drinks, laundry etc. will be billed directly to you for payment at the moment of check-out. Such personal accounts must be settled prior to departure from the hotel.

Please request a preview of your bill the day before check-out.

LOST LUGGAGE

In the unfortunate event that your luggage does not arrive with you, it is very important that you report the delay to the desk of the airline you have arrived on before clearing customs. Evidence of lost baggage should be obtained from the airline. Insurers will not accept claims without this.

The IPPF Travel Insurance allows up to USD 1,000 of emergency replacement items to be purchased. Do not pack valuable items in your checked baggage. In the event of loss their value may exceed the maximum covered by our insurance and proof of purchase will be required to process any claim.

INSURANCE AND HEALTH

IPPF provides insurance for participants at the meeting and does not cover accompanying family members. proof of a flight cancellation/evidence of lost baggage/confirmation the traveller did not take the plane to be obtained from the airline - medical certificate in case of sickness. The insurance cover commences from the time of leaving home or place of employment (whichever occurs last) until return to home or place of employment (whichever occurs first). Further details are available on request.

The cost for the hotel for single occupancy will be charged to the IPPF EN main account for the duration of the meeting. All participants will be staying at the Astoria Grand Hotel (8 A, General Totleben Boulevard, Sofia City Province 1606). It is a comfortable and modern hotel which offers 490 rooms and suites. The premises are located on 21 floors, and they reveal a beautiful view of Sofia and Vitosha. For further details, visit the [Hotel Website](#).

HOW TO GET FROM THE SOFIA AIRPORT TO THE HOTEL AND TO THE CITY CENTRE?

To get from Sofia Airport to Astoria Grand Hotel Sofia, you have several transportation options. The price for a ticket in the public transport is 2 BGN (1 EURO) and could be obtained directly in the vehicle by paying via credit or debit card. It is valid for an hour. Here are the most common methods:

METRO: SOFIA AIRPORT metro station of M4 is near the airport terminal building. To reach it, follow the blue line on the floor in the public area of Terminal 2. The M4 line provides a transport connection to the city centre and in the proximities of the hotel (SERDICA metro station: 19 min walking from the hotel). Alternatively, another metro station nearer to the Hotel is NATIONAL PALACE OF CULTURE metro station of M2 or M3 (13 min walking). Please consult the map below. The journey time from Sofia Airport to the city centre is approximately 18 min.



BUS: N° 84 and N° 184 bus routes connect the city centre (Gen. Gurko Str.) with Sofia Airport Terminal 2 and Terminal 1. Both bus routes operate under an all-day timetable.

TAXI: TAXI: YELLOW taxi is serving passengers at Sofia Airport as a taxi operator. The destination between the Airport and Astoria Grand Hotel is about 14 km. The normal price for this route by taxi is about 20 BGN (10 EURO) during the day and about 25 BGN (12-13 EURO) during the night.

Social Event

There will be a social event on the first day of the Power of the Many Forum, 5th October 2023. More detailed logistical arrangements will be communicated to you later.

Guide to Sofia

CLIMATE

The weather in Sofia in October is relatively dry (with 68mm of rainfall over 4 days). The climate is fairly cold in this city this month, but it is endurable when dressing cosy. The average temperature in October in Sofia is 14°C. The day on average last 11h. The sun rises at 06h40 and sets at 17h45.

CURRENCY

The currency in Bulgaria is the Bulgarian lev. Each lev is divided into 100 stotinki. The currency code BGN. Once you are in Bulgaria, you will see the symbol лв used to show prices. The Bulgarian banknotes are denominated in 5, 10, 20, 50 and 100. 1€ is around 1.96 BGN. The coins are: 1 and 2 BGN; 0,50; 0,20; 0,10; 0.05; 0,02; 0,01 BGN (stotinki).

SAFETY

Crime levels are low and violent crime is rare. However, you should take care of yourself and your belongings. Take sensible precautions to protect yourself from street crime. Watch out for pickpockets and bag thefts in tourist areas and major public transport hubs, including airports. Be always vigilant, particularly late at night. If you wish to report a crime, call the local police on 112 and make sure you get a crime report.

Tourists are targeted by thieves and pickpockets in the larger cities. Always carry your wallet or purse in a handbag or front pocket that closes securely. It is advisable to make a note of your passport number, any credit card numbers and other important documents before you leave home. Leave a copy with someone who you can easily contact and bring a copy with you stored separately to your documents. This will assist greatly in the event of any loss. For further details visit [Travel Safe in Sofia](#).

TOURISM

If you would like to learn more about the activities in Sofia, check out the [Visit Sofia](#).




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Emergency and other contacts

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EMERGENCY IN BULGARIA

-  112

**SEE
YOU
SOON**

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**POWER OF THE MANY
FORUM**

**Astoria Grand Hotel
8 A, General Totleben
Boulevard Sofia City Province
1606 Sofia, Bulgaria**

 **IPPF** International
Planned Parenthood
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