

Dear ILAW Network Member,

Thank you for registering to attend the Third ILAW Global Conference in Casablanca, Morocco. We are very much looking forward to having you attend, participate, and engage with members from around the world. We have received your request for a travel subsidy and wanted to provide you with some more information about what we will cover.

To ensure that there are no issues later, please check in with your Regional Coordinator or Monika Mehta (email below), before booking anything that you expect ILAW Network to cover. The ILAW Network will book your airfare and accommodation, **so do NOT do so yourself**. We will not reimburse you for the cost of airfare or accommodation if you book it yourself. We are required to work with our travel agency to book flights and have a hotel that we will be using for our participants. You will receive an email with us confirming your hotel reservation and will see the flight we will be booking before we finalize it.

For Full Subsidy:

We will cover the following costs:

1. Roundtrip economy airfare to Casablanca, Morocco
2. Breakfast and lunch for the days of the conference (3 days), and one dinner
3. Accommodation (for 4 nights in conference arranged hotels)
4. Visa fees (if receipt is provided)
5. Airport transfer in Morocco to and from the hotel

We will **NOT** cover any of the following:

1. Airport transfer in home country
2. Per diem (you will not receive a per diem)
3. Vaccination costs

For Partial Subsidy

We will cover:

1. Accommodation (for up to 4 nights in conference arranged hotels)
2. Breakfast and lunches for the days of the conference (3 days), and one dinner
3. Visa fees (if receipt is provided)

We will **NOT** cover:

1. Airfare or other transportation to Casablanca
2. No per diem will be provided
3. Airport transfer in home country or in Casablanca
4. Vaccinations

If you previously requested a **PARTIAL** subsidy we will be booking your hotel. Please do not book your hotel yourselves, as it may not be reimbursable. Once you have booked your flight, please send us your flight information and we will accordingly book your accommodation and send you an email confirmation.

Thank you,
ILAW Network Team