



REYKJAVÍK, ICELAND

PRACTICAL INFORMATION

26-27 May



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Practical Information

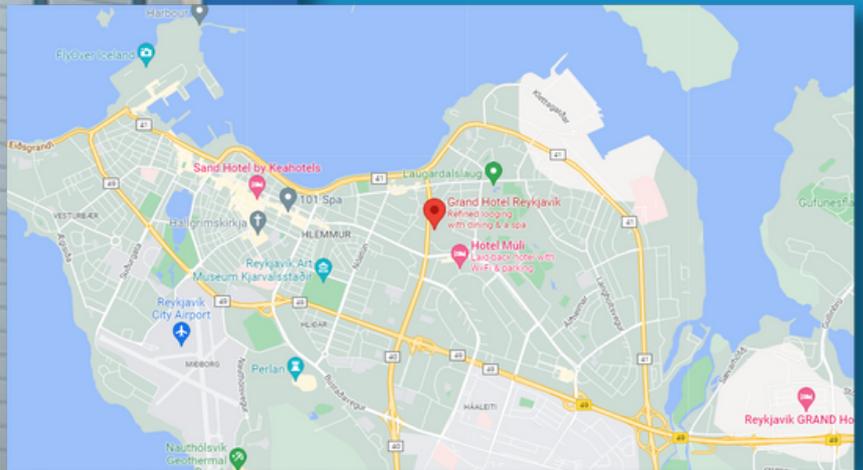


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THE VENUE



Grand Hotel Reykjavik
Sigtún 28, 105 Reykjavik
Phone: +354 514 8000



This stylish hotel features a complimentary fitness centre, spa, non-smoking rooms, free WiFi, lounges, bar and a restaurant. Guests can also enjoy free parking and free shuttle bus to Reykjavik city centre during the day.

Grand Hotel Reykjavik conforms to the Nordic Ecolabel criteria for hotels. This guarantees that the highest standards regarding environmental measures, health, functionality and quality requirements have been met. Nordic Swan Ecolabel is the official Nordic sustainability Ecolabel.

ACCOMMODATION

During the days of the meeting 26-27 May, EFA will be providing a seated lunch with a set menu and coffee breaks. The hotel will be informed and about the dietary requirements specified in the registration forms.



Amenities:

- Satellite TV
- Hair Dryer
- Coffee and tea maker
- Small fridge
- Iron and Ironing board
- Safety box
- Telephone
- Free WiFi
- Bathroom

EFA has negotiated an advantageous room group rate for you:

- Single Occupancy ISK 22.400 pr. night (approx. EUR 158)
- Twin/Double Occupancy ISK 25.200 pr. night (approx. EUR 178)

The rates include:

- Buffet breakfast
- Internet access Wi-Fi
- Fitness Centre access

We will cover up to three nights' accommodation (single occupancy), including buffet breakfast. Any additional nights, double occupancy and additional services used will be charged on your credit card upon check-out.

REIMBURSEMENT

For each member association, travel cost (flights, train and bus in economy class) for one delegate will be reimbursed up to 370 EUR, unless otherwise agreed on a case by case basis. EFA will also cover up to three nights accommodation (25-27 May), unless otherwise agreed because of flight connections; check-in and check-out dates will be requested during the registration process, however if you require more nights, due to flight connections, we kindly ask you to send a formal request to event@efanet.org, and include flight details, check-in and check-out date as well as the number of extra nights required, once agreed we will invite you to register for the event. Lunches, coffee breaks and dinner during the meeting are also covered.

All expenses have to be justified by original receipts, sent together with the EFA reimbursement form which will be provided in the event, unless you have agreed with us that you can invoice for the cost. The sooner you send the expense claim the sooner it will be reimbursed. In any case, expenses need to be sent within the accounting year. We strive always to pay within 20 days. If you need a quick reimbursement, you can scan the form and receipts and send by email at this address: finance@efanet.org but we still need the originals by post:

The European Federation of Allergy and Airways Diseases Patients' Associations (EFA)

35 Rue du Congrès
1000 Brussels
Belgium

[Download Reimbursement Form](#)



EFA Expenses and Reimbursement policy

Purpose

EFA reimburses reasonable travel, accommodation and out-of-pocket expenses while travelling on EFA business/travel, unless these are covered by someone else, such as in the case of European Medicines Agency or a Corporate partner. Reimbursement of members in connection of EFA events is specified for each event, such as one or more delegates from a member organization, whether that members are reimbursed, costing for travel cost and if no reimbursement is available for example but the procedure and principles below for eligible costs and claiming reimbursement is always the same. Thank you for following this policy as it will help EFA in good financial management and staying in budget approved by the AGM.

Principles

Costs that will be reimbursed:

Travel

By rail: cheapest Economic class and most direct route (Please book your ticket as early as possible in order to get good rates. On long haul intercontinental flights health takes precedence and premium economy or equivalent can be used for comfort).

By bus: regular train first class and Eurostar and other high speed train economy class or premium economy for comfort/feasibility provided that the price is reasonable.

By car: reimbursement of EUROAM or if the travel is national (in your country) you can use the official/government rate of the country. Please indicate the departure city and number of kilometers in the form. A maximum of 300€ will be reimbursed. The reimbursement will in no case exceed the equivalent first class rail fare, if available.

By plane: EFA uses public transport. This can be used only in case of very early, late or consuming complicated travelling, or in case of reduced mobility or health issue. Please justify any use of bank directly on the reimbursement form so that we don't have to chase you with this question.

Other patient expenses: these may include additional insurance in addition to your regular one or medical trips, let us know in advance!

If you need for personal reasons EFA to book your travel directly, don't hesitate to ask!

Subsistence

Food and drink: EFA reimburses reasonable food & beverages while travelling when these are not included in the event/travel. In EFA events, we offer meals to our participants.

Hotel: Hotel in EFA business is usually booked and paid directly by EFA. If not, we reserve 200 - 250 Euro per night including breakfast and city tax for reimbursement. Accommodation is 3-4 star, depending on quality/feasibility versus price that varies from country to country.



Conversion rate and commission

Any expenses made in another currency than Euro need to be converted in EURO. For conversion we use the rates at the official EC website that includes the rates for any currency and a converter: http://ec.europa.eu/economy_finance/db_converters/convert_currency_euro.html. Commission and exchange charges will also be reimbursed <mailto:finance@efanet.org>.

Submission

Please use the EFA reimbursement form attached, unless you have agreed with us that you can invoice for the cost. One form per meeting (i.e. AGM) or budget form (i.e. projects). All expenses have to be justified by original receipts. You can send us in advance receipt by email, together with the expense claim form for fast reimbursement. EFA is strives to save paper, but unfortunately in Belgium original receipts are still required.

The sooner you send the expense claim the sooner it will be reimbursed. In any case, expenses need to be sent within the accounting year.

Payment

We strive always to pay within 20 days. If you need a quick reimbursement, please tell us.

Honorarium

In case of preparing for and attending a meeting at EFA representative where honorarium is involved, this can be directed to your own organization, EFA or shared among the two. Especially if you are a staff member of that organization who has to cover your salary or a volunteer having to take time off to work for EFA.

Contact details:

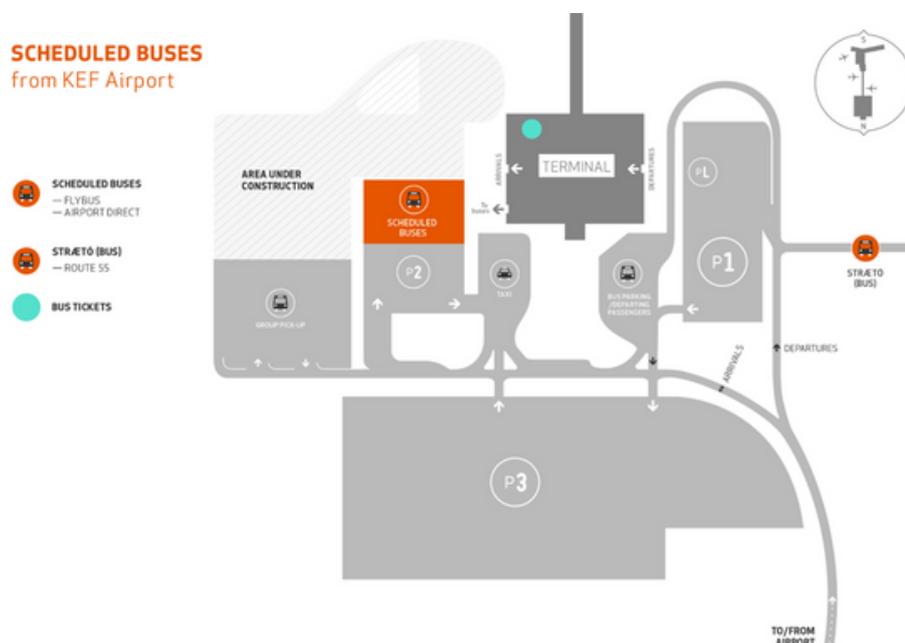
EFA
35 rue du Congrès - 1000 Brussels, Belgium
Office phone number: +32(0)27372
Email: finance@efanet.org
www.efanet.org

FROM AIRPORT TO HOTEL

The most popular way - by Flybus

Most visitors to Iceland fly to Keflavik international airport (the country main airport), which accommodates 28 airline companies flying to and from Iceland.

The trip from Keflavik to Reykjavik takes 45 min by bus. Flybus are located right in front of the airport, and the price for a round trip is approximately 53 Euros. They stop at almost all the major bus stops, hotels, hostels and guesthouses in the Reykjavík area. Wifi is available on the bus.



To guarantee a seat on the bus upon your arrival, we recommend [booking your ticket in advance](#). Once on the website find the hotel of destination (Grand Hotel Reykjavík) and book your roundtrip. Flybus operates in connection with all arriving flights at Keflavik Airport with direct transportation to Reykjavik City Center. Flybus will be waiting for you outside the terminal building. If your flight is delayed, Flybus will wait for you. There is no fixed schedule for Flybus from Keflavik Airport to Reykjavik City Center. Once you arrive at BSI Bus Terminal – City Centre, Flybus staff will re-direct you to a smaller bus shuttle, which will drop you off at your final destination - Grand Hotel Reykjavík (Drop-off from BSÍ Bus Terminal to hotels can take up to 30 minutes).

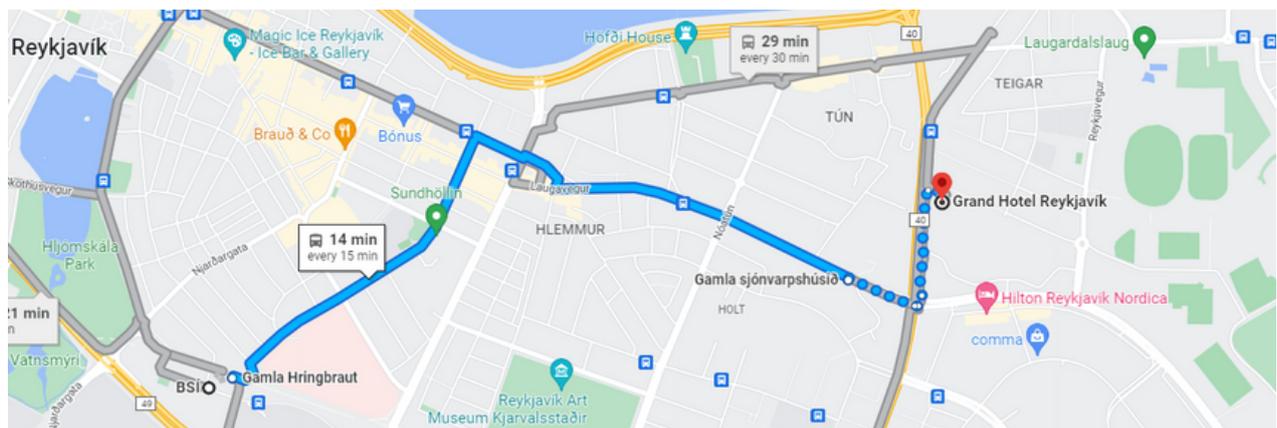
If you book a return ticket Flybus will pick-up right outside the hotel. Pick up from your accommodation starts 30 minutes prior to your departure. If you take the Flybus approx. 3 - 4 hours before your flight's departure time you will arrive at the airport as recommended by the airport authorities. If you didn't get the chance to book your ticket then use Flybus kiosks located at the arrivals hall to book your ticket, card are accepted.

The cheapest way - By Bus

Taking the public bus is the cheapest, but also the slowest, way to travel from Keflavik International Airport to Reykjavík city centre. The #55 bus leaves from behind the airport departures hall. The journey takes around 90 minutes, with several stops along the way, ending up at BSI, Reykjavík's main bus terminal. you can then take the number the #5 from **Gamla Hringbraut**, stop at Gamla sjónvarpshúsið and walk for 7-minute to Grand Hotel Reykjavík

During peak hours, it's sometimes difficult to get a seat on the #55 bus as it's also a popular route connecting the outskirts of Reykjavík to the city centre – therefore this option might not be ideal if you've got a lot of luggage.

The first #55 bus from KEF leaves at 6.35am and the last bus leaves at 11.55pm. The price of a public bus ticket from Reykjavík to Keflavik International Airport is 1920 ISK/ approx. EUR 13 per adult. You can find more information and the bus schedule at straeto.is.



The easiest way - By Taxi

Taking a taxi is, of course, the most expensive way to get (approx. EUR 130-150) to Reykjavík. There are usually plenty of taxis waiting directly outside the arrivals hall. Taxi can be used only in case of very early, late or consuming complicated travelling, or in case of reduced mobility or health issue. Please justify any use of taxis directly on the reimbursement form so that we don't have to chase you with this question.

There are two main taxi operators in the Reykjavík area. Besides providing comfort and convenient transportation around Reykjavik, Hreyfill also offers personalized guided tours for groups of up to eight people. Please note that Uber or Lyft don't operate in Iceland.

- Hreyfill: Tel: +354 588 5522 , www.hreyfill.is
- BSR: Tel: +354 561 0000, www.taxireykjavik.is

Note: For the reimbursement of taxis, please check in EFA Expenses and Reimbursement policy (early or late arrival/shared taxi/health status).

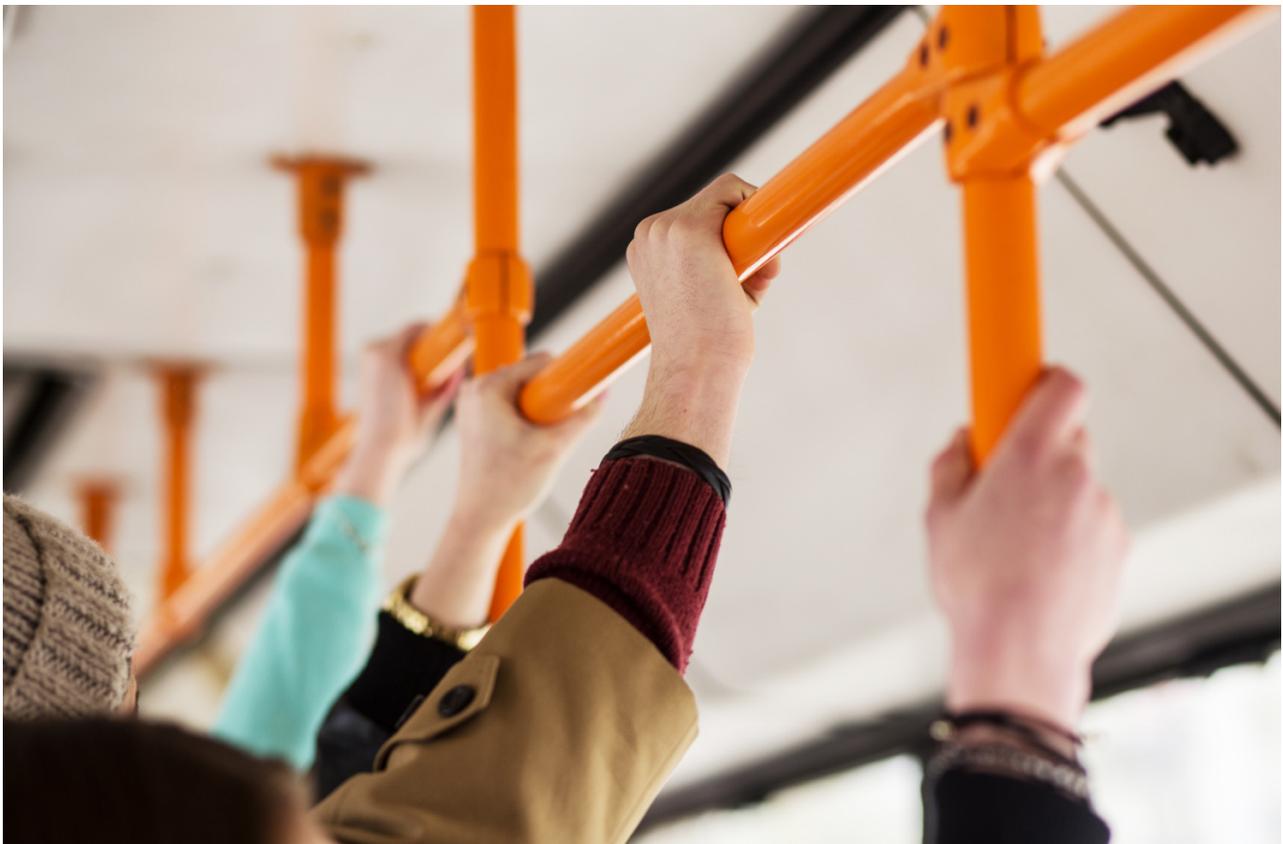
GETTING AROUND REYKJAVIK

Public Transports

When it comes to public transportation (called Strætó in Icelandic) Reykjavík has an excellent bus system with regular services to and from all the city's major towns and attractions. For information, access to their convenient destination planner and free travel app, [visit strætó.is](https://www.visitstrato.is).

If you choose to explore Reykjavík by bus you might also want to consider investing in the [Reykjavík City Card](#). The card gives you 24, 48 or 72 hours unlimited travel on the city busses as well as admission to major attractions and discounts at shops and restaurants.

There is also a great website which has information on all [public transportation](#) offered in Reykjavík and Iceland.



TRAVELING TO ICELAND

Covid19

All information, developments, and advice about Iceland and COVID-19 can be found at the website of the [Directorate of Health](#) and [covid.is](#). Two weeks prior to the event EFA will inform you about the COVID situation in Iceland.

Travel Requirements

Foreign nationals who visit Iceland must carry valid travel documents or identity cards that are accepted for border crossing. Please note that residence permits are not valid documents for travelling across borders.

In order to be valid, a travel document or identity card, of non-EEA (European Economic Area) /EFTA (European Free Trade Association) citizens, must:

- be valid at least 3 months beyond the departure date and
- have been issued in the last 10 years.

[More Information](#)

Visas

Iceland joined the Schengen states on March 25, 2001, an agreement of 26 states to abolish checks at their common borders on the movement of persons and facilitate the transport and movement of goods at those borders.

All persons requiring visas, not holding a valid Schengen visa in their travel document, must apply for a visa at the applicable embassy/consulate before traveling to the Schengen area. Embassies/consulates representing Iceland handle applications, see [here](#).

Visas may be granted for business trips, tourism, private reasons (family and friends), official visits, short-term studies, and for political, scientific, cultural, sports, or religious events.

[More Information](#)

FACTS ABOUT ICELAND

Inhabitants	368,792	
Currency	Krona (ISK)	
Time	GMT	BST (UTC +1), CEST (UTC +2)
Language	Icelandic	English is widely spoken
Electricity	220v	Plugs are two pins 
Driving	Right hand side of the road	The general speed limit is 30-50 km/hour in populated areas, 80 km/hour on gravel roads in rural areas and 90 km/hour on paved roads.

Weather

Iceland's climate is one of the more unpredictable in Europe - the old saying 'if you don't like the weather, wait 5 minutes' could not be truer of this country. Average temperatures range from -3 to 13°C (26 – 55F), (it is usually colder inland than in Reykjavik). Temperatures in the winter are not as cold as would be expected from such a northerly location – due to warm currents and south-westerly winds. Rain and wind however are common, with more rain falling in Reykjavik and the south than inland and to the north. Blizzards, fog and gales are not uncommon at any time of year, though the weather inland is more stable. It can remain relatively light in the summer months for an entire day, while in the winter months the sunlight can be dim. The below table shows the average temperatures, for Reykjavik:

MONTH	AVERAGE HIGH	AVERAGE LOW
June to August	12°C/54°F	8°C/46°F
September to November	7°C/44°F	4°C/39°F
December to February	3°C/37°F	-2°C/28°F
March to May	5°C/41°F	0°C/32°F

Safety and Security

Iceland is a relatively safe country, but you should still always exercise caution particularly in Reykjavik. Use your common sense: wear a concealed money-belt with your flight ticket and cash inside and do not flash any valuables. Be careful at night and avoid walking or getting into taxis alone. As in most countries, pickpockets and petty thieves' prey on easy targets such as careless or distracted tourists so be vigilant for both yourself and your companions.

Currency, credit cards and banks

The monetary unit of Iceland is the Krona (ISK). As a method of payment, Icelanders use almost exclusively credit and debit cards. Thus credit and debit cards are accepted in most shops while foreign currencies are very rarely accepted in Iceland. We have a 4 number pin code system, most operators are using a chip confirmation so a pin is necessary. The major credit cards in Iceland are Visa, MasterCard and EuroCard, although other cards are widely accepted as well.

The Krona has coin denominations of 1kr, 5kr, 10kr, 50kr and 100kr and notes in denominations of 500kr, 1,000kr, 2,000kr, 5,000kr, and 10.000kr. All major currencies can be exchanged at the airport or at the three banks we have which are Landsbanki, Íslandsbanki and Arion banki. The opening hours are normally from 9:00-16:00 and closed during the weekends. There are ATM machines all around the city which can be used to withdraw money. Iceland is not currently a member of the European Union and does not use the Euro.

Note: we always advise to inform your bank that you will be travelling to a different country and to check on their CreditCard/DebitCard fees to withdraw money

Tipping

Service and VAT are invariably included in prices in Iceland and tipping is never required. However, if you are very pleased with the provided service, Icelanders are generally not offended if they are offered a tip, including tour guides.

Language

Icelandic is very close to the Germanic family of languages. Most Icelandics also speak Danish, German and English – to a very high standard! Although people speak English it is always polite and fun to have a few phrases handy from your phrase book!

- **Hello / Goodbye** Hallo / Bless
- **Yes / No** Ja / Nei
- **Thank you** Takk (fyrir)
- **Please** Gaetir
- **I don't understand** Eg skil þau ekki
- **I don't speak Icelandic** Ég tala ekki íslensku
- **Sorry** Fyrirgefðu
- **How much does this cost?** Hvae kostar þetta
- **Numbers:** 1 – einn , 2 – tveir ,3 – þrjú, 4 – fjórir, 5 – fimm, 6 – sex, 7 – sjö , 8 – átta, 9 – níu, 10 – tíu, 20 – tuttugu, 50 – fimmtíu, 100 – hundruð

Cuisine

Similar to many Scandinavian countries, it's very common to have dinner in Iceland at around 18:00 –20:00. 19:00 being the standard "dinner time". Of course, you can dine at every time you please but most restaurants in Reykjavik have their kitchens open from 18:00 and until 22:00.

The most typical food in Iceland involves fish, lamb, or Icelandic skyr (a type of yogurt). These have been the main elements in the Icelandic diet for over a thousand years. Icelandic meals are commonly meat-based due to the lack of farmable lands in the past. But geothermally-heated greenhouses make vegetables more accessible, allowing modern chefs to become more imaginative, infusing new ingredients into ancient recipes.

Most restaurants in Iceland serve a "fish of the day." The country is dotted with numerous seafood restaurants, mainly serving cod, haddock, salmon, and monkfish. Modern chefs in Iceland are masters at creating excellent dishes, infusing the ocean's bounty with herbs and spices found in Icelandic nature. You can find many great fish dishes and traditional Icelandic foods in Reykjavik.

As an island nation, nothing has been more vital to these people's survival than fish. Fish is an integral part of Icelandic culture and heritage and a staple of traditional Icelandic food.

Culture

As is common with other North Atlantic and Scandinavian countries, Iceland's predominant religion is Protestant Christianity. The Inuit people and other tribes such as the Saami living throughout the region worshipped their own gods and vestiges of their own religions still remain. The Norse gods such as Thor, Odin and Frey make up part of the culture and legend of the region and although it is unusual for them still to be worshipped openly, they are still regarded with great respect.

Clothing & Footwear

When travelling in Iceland you should always be prepared for both cold and wet weather, all times of the year, as the weather can be extremely changeable. Icelanders often say, "If you don't like the weather, just wait 15 minutes!" Be sure to bring along lightweight clothing, a sweater or cardigan, a rainproof coat and sturdy walking shoes. Travellers who are camping or heading into the interior will need warm underwear and socks, rubber boots and a warm sleeping bag. Always bring a bathing suit no matter what time of the year you visit. There are countless geothermally heated pools and lagoons with a typical temperature of 25-28°C.

Telephone & Emergencies

The code to call Iceland from overseas is +354 plus a seven-digit number. There are no area codes. To call out of Iceland, dial 00 and then the respective country code and telephone number.

International phone cards can be purchased at the Tourist Information Centre, where there is also a phone centre. Mobile phone "start packages" (including an Icelandic mobile number and limited call credit) can also be purchased at the Centre.

The emergency telephone number for police, ambulance or fire is **112**. Note that phone calls to **112** from coin-operated phones do not require payment.

Most European cell phones work on Iceland's GSM network; North American ones use a different standard. You can rent cell phones in Iceland. Iceland now has the highest rate of cell phone use in the world. Mobiles work in towns and on virtually all main travel routes.

See you in Iceland!



📞 EFA CONTACT DETAILS IN ICELAND

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📞 LOCAL DETAILS

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Iceland:**

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+354 898 8798

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Aldís Jónsdóttir
+354 560-4812