

SUMPs-Up Mobility practitioners workshop

Workshop 5th June 2019

Parque Cristina Enea (Capilla)

Paseo Duque de Mandas, 20012 San Sebastián

The Mobility practitioners workshop of the SUMPs-UP project will take place in the city of San Sebastian, Spain, on 5th June 2019. The event is hosted by SUMPs-Up partner, the municipality of San Sebastian.

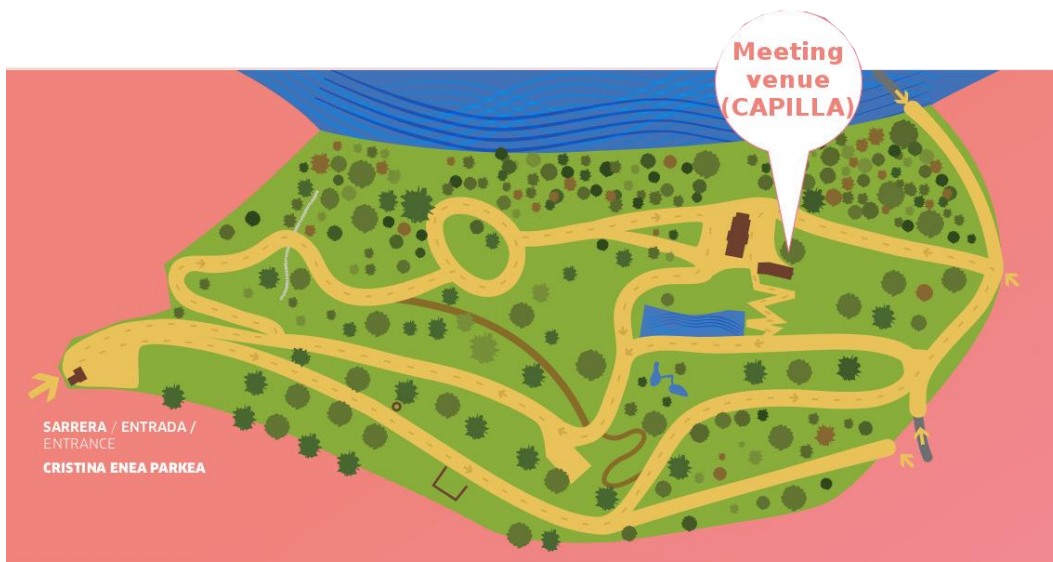
Please register via this link: <https://link.webropolsurveys.com/S/AA7EA930102F7376>

Timings

- 5th June 2019: Mobility Practitioners Workshop from 8h45 to 17h00

Location

The workshop will take place at the Cristina Enea Park. The venue (Capilla) is located in the highest part of the park. Please, see the following sketch:



Address

Paseo Duque de Mandas, 20012 San Sebastián



How to get there: Directions from main airports

Most participants will reach San Sebastian by plane. According to the city of departure, participants can either fly to San Sebastian, Bilbao, or Biarritz (France). San Sebastian airport is a small airport that only operates domestic flights. Therefore, more convenient flight connections might be with the other two mentioned airports, Bilbao or Biarritz.

San Sebastian Airport (EAS)

Many different transport options are available to reach the venue from San Sebastian Airport:

By bus: A bus service operated by the transport company LURRALDEBUS (Bus Line E21) connects the airport and the city centre. The bus takes 25-30 minutes and the ticket costs 2,65 EUR. You can buy the ticket directly on board. The last stop is in Plaza Gipuzkoa. Find more information and timetables [here](#).

By Taxi: San Sebastian airport is 20 km away from the city centre, so taxi service will take about 20 minutes to reach the city. The cost is about 50 EUR.

Bilbao Airport (BIO)

If you are flying to Bilbao airport, you can also get to San Sebastian either by bus or taxi. Each option will take around an hour.

By bus: A bus service operated by transport company PESA connects Bilbao airport and San Sebastian. The bus takes 1h and 15 minutes and the ticket costs 17,00 EUR. You can buy the ticket in the airport or directly onboard. The last stop is in San Sebastian Bus Station. Find more information and timetables [here](#).

By Taxi: Bilbao airport is located 100 km away from San Sebastian, so taxi service will take about one hour to reach the city. The cost is about 160-180 EUR.

Biarritz Airport (BIQ)

If you are flying to Biarritz airport (France), you can also get to San Sebastian either by bus or taxi. Each option will take around 45 minutes.

Practical information

Mobility Practitioners workshop, San Sebastian, Spain

June 5th, 2019

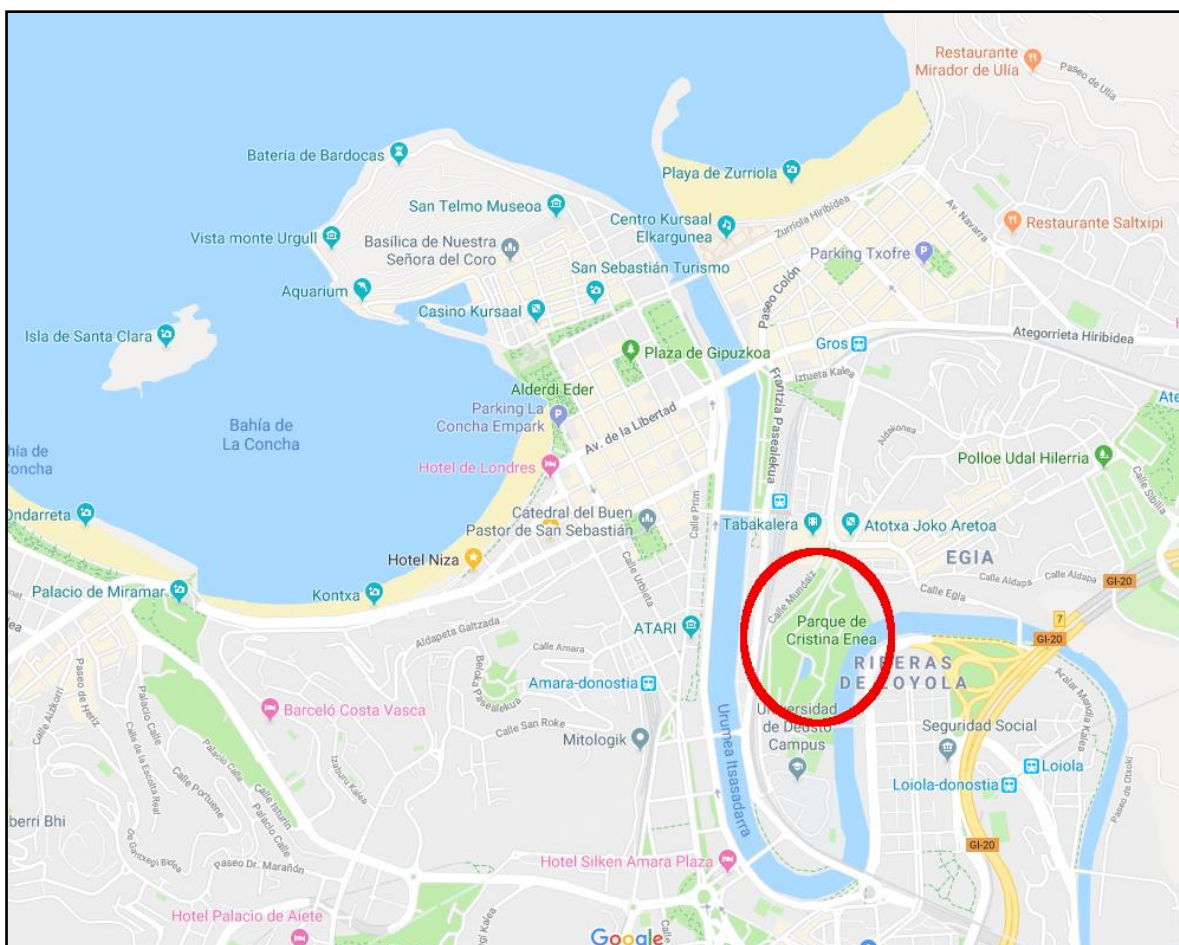


By bus: Several bus companies operate direct bus connections between Biarritz airport and San Sebastian. You can find more information and timetables in the airport [transport section](#).

By Taxi: Biarritz airport is 50 km away from San Sebastian, so taxi service will take about 40 minutes to reach the city. The cost is about 120 EUR.

Moving around San Sebastian

Cristina Enea Park is very close to the city centre. It is located on the right side of the Urumea river. Cristina Enea Park is a pedestrian area, all vehicles are forbidden.

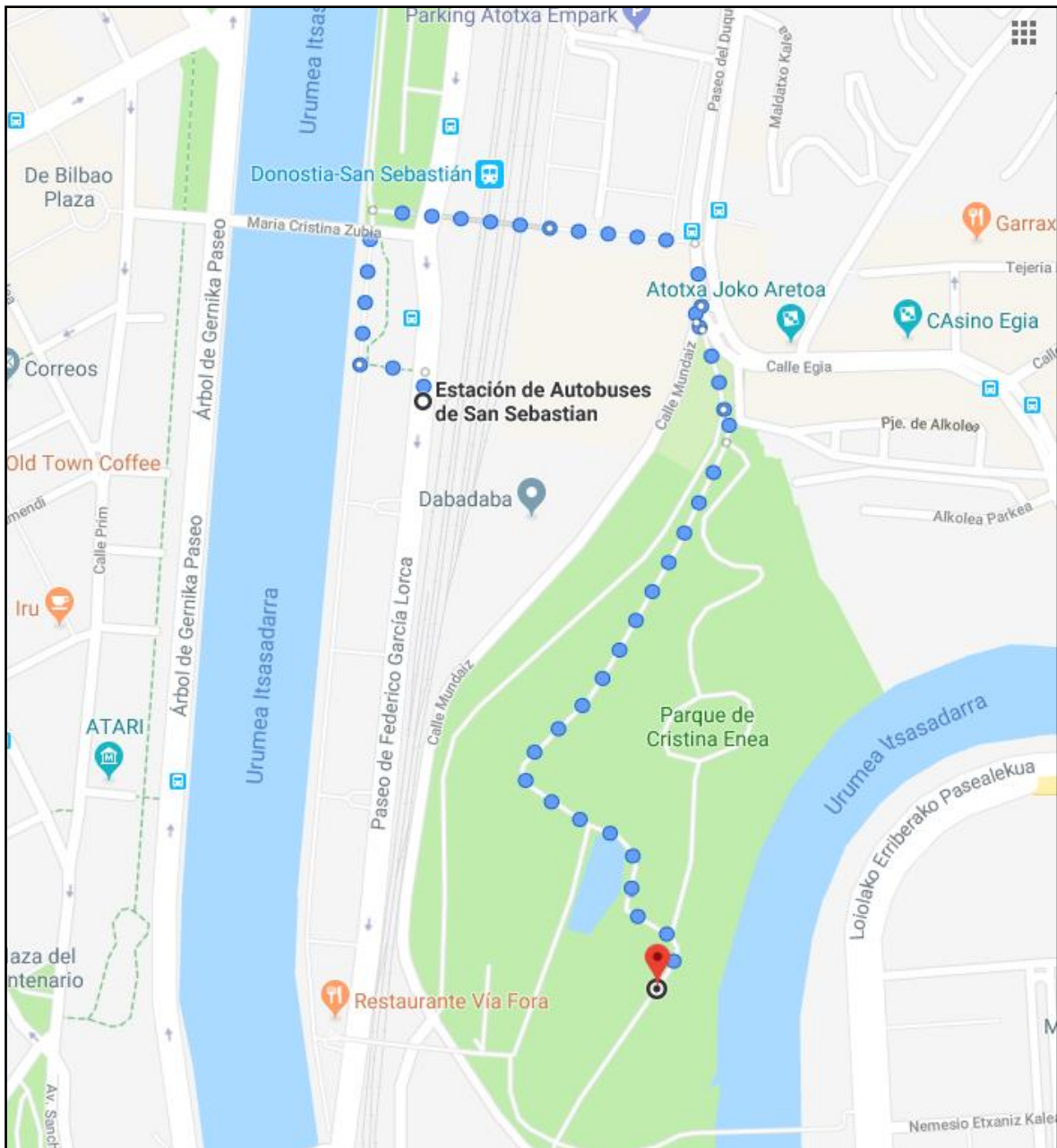


The meeting venue is located one kilometre away from the main city bus and train stations:

Practical information

Mobility Practitioners workshop, San Sebastian, Spain

June 5th, 2019



San Sebastian is a medium-sized city and almost all places of interest can be reached by walking. Nevertheless, if you would like to use public transport, the city offers two main alternatives:

- Pubic Bus Service (www.dbus.es)
- Public Bike sharing system (www.dbizi.com)

Accommodation

Each participant is responsible for making her/his own travel arrangements and book an accommodation.

The closest hotel to the meeting venue is the Tabacalera One Shot Hotel, which is just opposite to Cristina Enea park's main entrance. Many other accommodation options are available around the meeting venue:

- Hotel One Shot Tabakalera (<https://www.hoteloneshottabakalerahouse.com/en/>)
- Hotel ArrizulUrumea (<https://www.hotelarrizulurumea.com/>)
- Hotel Silken Amara Plaza (<https://www.hoteles-silken.com/en/hotel-amara-plaza-san-sebastian/>)
- Hotel Astoria 7 (<https://www.astoria7hotel.com/en>)
- Hotel Zenit San Sebastian (<https://sansebastian.zenithoteles.com/en/>)
- Hotel Arrizul Congress (<https://www.hotelarrizulcongress.com/en/>)

Contact:

Iñaki Baro. Donostia / San Sebastian Municipality

Inaki_baro@donostia.eus

943.481.591

Reimbursement instructions for the travel costs

SUMPs-Up Project offers 25 first registered participants a **reimbursement for their travel costs up to 600e**. If you wish you receive reimbursement **please indicate that in the registration form** and **you will be informed if your application is accepted as soon as possible**.

The following participants are eligible for the reimbursement:

- Individual representatives of cities that are willing to increase their knowledge on SUMPs, are working with mobility planning and that are not actively engaged in the SUMPs-Up SUMP Learning Programmes (SLP).
- Experts working for associations, city networks etc. in the field of mobility planning
- Experts in mobility companies and consultancies, engineering and architecture firms, working with cities wanting to expand their knowledge on the SUMP process and available tools
- Experts in non-mobility departments/organisations that have an interest in SUMP development/implementation. This group can include: Urban planners; Geographers; Public health practitioners; Environmental health practitioners; City resilience officers; Statisticians and Sustainable mobility advocates.

How to apply reimbursement

The reimbursement process is handled by SUMPs-Up Coordinator ICLEI Europe Secretariat. Please read the instructions carefully in the reimbursement form. You can submit the reimbursement form only after it has been confirmed by the organisers that you are eligible for the reimbursement. The form must be signed and send to the ICLEI by post by July 5th 2019.

Besides the conditions outlined in the attached document please take note that:

- you will take care of all the travel arrangements - book flight, hotel, etc and ICLEI will reimburse you after sending out all the invoices and boarding passes resulted from the trip;
- the maximum amount to be reimbursed will be of 600 euros;
- accommodation costs (at economy rate) for a maximum number of 2 nights;
- only travel arrangements at economy rate and for the cheapest available flights or trains can be reimbursed;
- you can either book your trip via a travel agency or via internet using booking websites;
- you need to send the original invoices via post to us after the event
- in the case of online bookings: we need the paper invoice from the hotel (not the confirmation from for example booking.com) and invoice + original boarding passes of the tickets. Or if that is lacking the 'declaration of honor' and printed versions. This is explained in the attached file.

Please keep all invoices, receipts and boarding passes!

If you (after reading the explanation concerning the reimbursement attached to this email) have any further questions regarding the reimbursement please reach out to Marko Horvat, marko.horvat@iclei.org.