

Information Sheet

CATS
Centre for Applied
Turkey Studies

SWP

German-Turkish Roundtable on International Affairs (GTRT) 2024 »Super Election Year 2024: Implications and Outlook for the International Order«

31 October to 01 November 2024, Divan Ankara

Yıldızevler, Jose Marti Cd. No:2, 06550 Ankara, Turkey

Accommodation

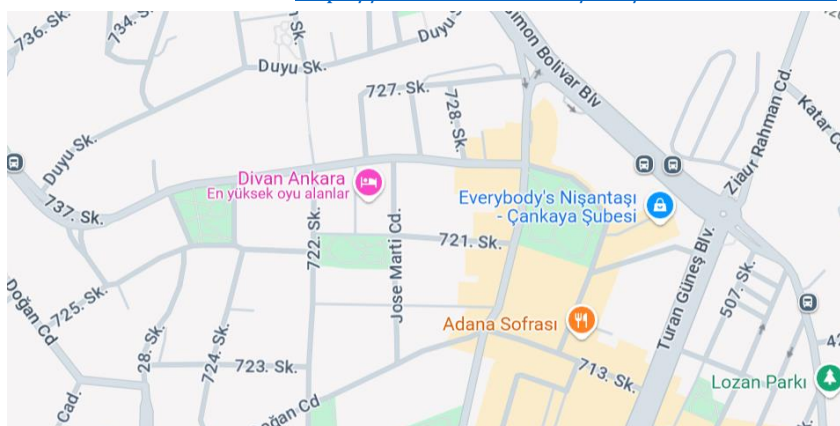
Divan Ankara

Yıldızevler, Jose Marti Cd. No:2, 06550 Çankaya/ Ankara, Turkey

Phone: +90 312 409 30 00

Mail: info.ankara@divan.com.tr

For more information see: <https://www.divan.com.tr/otel/divan-ankara-otel>



CATS will cover **two night's accommodation 30 October -01 November 2024) at the Divan Ankara**, including breakfast, which will be billed directly to CATS/SWP. If you require an additional night of accommodation, which can be covered in certain circumstances (connecting or long-haul flights), please contact lisa.schwitalla@swp-berlin.org. Check-in time: 2:00 p.m., check-out time: 12:00 p.m.

*How to get from the
Ankara Esenboğa Airport
(ESB) to the Hotel
and vice-versa?*

Arrival

From **Ankara Esenboğa Airport (ESB)** to the **Divan Ankara Hotel** we strongly encourage you to use public transportation.

However, if it is necessary to use a taxi* (ca. 45 min. / up to 350 TL) to the conference venue, please do not forget to request a fully filled-in (journey, date and amount) original receipt ("fiche"), which is signed by the taxi driver. Taxis can be found at the airport close to international arrivals.

Payment is possible via credit card (on request in advance) and cash, in Turkish Lira only. You can exchange money into Turkish Lira directly at the airport (baggage pick-up).

Departure

The Divan Ankara hotel staff as well as the CATS team will assist you with the transfer by public transportation or taxi* to the airport.

**Taxi costs up to €80 can be reimbursed on presentation of a fully completed (journey, date and amount) original paper receipt signed by the taxi driver. Please also give a short-written explanation why it was necessary to use a taxi (e.g. shortage of time; medical reasons, heavy luggage; very late/early arrival).*

Reimbursement

CATS will **reimburse travel expenses** (for flights, public transport, taxi usage, see above).

We kindly ask you to book your flight tickets individually at your earliest convenience and choose the most economical offer. If you cannot find a flight under €500, please contact lisa.schwitalla@swp-berlin.org before booking.

Travel expenses can only be reimbursed on presentation of appropriate **original paper receipts** (e.g., public transport tickets) in accordance with the *German Travel Expenses Act (BRKG)*. Please use the “*Reimbursement Form*” attached to this email, which must be **filled in completely, signed and submitted along with all relevant original paper receipts, including boarding cards, public transportation tickets, taxi receipts (etc.).** You can **hand in** the completed and signed form, incl. all relevant paper receipts **to Lisa Schwitalla directly during the conference or submit them via air mail to:**

Stiftung Wissenschaft und Politik (SWP)
Centre for Applied Turkey Studies (CATS)
z.H. Lisa Schwitalla
Ludwigkirchplatz 3-4
10719 Berlin, Germany

If all the **invoices received are in digital format** only, the “*Reimbursement Form*” can be sent as a signed scan together with all relevant receipts in a **single PDF file** to: lisa.schwitalla@swp-berlin.org.

We would greatly appreciate it if **reimbursement claims were submitted at your earliest convenience, at the latest by Friday, 15 December 2024.**

Unfortunately, claims received after this time period can no longer be considered.

Contact

Stiftung Wissenschaft und Politik (SWP)
Centre for Applied Turkey Studies (CATS)
Ludwigkirchplatz 3-4, 10719 Berlin, Germany

CATS
Lisa Schwitalla, CATS Research Assistant
Mail: lisa.schwitalla@swp-berlin.org

As the Chatham House Rule applies, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed. As a matter of confidentiality, photographs, video or audio recordings as well as all kinds of activities on social media are not allowed. Participant lists are not to be circulated to third parties for reasons of data protection and confidentiality.

Please also note our data protection declarations for events and stored addresses at <https://www.swp-berlin.org/en/data-protection/>.

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