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| C:\Users\owner\Desktop\HU.jpg | האוניברסיטה העברית בירושלים |
| THE HEBREW UNIVERSITY OF JERUSALEM |
|  **מרכז הלברט ללימודים קנדיים** מיסודם של ממשלת קנדה ורלף ורוז הלברט, טורונטו | "Building Bridges" | **THE HALBERT CENTRE FOR CANADIAN STUDIES**Co-sponsored by the Government of Canadaand Ralph and Roz Halbert, Toronto |
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March 2020

**Joint Israeli-Canadian Workshops: Guidelines 2020**

Dear workshop coordinator,

The following is a list of guidelines which outline the procedure for reserving flight, hotels, tours (optional) and meals for your upcoming workshop in Jerusalem.

The Halbert Centre will provide a conference room nearby the center's office, suited for 12 participants around the table, and an additional 10-15 chairs against the walls (if the room will not be suitable for the workshop needs, we will be able to reserve a conference room at the Maiersdorf Faculty Club, which will be deducted from the workshop budget). The room is equipped with individual electrical outlets (220v fitted to Israeli plugs) for laptops, as well as WiFi connection, and a large screen TV for presentations.

Flights: The participants are responsible for making their own flight arrangements. The Halbert Centre will reimburse travel expenses according to the workshop coordinator's decision. The coordinator is welcome to allocate any sum for travel expenses, so long as it does not exceed the workshop budget. If the budget allows, the Halbert Centre can arrange for taxis to pick-up international guests from the airport. This must be coordinated through the workshop leader at least 2 weeks prior to the guests' arrival.

Reimbursement: Reimbursements are processed by money transfer to the participants' bank accounts in Canadian Dollars. The money transfer will be sent after the boarding pass is submitted. Workshop leaders are asked to send, at least 4 weeks in advance, the following items to the Halbert Centre Coordinator:

1. Each participant's Reimbursement Form
2. A copy of their e-ticket and payment receipt
3. Passport copy
4. Copy of the personal letter of invitation in which the reimbursement sum, either accurate amount or an up-to evaluation, is included (an e-mail invitation is acceptable). Invitation letters prepared by the dean of the host faculty should be sent to all Canadian participants, including the Canadian leader and must specify expenses to be reimbursed. A copy of the letters must be sent to the Halbert Centre for Canadian Studies, and the International Office at the Hebrew University.
5. Copy of the workshop programme including the complete list of participants, both Israeli and Canadian (the tentative programme is also acceptable).
6. In addition, in order to complete the reimbursement process, the workshop leader is requested to send us a copy of the participant's boarding-pass upon the participant's arrival.

Hotel Accommodations: For convenience sake we recommend that all workshop participants be accommodated at the University’s Maiersdorf Faculty Club located on the Mt. Scopus campus or at the nearby Dan Jerusalem Hotel, in the event that the Maiersdorf Club does not have enough available rooms. Cost of accommodations will be deducted from the total workshop budget. The Halbert Centre approved budget will cover a single room for each guest, for up to one night before and one night after the workshop dates. Additional costs (for a double room or additional nights) will not be at the expense of the approved budget and will be paid by the workshop participant. Please make sure that the participants are aware of this stipulation.

Meals: Breakfast will be provided by the hotel. Lunches can be hosted at the Maiersdorf Faculty Club restaurant or any other cafeterias on campus (the cost will be deducted from the workshop budget.) As the Maiersdorf Faculty Club does not provide dinner, reservations can be made at any of the restaurants in Jerusalem with which the Hebrew University has a working agreement. Attached is a list of recommended restaurants. In accordance with Hebrew University regulations, dinner meals are limited to 300 NIS per person (including tip and VAT). Meals which exceed this cost cannot be at the expense of the approved budget. The Halbert Centre should be notified at least two weeks in advance of the name of the restaurant of your choice, the date, and number of participants, in order to get the approval of the Dean of the Social Sciences Faculty. The Halbert Centre will provide light refreshments throughout the day if the workshop takes place at the Halbert Centre conference room.

Please note: Any costs, including travel, accommodation, meals, or anything else exceeding the total workshop budget approved by the Halbert Centre, will not be at the expense of the approved budget. Likewise, any remainder of the budget which is not used will be put towards future Halbert Centre workshops. It is the workshop coordinator’s responsibility to make sure that costs stay within the approved budget.

In addition, and for the sake of simplicity, we kindly ask that any contact with the Halbert Centre in regards to the organization of the workshop be made through the workshop coordinator, and not individually by the participants. Finally, it is the workshop coordinator's responsibility to ensure that all Canadian participants have a valid passport (i.e. expiration date **at least 6 months** after their arrival in Israel). Participants whose passports expire within the 6 month period will not be allowed to board the plane to Israel. Canadian participants are kindly requested to provide themselves with full medical insurance coverage during their stay in Israel.

Please do not hesitate to contact us with any question.

Looking forward to a successful workshop,

**Diana Munayer**

**Administrative Coordinator
The Halbert Centre for Canadian Studies**

