

Travel Grant Conditions

Langue Anglais

Confirmation

Please read the conditions below and accept this travel grant contribution and the conditions under which it is made by **15 October 2017**. Once you have accepted your travel grant, you will be forwarded to the online registration process.

If you do not accept your travel grant by 15 October 2017, it will be cancelled.

Please return to your 'Submit Travel Grant Confirmation' tab to complete your acceptance form.

Accommodation

Travel Grant beneficiaries will be staying at the Centro Sharjah Hotel. NCDA will make the hotel reservation and pay for 3 nights' accommodation including breakfast, WiFi, and scheduled transfers to/from the Forum venue - the Al Jawaher Reception and Convention Centre (JRCC).

If your flights are such that the arrival and/or departure dates require additional nights then the NCD Alliance will review each case separately. Please immediately notify [Jackie Romoff](#) [1].

Any additional nights spent in the hotel that are at your choice and not because of flight timings, as well as any additional personal expenses not specified above will be charged to your own account. Please note that NCDA will not

reimburse any accommodation at a hotel other than the Centro Sharjah Hotel.

Visas to UAE

All participants must have a valid passport and/or an appropriate travel document to enter the UAE. If you are a national from any of the following countries, you will be granted a **visa on arrival** as you pass through immigration:

Andorra, Australia, Austria, Belgium, Brunei, Bulgaria, Canada, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Monaco, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Russia, San Marino, Seychelles, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, United Kingdom, United States of America, Vatican City

Gulf Cooperation Council (GCC) nationals do not require visas.

Nationals from all other countries will require a **visa in advance** of arrival. To apply for a visa please see information below:

- If you are flying with [Emirates](#) [2] or [Etihad](#) [3] or [Fly Dubai](#) [4] you can apply for your UAE visa through the website's "Manage a Booking" tool after booking your flight. In this manner, it is possible for you to submit a visa application and receive your UAE visa entirely online – without having to submit your passport for stamping. Applicants' passports must have at least six months' validity as of their date of travel to Dubai.
- You may also obtain a visa through the UAE Embassy in your home country. [Visa application form](#). [5]
- Click here for the [UAE Official Embassy Websites](#) [6] abroad. Please contact your local UAE Embassy if you require further information.
- Click here for the [UAE Ministry of Foreign Affairs & International Cooperation](#) [7] list of UAE Missions abroad.
- You will require a confirmed round-trip airline ticket or an airline ticket to another onward destination, a passport size photograph, your passport, completed application form and your letter of invitation (a printed copy of the email invitation).

Note: Please be advised that if you require a **visa in advance**, you should **NOT** apply for it until **60 days in advance of your arrival date into UAE**. You should also double check with your home country UAE Embassy that visas can be issued at that Embassy. If not, the visa will need to be applied for online using the airline visa service, or any other online visa agency, and there will be an additional service charge added to the cost of the visa. The visa and service charge is **NOT** reimbursable but your allocated USD100 flat rate can be used towards the cost. For more information on how to obtain a visa, visit the [UAE Government](#) [8] web portal. It is the responsibility of participants to **arrange their own visa**, as required.

Ground Transportation in UAE

On arrival into the UAE we ask you to take a taxi from whichever airport you arrive at, to the Centro Sharjah Hotel. Please keep the receipt, take a photo of it and **upload it to your individual online profile** page <https://ncdalliance.org/user> [9] (see reimbursement details below). You will need to book your return transfer to the airport **through the hotel** and we encourage participants to share taxi's wherever possible. The return taxi cost will be added to a separate account and will be covered by the NCD Alliance. Please note all other hotel incidentals will be to your own account.

Contribution to Flight Costs

In order to help with travel costs, NCDA will grant you a maximum amount

towards your return flights (specified in the Travel Grant Confirmation page). These were calculated based on return flights from your capital city to Dubai/Sharjah. You will only be reimbursed for the actual cost of the flight up to the maximum allocated. This allocated maximum amount is final.

We ask that you book your flights yourself for later reimbursement. We recommend you book your return flights as early as possible so the allocated maximum amount covers most, if not your whole flight costs. The longer you wait the more expensive flights get. Once your flights have been booked, please enter your travel details into your individual online profile page <https://ncdalliance.org/user> [9] (**this can be accessed at any time using your email address and password that you will be given after accepting the Travel Grant**).

Flights can be taken to Sharjah International Airport or Dubai International Airport, a major international hub bordering Sharjah. Transfer time (by car) from Dubai International Airport to the Centro Sharjah Hotel is approximately 25/30 minutes and a maximum of 25km. The Centro Sharjah Hotel is only 5 minutes from Sharjah International Airport.

Please upload receipt of your flight purchase in the Submit Reimbursement section on your individual online profile page on our website (again, **this can be accessed from** <https://ncdalliance.org/user> [9] **at any time using your email address and given password**). Without these receipts, the NCD Alliance will not be able to process your reimbursement.

Flat Rate

The NCD Alliance will allocate USD100 to contribute towards any costs associated to your home country airport transfers, visas, exchange rate costs and any other out of pocket expenses incurred in Sharjah. This amount will be included in the bank transfer reimbursement (see note below).

Reimbursement

Once you complete your registration, you will see in your **individual online profile page** <https://ncdalliance.org/user> [9] there is a "**Submit Reimbursement Information**" section to complete which requests all receipts and the bank details for the reimbursement to be paid into. Please complete the reimbursement criteria requested online before 15 October 2017.

In order to be reimbursed, you will need to:

- Attend the 2017 Global NCD Alliance Forum from 9-11 December
- Upload the following documents to your individual profile page
 - Receipt of flight costs incurred
 - Receipt(s) for airport to hotel transfer taxi costs incurred in the UAE (this can be done by taking a photo of the receipt and uploading it to your **individual online profile page** <https://ncdalliance.org/user>

[9])

- Add details of the bank account for the transfer to be made to

Please note that evidence of travel will in no case allow a request for supplementary payment and a failure to upload these documents will lead to no payment.

Please note:

- **NCD Alliance will only reimburse the actual costs of flights, taxi from airport to hotel in IIAF plus the USD100 for incidentals**
- NCD Alliance will NOT be reimbursing travel grant beneficiaries with cash at the Global NCD Alliance Forum 2017 in Sharjah 9-11 December. Funds will reach travel grant beneficiaries accounts in the weeks following the Forum.

Medical Care and Insurance

The NCDA and FoCP will not assume responsibility for any medical expenses that you or your dependents may incur during the period of the Forum, nor can they grant compensation in the event of accident disability or death. It is, therefore, recommended that you insure against these risks.

Cancellation of Participation

Should you have to cancel your participation in the Forum, we kindly ask you to contact [Jackie Romoff](#) [1] in writing as soon as possible. Failure to do so will prevent you to apply for travel grants in the future.

Please note that travel grants are non transferable.

If you require any assistance, or details of personal circumstances as reflected in the application have changed, please inform [Jackie Romoff](#) [1] immediately and she will be able to help.

Please return to your 'Submit Travel Grant Confirmation' tab to complete your acceptance form.

[Click here to return to your profile page.](#) [9]

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[1] <mailto:jromoff@ncdalliance.org>

[2] <https://www.emirates.com/uk/english/before-you-fly/visa-passport-information/prearranged-uae-visas.aspx>

[3] <http://www.etihad.com/en-gb/before-you-fly/visas/>

[4] <https://www.flydubai.com/en/plan/visas-and-passports/uae-visas>

[5] http://uae-embassy.ae/Editor/Visa_Application.pdf

[6] <http://www.mofa.gov.ae/EN/DiplomaticMissions/Pages/UAE-Embassies.aspx>

[7] <https://www.mofa.gov.ae/EN/DiplomaticMissions/Pages/UAE-Missions-Overseas.aspx>

[8] <https://government.ae/en#/>

[9] <https://ncdalliance.org/user>