



EUFAR Expert Workshop on Hyperspectral Imaging from UAVs – Applications in Precision Farming

14 December 2016
Milan, Italy

Hosted by The University of Milano-Bicocca



Travel & Information Guide

Table of Contents

Table of Contents.....	2
1. General Information	3
Workshop Venue:	3
Travel	3
Accommodation	4
Meals	4
2. Directions.....	4
3. Contacts	5
4. List of participants (draft)	6
5. Useful links.....	6
6. Reimbursement of travel & subsistence expenses	7

1. General Information

The meeting will start at 9am on 14 December and end at 6pm. A detailed agenda will be sent out closer to the time of the meeting.

Workshop Venue:

The workshop will take place on the premises of the University of Milano-Bicocca, Piazza dell'Ateneo Nuovo, 1, 20126 Milano.

Address: Building U6, Room «Rodolphi», IV floor.

Website: <http://www.unimib.it>



Travel

The EUFAR Office (bureau@eufar.net) will take care of travel arrangements unless agreed otherwise. Participants will need to fill in the following forms

- travel preferences form (to enable the EUFAR Office to take care of reservations)
- bank details form (to enable the EUFAR Office to prepare a mission order which will facilitate reimbursement of travel related expenses after the meeting)

Accommodation

Participants are required to make their own hotel reservations. Participants will be reimbursed for up to 1 to 2 nights of stay depending on journey, with a maximum reimbursement rate for accommodation of €143 per night (See section on reimbursement procedure). A list of hotels is provided below:

Ibis Milano Ca Granda (close to the University, tram line 7 or 20 min. walking)

Viale Suzzani 13-15, 20162 Milano, Italia
<http://ibis-milano-ca-granda.hotel-rez.com/>

Hotel Gala (3 metro stops away)

Viale Zara 89, 20159 Milano
<http://www.hotelgalamilano.it/>

StarHotels (2 metro stops away)

Viale Fulvio Testi 300, 20126 Milano
<http://www.starhotels.com/en/our-hotels/tourist-milan/>

Meals

Lunch and coffee breaks on 14 December will be provided at the meeting venue.

For any meals not covered, participants can claim to be reimbursed for these meals after the meeting. See section 5 on Reimbursement of Travel and Subsistence expenses.

2. Directions

Directions: How to get the University of Milano-Bicocca

From Airport

From **Milano Linate Airport**: take **bus 73** toward S. Babila M1. At the terminus, take subway line 1 (Red) to Precotto stop. Then take tramway 7 (direction P.le Lagosta) to Arcimboldi Ateneo Nuovo (2 stops). Then you should arrive by foot in 10 minutes at the U6 building.

From **Milano Malpensa Airport**: take the shuttle train [Malpensa Express](#) to Cadorna Station (running from 7.45 am, a train every 30 minutes, running time about 40 minutes).

From Cadorna station take subway line 2 (Green) (direction C.na Gobba) to Garibaldi Fs. Then take subway line 5 (Lilla) (direction Bignami) to Ponale. Then you should arrive by foot in 10 minutes at the U6 building.

From Central Train Station

From **Stazione Centrale** (Central Station) take the subway line 3 (Yellow) (direction Comasina) to Zara. Then take the subway line 5 (Lilla) (direction Bignami) to Ponale. Then you should arrive by foot in 10 minutes at the U6 building.

From the city centre by public transport:

From Duomo take the subway line 3 (Yellow) (direction Comasina) to Zara. Then take the subway line 5 (Lilla) (direction Bignami) to Ponale. Then you should arrive by foot in 10 minutes at the U6 building.

Arrival by car

From the Torino-Venezia motorway, take the "Milano-Viale Zara" exit and then head towards the city centre (centro).

Pass the sign indicating the Town limit (Comune di Milano) roughly where you can see the "StarTourist" Hotel on your left.

Take Viale Sarca (first street parallel, on your left, to the one you are on). After about 1 km going along Viale Sarca you will reach the university campus. There are adequate parking facilities available for students and visitors.

For further information, please visit <http://www.unimib.it/go/6108044203512065963>

3. Contacts

University of Milano-Bicocca

Micol Rossini

Office: +39 02 6448 2864

Mobile: +39 3494925824

E-mail: micol.rossini@unimib.it

Remote Sensing of Environmental Dynamics Laboratory,
Dipartimento di Scienze dell'Ambiente e della Terra,
Università degli Studi Milano-Bicocca, Piazza della Scienza 1, 20126 Milano, Italy
Ph.+39 02 64482848 Fax +39 02 64482895

VITO

Stephanie Delalieux

E-mail: stephanie.delalieux@vito.be

EUFAR Office

Lilian DIARRA

Tel: +33 561 079 837,

e-mail: bureau@eufar.net

4. List of participants (draft)

	Participants	Institute	Country	E-mail address
1	Micol Rossini (Host)	UNIMIB	Italy	micol.rossini@unimib.it
2	Stephanie Delalieux (Chair)	VITO	Belgium	Stephanie.Delalieux@vito.be
3	Bavo Delauré	VITO	Belgium	Bavo.delauré@vito.be
4	Frank Liebisch	ETH	Switzerland	frank.liebisch@usys.ethz.ch
5	Marco Celesti	UNIMIB	Italy	m.cesti2@campus.unimib.it
6	Andreas Burkart	Uni Duesseldorf	Germany	andreas.burkart@uni-duesseldorf.de
7	Bo Shan	Carleton university , Ottawa, Ontario	Canada	bshan@alcanada.com
8	Luca Demarchi	Warsaw University of Life Sciences	Poland	demarchi.luca.ld@gmail.com
9	Jochem Verrelst	University of Valencia	Spain	jochem.verrelst@uv.es
10	Enrico Tomelleri	EURAC	Italy	enrico.tomelleri@eurac.edu
11	Trond Løke	NEO	Norway	trond@neo.no
12	William Oxford	2Excel Aviation Ltd	UK	WilliamOxford@2excelaviation.com
13	Wouter Maes	U Ghent	Belgium	Wh.Maes@ugent.be
14	Elias Fernando Berra	Newcastle University	UK	e.f.berra@newcastle.ac.uk
15	Laurent Tits	VITO	Belgium	Laurent.Tits@vito.be
16	Florin Paun	ONERA	France	Florin.paun@onera.fr
17	Ils Reusen	VITO	Belgium	ils.reusen@vito.be
18	Stephania Zabala Ramos	Lund University	Sweden	effi.zabala@gmail.com

5. Useful links

Public transportation <http://www.atm.it/en/>
<http://www.trenitalia.com/>

6. Reimbursement of travel & subsistence expenses

The EUFAR Office/Météo-France will be responsible for the reimbursement of any travel and subsistence (T&S) expenses incurred, unless differently agreed. The reimbursement of individual costs by the EUFAR Office will be based on real costs upon receipt of the proofs of payment (such as taxi, bus, etc.). This rule does not apply to meals (see below).

Meals:

Regarding the meals not organised by FUB/Harnack Haus, note that the reimbursement of the meals cannot exceed **€38.50 per meal** in accordance with Météo-France's T&S rate for Italy.

Accommodation:

Participants will be reimbursed for one night of accommodation unless agreed otherwise. The maximum reimbursement rate per night for Italy is €143 (including breakfast). Please keep a proof of payment for accommodation (hotel invoice, Airbnb receipt) to claim for these expenses after the meeting.

Travel:

Your travel tickets, as proof of travel, will also be requested (boarding passes/train/metro tickets) even if paid by the EUFAR Office, thus please keep all your original tickets and receipts.

Use of a private car:

Reimbursement of use of private car is on the basis of about **€0.32 per kilometre** (depending on make of car, fiscal horse power etc.). Distances travelled can be calculated either on or , when claiming reimbursement. Fuel is included in the kilometre rate. Road tolls and parking fees may be paid extra, so please keep tickets/receipts as justification. When two or more participants travel together by car, only one person will be reimbursed for the associated travel costs.

Use of taxi:

Reimbursement of taxi fees requires prior approval from the EUFAR Office. As a general rule, participants with early or late flights are legible for reimbursement of taxi expenses.

To be reimbursed for travel and subsistence expenses, please fill in the form at the end of this document and send it, along with original invoices/receipts to the following postal address (unless agreed otherwise):

*Attn: Lilian Diarra
Météo-France/CNRM/GMEI/ EUFAR Office
42, avenue Gaspard Coriolis 31057, Toulouse France*

 Nom (en majuscules) / *Name (Use capital letters)*

 Adresse personnelle / *Home address*

 Email

 Objet du voyage / *Purpose of travel*

 Lieu et date de la réunion / *Place and date of meeting*

 Départ de / *Departure from* date time

 Retour à / *Return to* date time

 Please indicate if any of the above mission period was for personal reasons

Travel and Subsistence Expenses Declared:

Please indicate who paid for your flight/train ticket: yourself – your institute – EUFAR Office

In the case that your institute paid for your ticket, please provide us with an invoice and banking information of your institute.

N°	Item of expenditure (hotel, parking, flight tickets...)	Amount in local currency	Currency	Amount in euros	Checked by EUFAR Office/ MF-CNRM

Number of free meals :(covered by GFZ)

Number of free hotel room/ nights:(covered by GFZ)

Please provide **original** receipts, tickets, boarding pass and invoices (including taxi receipts) and indicate the number of meals (lunches and dinners) you paid for yourself.

Je certifie que les dépenses déclarées ci-dessus ne seront pas remboursées par un autre organisme. / I declare that the expenses claimed above are not being reimbursed from any other source.

Date

Signature

For official use

OMI N°:

Pour approbation

Le chef de service