

Head of the group entitled  
Mrs Maria CHAITIDOU  
Ipirou 10,  
601 00 Katerini  
Karazanou 7  
50 200 Ptolemaida  
GREECE

Dear Mrs Maria CHAITIDOU,

We are pleased to inform you that your abovementioned group of students and teachers is invited to take part at the Euroscola programme of the **European Parliament in Strasbourg on Thursday, April 11th, 2024.**

On the day of your participation to the Euroscola programme, as Head of the group, you will sign a declaration (attached hereto) for the payment by the European Parliament of a financial contribution intended to cover part of the costs related to the participation of your group to the event. The group can have a maximum of 26 sponsored participants, i.e. up to 24 pupils and 2 teachers (or 1 teacher if the number of pupils is below 20). All participants must be residents in an EU Member State, an applicant country or a former Member State. No financial contribution will be paid if the group does not participate in the event or the number of participants present at the event falls below 10.

The European Parliament's maximum financial contribution has been estimated at **€ 499.27** for each sponsored participant present for the whole duration of the programme, calculated as follows:

- a fixed amount of €110 (only if your group has at least one overnight stay in the context of its participation to the event), or €44 (without an overnight stay); and
- a variable distance factor: € 0,099 in case of qualified and selected groups x 2 x km of the most direct road journey between the common point of departure of your group (town/city) and Strasbourg (according to Google Maps). If there is no common point of departure, it will be calculated on the basis of the average travel distance between the respective private addresses of all participants and Strasbourg.

**At the latest 15 days before the date of the event**, you have to submit, by e-mail to [epstrasbourg-euroscola@ep.europa.eu](mailto:epstrasbourg-euroscola@ep.europa.eu):

- the financial form 1 (attached hereto), including the bank account in the name of your abovementioned group where payment will be made, accompanied by a recent bank statement with the information mentioned therein. If the group does not have an account in its name, payment can be made to the account held by the Head of group. Please use the appropriate form (marked "group" or "head of group"), depending on the recipient of the payment; and
- the list of participants to your group.

The e-mail has to indicate the name of the abovementioned invited group and of the Head of group, as well as the date of the Euroscola to which the group will participate.

The European Parliament's financial contribution will be paid by bank transfer in two instalments: 70% on the day of the visit and the balance upon receipt of the financial form 2 (attached hereto), which you have to submit **at the latest 30 days after the date of the event together with supporting documents**. In this financial form, you will declare the real costs of your participation to the Euroscola programme, as well as any other financial contribution you may have received in relation to this participation. Should that deadline not be met, the European Parliament reserves the right to recover the entire contribution already paid. If the amount of the real costs is lower than the contribution already paid, the difference will be recovered by the European Parliament.

We would strongly recommend that your group makes flexible travel arrangements, allowing for cancellation at no cost. If there is a change in head of group, please contact immediately the Visitors and Citizens Liaison Unit. On the day of the visit, please bring with you a copy of this letter, an up-to-date participant list, and a completed Declaration of Honour. All participants must carry a passport or ID card.

We look forward to welcoming your group in the European Parliament.

Yours sincerely,

Justyna Tlaga  
Head of the Visitors and Citizens Liaison Unit

Annexes to the letter:

- Declaration of Honour
- Financial form 1 - financial identification form accompanied by important information and privacy statement
- Financial form 2 - declaration for reimbursement of expenses

[epstrasbourg-euroscola@ep.europa.eu](mailto:epstrasbourg-euroscola@ep.europa.eu)