



EBCOG

European Board and College of
Obstetrics and Gynaecology



Visit Agreement

Name of Department:

Name Head of Department:

Date:

I agree to the conditions of the EBCOG visit as outlined below:

I agree to provide signed approval for all travelling expenses plus 100 Euros to each of the three visitors for incidental expenses and a 968 Euros (including VAT) levy for EBCOG to be paid into the bank account of EBCOG prior the accreditation visit.

I will return the copy of this arrangement to the EBCOG Treasurer no later than four weeks before the visit.

I understand that once the date of the visit is known, all the visitors will make their travel arrangements and my department will be responsible for reimbursing economy class flight tickets, booking and reimbursing hotel accommodation for a maximum of two nights, and arranging local hospitality and travel to and from the airport.

I understand that a statement of account, including travel costs and 100 Euros to each of the three visitors to cover their incidental expenses (as stated above) will be sent by the visitors to the EBCOG Treasurer. The EBCOG Treasurer will send a statement of account (all the expenses incurred by the visitors and an administrative charge of 968 Euros made by the EBCOG) to the host department.

I understand that immediately after the visit, the EBCOG Treasurer will reimburse the visitors and ask the Head of the department visited for settling the invoice already agreed.

I understand that any delay in reimbursement by the host department will result in the delayed dispatch of the certificate of accreditation.

If the visit were to be cancelled or postponed by the host department and the travel arrangements had been made by the visitors, then I agree that my department is responsible for reimbursing the following to EBCOG:

- Cost of booking flights by the visitors
- EBCOG Administrative charge of 968 Euros
- NB: If the visit is conducted on-line, there only will be the administrative charge of 968 Euros.

Signature:
