



Digital Credentials for Europe  
WP6 Workshop 3  
GUIDE



Dear Participants,

To assist you in planning your travel and accommodations for the upcoming workshop in Lisbon, we are pleased to provide you with a comprehensive guide that includes hotel recommendations and transportation options. Additionally, we have prepared a preliminary agenda with tentative timings to give you an overview of the workshop schedule.

Basic Information about Workshop 3, in Lisbon:

**Event Organizer:** DVSV (Dachverband der Sozialversicherungsträger)

**Event Host:** ISS (Instituto da Segurança Social)

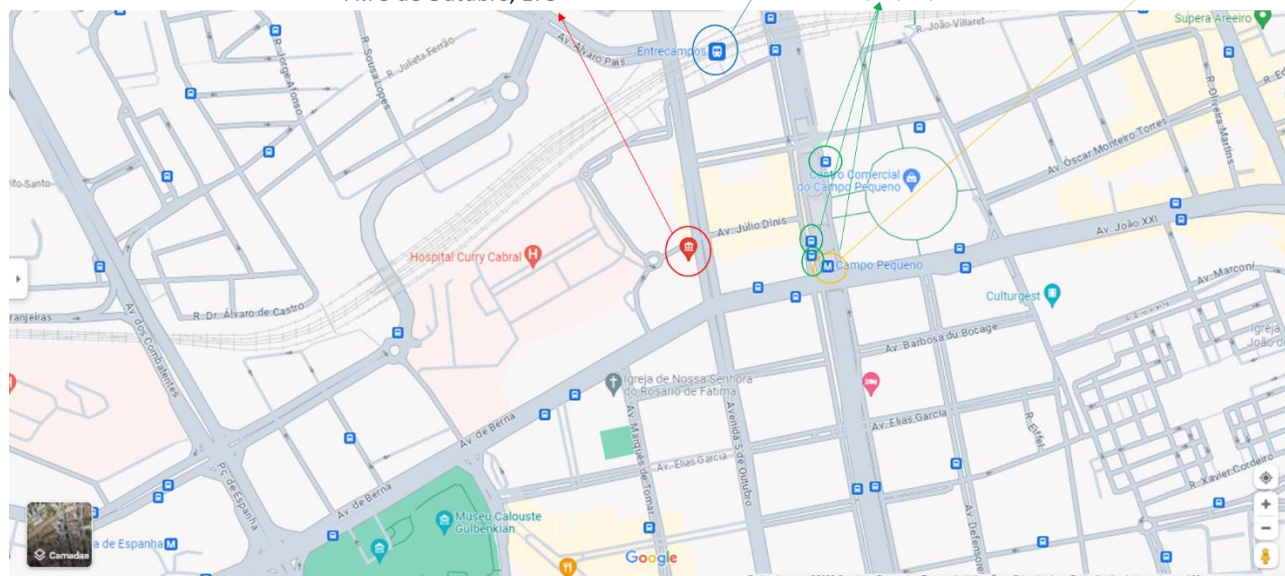
**Venue:** Avenida 5 de Outubro, n.º 175, 1069-451 Lisboa (1st floor - auditorium)

**Transport options to the venue:**

- ✓ **Buses:** 716; 736; 744; 754; 756 - Station "Campo Pequeno" (5 min walk)
- ✓ **Train:** Suburban train - Station "Entrecampos" (7 min walk)
- ✓ **Metro:** Yellow line - Station "Campo Pequeno" (5 min walk) / Station "Entrecampos" (8 min walk)  
Red line – Station "Saldanha" (12 min walk) Possible to swap to the Yellow line



**Venue:** ISS – Instituto da Segurança Social  
Av. 5 de Outubro, 175



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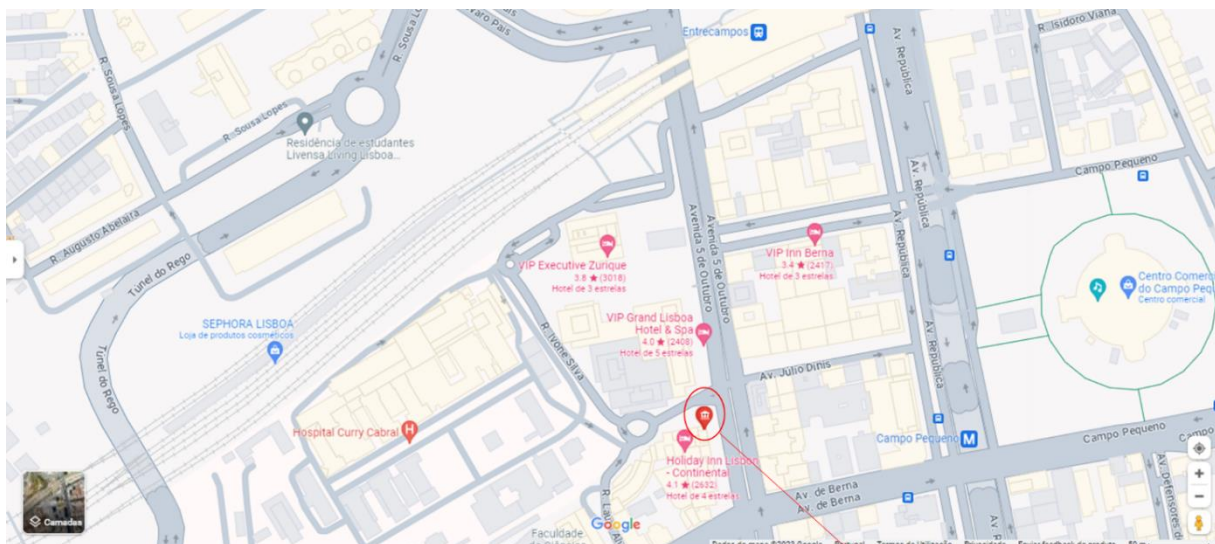


## Hotel Recommendations

Recommended area of stay is close to any Metro station as

- ✓ direct connection to the airport
- ✓ close to the city centre / attractions in Lisbon / Venue of the meeting
- ✓ several transportation options (see above)

However, if you wish only to walk, there are plenty of hotels nearby the Venue (some examples):



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Holiday Inn Lisbon – Continental\*\*\*\*

[https://www.ihg.com/holidayinn/hotels/gb/en/lisbon/lisbn/hoteldetail?fromRedirect=true&qSrt=sB&qDest=Lisbon,%20Portugal&setPMCookies=true&mktgvar=go\\_cmp-17939553021\\_adg-139765122157\\_ad-614508812532\\_kwd-297993744639\\_dev-c\\_ext-sig-EAAlaQobChMI6LrGpK6lgQMVkcDVCh0M0gegEAAYASAAEgLvPD\\_BwE&dp=true&gclid=EAAlaQobChMI6LrGpK6lgQMVkcDVCh0M0gegEAAYASAAEgLvPD\\_BwE&cm\\_mmc=PDSEA-\\_-G\\_F-EUR\\_FS-EUR\\_H-EUR\\_HS-PRT\\_HI\\_BRS\\_L-GBR\\_CITY-LISBON&srb\\_u=1&qRad=30&qRdU=mi](https://www.ihg.com/holidayinn/hotels/gb/en/lisbon/lisbn/hoteldetail?fromRedirect=true&qSrt=sB&qDest=Lisbon,%20Portugal&setPMCookies=true&mktgvar=go_cmp-17939553021_adg-139765122157_ad-614508812532_kwd-297993744639_dev-c_ext-sig-EAAlaQobChMI6LrGpK6lgQMVkcDVCh0M0gegEAAYASAAEgLvPD_BwE&dp=true&gclid=EAAlaQobChMI6LrGpK6lgQMVkcDVCh0M0gegEAAYASAAEgLvPD_BwE&cm_mmc=PDSEA-_-G_F-EUR_FS-EUR_H-EUR_HS-PRT_HI_BRS_L-GBR_CITY-LISBON&srb_u=1&qRad=30&qRdU=mi)

VIP Grand Lisboa Hotel & Spa \*\*\*\*\*

[https://www.vipgrandlisboahotel.com/en/?\\_gl=1\\*15vba41\\*\\_up\\*MQ..&gclid=EAAlaQobChMIgNOqhq-lgQMVAoJoCR205AWLEAAYAIAAEgKa3PD\\_BwE](https://www.vipgrandlisboahotel.com/en/?_gl=1*15vba41*_up*MQ..&gclid=EAAlaQobChMIgNOqhq-lgQMVAoJoCR205AWLEAAYAIAAEgKa3PD_BwE)

VIP Executive Zurique\*\*\*

<https://www.viphoteles.com/en/Menu/Hotels/Portugal/Vip-Executive-Zurique/About-Hotel.aspx>

VIP Inn Berna\*\*\*

<https://www.viphoteles.com/en/Menu/Hotels/Portugal/Vip-Inn-Berna/About-Hotel.aspx>



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## Transport options from the airport

Please note that the airport is located inside Lisbon

### From the airport to the city centre:

**Metro (Red line):** 1 way costs 1,65€ + 0,50€ for the rechargeable card – about 20 min to the Venue

**Taxi:** costs around 20€ - about 20 min to the Venue

**Bus:** Lines 708, 722, 744 & 783 – costs 1,80€ a ride + 0,50€ for the rechargeable card that must be previously bought in the machines



## Public transport in Lisbon

All metro stations have ticket machines, but you can pass the turnstile with your wireless bank card (only : VISA, VPAY, Europay and Mastercard)

- Single ticket: 1,65 € (metro/bus with switching option inside the same operator, valid for 1 hour\*)
- 1-day ticket: 6,60 € (unlimited trips in metro and bus, valid 24h from purchase)
- [Lisbon Card](#) (from 22€, available in 24, 48 or 72 consecutive hour options, free access up to 38 Attractions + Public Transportation)

\*Not possible to enter twice in the metro (only inside the network)





## Financial issues

Be reminded that this event:

- Is going to be carried out within the period of execution of the action – 1st April 2023 to 31st March 2025 –,
- Is going to be held in connection to the Action and,
- Has been foreseen in the budget of the Action.

For these reasons, among others, the following Workshop costs will be, in principle, considered eligible and will have to be justified as follows:

### a) Personnel costs:

Time dedicated by you to attend the Workshop will be recovered via imputation of hours in the special tool to be developed for this purpose – more information to be released soon -.

### b) Travel and subsistence costs:

All travel, accommodation, and subsistence costs must be calculated on the basis of the costs actually incurred and in line with the beneficiary's usual practices on travel.

In order to correctly justify these expenditures and to be able to recover the part co-financed by the European Commission (50%), you will have to keep, at least, the following supporting documents:

- Means of transport: invoices and proof of payment (cash payment, bank transfers, etc.). In addition, do not forget to also keep all boarding passes in case you are travelling by plane. Any other supporting document, such as booking reservations, etc., will be also welcome.
- Accommodation and subsistence costs: invoices and proofs of payment. Any other supporting document, such as booking reservations, etc., will be also welcome.
- Other costs: if applicable, visa costs and other travel related costs, dully supported by their supporting costs (at least: invoice and proof of payment).

Finally, please, bear in mind that any other costs such as presents for family and/or friends, personal expenses, alcohol consumptions or any other expenditure with no relation to the Action will be considered non-eligible, and therefore, will not be reimbursed by the European Commission.



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