

# EU-PROMENS Exchange Programme: Netherlands

## Introduction

You will receive all necessary information regarding emergency contacts and the detailed programme upon arrival.

Please adhere to punctuality throughout the programme. Our partner collaborates with various stakeholders who have allocated exclusive time for you. In certain instances, you will have access to areas that are not typically open to the public. We will endeavour to display posters to guide you to meeting points; however, if you are late, we cannot guarantee your participation. Similarly, if transport has been organised and you miss it due to tardiness, you will need to arrange and finance alternative transport yourself.

## 1 Travel Preparation

### Preparations

- The Netherlands will be cold, please ensure you bring warm clothing and an umbrella.
- **Flight Check-In:** Please complete the online check-in via the airline's website yourself. All necessary information is on your ticket. You can carry 1xpersonal bag, 1xHandluggage (8kg) and 1xcheckin bag (23kg).
- **At the airport / during transit:** Should you encounter any issues, feel free to utilise the airport's Wi-Fi to contact me via email or call on WhatsApp.

### Transport & Accommodation

- **Transport to Airport in your Home Country:** Please use public transport to the airport in your home country. If this is not feasible due to timing, please contact me immediately. Should you wish to drive to the airport, we reimburse up to 80 km each way at €0,22 per km. We don't pay for any other fees, such as parking fees, driver costs, or car hire.
- **Transport Amsterdam Airport to Hotel:** Please take the train to the hotel. See page 4 for more information.
- **Hotel Arrangements:** Upon arrival in Utrecht, proceed to the **nh Hotel**. It is just next to the train station. Reception is open 24/7 to accommodate your check-in times.
- **Partner Accommodation:** If you know that for the weekend for example, your partner is accompanying you, kindly inform the hotel reception in advance as there will be an additional charge of approximately €25 per night. This extra fee will be paid by you upon Checkout.

## 2

## Financial Details

### Meal Costs – no need for receipts

- Breakfast is included at the hotel
- We try to provide lunch for most of the days. However, in some cases this is not possible, so you would have to take care of your meal yourself. For that, rather than reimbursing individual meals with receipts, we provide lump sums (paid after your stay) for each meal separately, per day.
- You will be reimbursed for:
  - €18,80 per day for lunch and €18,80 per day for dinner
- If you received one of these meals on a day, this particular lump sum will not be paid.
- *Examples:*
  - Monday you have breakfast at the hotel, lunch at Reinier van Arkel, and dinner that we organised, so we won't pay any reimbursement for that day (because we provided everything).
  - Tuesday you have breakfast at the hotel, lunch at the organisation, but dinner is not provided by us. You will receive €18,80 for that day.
  - Wednesday, you had breakfast in the hotel, but neither lunch nor dinner were provided by us. You will receive €37,60 on that day.
- These lump sums will be reimbursed after your stay. Therefore, please budget accordingly and remember that you will receive the specified amount regardless of your actual expenditure. No need for keeping receipts for meals!

### Travel Costs – please keep receipts

- We reimburse travel expenses based on actual costs incurred, **so please keep all receipts**. This is crucial; otherwise, you will need to provide official bank statements (no screenshots).
- Please use public transport, as we generally do not reimburse taxis / Ubers / Bolts.
- However, if the journey with a taxi/ Uber/ Bolt does not exceed the price for public transport per person, you may take a taxi / Uber / Bolt.
- *Example:*
  - the journey cost for a single ticket is €3,20 per person, You may **share** a taxi or Uber with others. **The per-person price is crucial. Also, you need to write down the people you shared the taxi/Uber with** for getting reimbursed.
  - if you share a journey that costs €12 with four people, then €12 divided by 4 is lower than €3,20, which is fine. Only one person pays the fee, and that person gets reimbursed for that (according to the receipt).
  - However, if you share it with only one other person, resulting in €12 divided by 2 equals €6, **that is not acceptable:** You don't get reimbursed for this.
- **For travel to and from farer cities**, we have organised coaches that will take all of you and your luggage, so you will only require public transport when you move within Utrecht without luggage, and for airport transfers.

### 3

## Programme Participation

### Punctuality

- Please adhere to punctuality throughout the programme. Our partner collaborates with various stakeholders who have allocated exclusive time for you. In certain instances, you will have access to areas not typically open to the public.
- We will endeavour to display posters to guide you to meeting points; however, if you are late, we cannot guarantee your participation.
- Similarly, if transport has been organised and you miss it due to tardiness, you will need to arrange and finance alternative transport yourself.

### Group Assignments

- On the first day, you will be informed of your schedule, group assignments, reimbursement infos etc.– basically, everything you need to know for this trip.
- Those who communicated their preferences within the deadline will be accommodated accordingly. Others will be assigned to groups that align with the interests specified in our form and profile.
- Please refrain from switching groups among yourselves, as your information has already been shared with the hotels, and we wish to avoid any financial discrepancies for you.
- Additionally, our partner has put considerable effort into creating a suitable programme. The programme will not differ significantly within the groups, it is structured to ensure that all participants can simultaneously engage in the activities.
- More details and structure of the programme will be explained on Monday. You will also receive a PDF in mobile-view, that you can save on your mobile, and use whenever you need it.

## 4

### Transport from Amsterdam Airport to the Hotel

#### Ticket

- You can download the NS App for easy commuting in the Netherlands:  
<https://www.ns.nl/en/travel-information/ns-app>
- Buy an online ticket from **Schipol Airport** to go to **Utrecht Centraal**:  
<https://www.ns.nl/en/tickets>

1× One-way ticket, 2nd class Price: 10,90€

#### Your Journey

##### 1. Train from Schipol Airport:

- There are several trains going to Utrecht, taking 30 minutes without the need for changing trains.

##### 2. From Utrecht Centraal Railway Station to nh Hotel:

- The hotel is located just right next to the station. When you get off the train station it takes you less than 5 minutes by foot.



### Interesting Peculiarities in the Netherlands

#### Transportation

- **Cycling:** Bicycles are a dominant mode of transport. Always use designated bike lanes and respect cycling traffic rules. Ring your bell to alert pedestrians or slower cyclists.
- **Trams and Buses:** Signal the driver by holding out your hand when you want to board. Press the stop button inside to request a stop.

#### Practical Information

- **Tap Water:** Tap water in the Netherlands is of excellent quality and safe to drink. No need to buy bottled water.
- **Payment Methods:** Debit cards (especially Maestro) and credit cards are widely accepted. Contactless payments via cards and mobile apps are very common. Cash is less frequently used but still accepted in some places.

#### Cultural Insights

- **Dutch Directness:** The Dutch are known for their straightforward and direct communication style. This is not considered rude but honest and efficient.
- **Greetings:** A common greeting is three kisses on the cheek, alternating cheeks, but this is usually reserved for close friends and family. A handshake is typical in formal situations.
- **Cycling Culture:** Cycling is deeply embedded in Dutch culture. Expect everyone, including children and elderly, to cycle daily, often wearing casual clothes rather than special gear.