

CALL FOR PAPERS

Deadline: Friday 30 May 2003

\*\*\*\*\*  
\*\*\*\*\*

Changing Conditions for Education and Training in Europe

26/27 September 2003

Uppsala, Sweden

A meeting of the EC Research Training Network New Techniques for the Evaluation of European Labour Market Policies

Hosted by

Uppsala University and the Institute for Labour Market Policy Evaluation (IFAU)

Organizers: Per-Anders Edin, Peter Fredriksson and Erik Mellander

\*\*\*\*\*  
\*\*\*\*\*

During the last decade, education policy has claimed the top position on the political agenda in many European countries. This has to a large extent been related to a perception of the need for a highly educated and skilled workforce in today s rapidly changing economy. At the same time the organization of youth and adult education has undergone major changes in several countries. Unfortunately, we still lack a great deal of knowledge about the effects of the changes in education and training, both at the level of the individual and from a social point of view.

On behalf of the organizers, Per-Anders Edin (Uppsala University, IFAU and CEPR), Peter Fredriksson (Uppsala University and IFAU) and Erik Mellander (IFAU), I am writing to invite you to submit a paper for, or express your interest in attending, the conference on Changing Conditions for Education and Training in Europe . This workshop is the third meeting of the Research Training Network on New Techniques for the Evaluation of European Labour Market Policies .

The objective of the meeting is to bring researchers together in an informal setting, with the explicit agenda of presenting and discussing current applied and theoretical work on the economics of education. We envisage a broad range of papers on different topics including the effects of education and training on labour market outcomes, resources and student achievement, segregation and peer effects in schools, the teacher labour market, and education governance (this list should not be considered as exhaustive).

Leaders of RTN teams should forward this message to others at their institution working on this project, and particularly the young researchers.

Travel and accommodation expenses will be covered for all participants according to the new, attached, CEPR travel guidelines, but if you could contribute to the costs of your attendance from a research grant at your disposal this would free up space for someone else. Please indicate on your reply form whether you will be able to cover your own travel costs, or whether you will require funding from CEPR. Please note that it may not be possible to accept all applications to attend this conference.

We would, at this stage, like you to simply confirm your interest in attending the meeting and indicate whether or not you wish to present a paper. Please complete the enclosed reply form indicating whether or not you wish to present a paper, or would be willing to act as a discussant, and return this to Jessica Mason at CEPR by email at [jmason@cepr.org](mailto:jmason@cepr.org), or by fax on +44 20 7878 2999. All applications, and if you would like to present your work, a copy of the paper, must reach Jessica by Friday 30 May 2003. We will confirm your participation in early July.

Yours sincerely

Brian Leitch

Programme Officer

Jessica Mason, Assistant Meetings Manager  
Centre for Economic Policy Research  
90-98 Goswell Road  
London  
EC1V 7RR

Tel: +44 (0)20 7878 2908

Fax: +44 (0)20 7878 2999

[www.cepr.org](http://www.cepr.org)



**Centre for  
Economic  
Policy  
Research**



IFAU – INSTITUTE FOR  
LABOUR MARKET POLICY  
EVALUATION



UPPSALA  
UNIVERSITET

**Changing Conditions for Education and Training in Europe  
26/27 September 2003  
Uppsala, Sweden**

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

*We will use this address for all correspondence concerning this workshop unless you inform us otherwise*

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

Email \_\_\_\_\_

I **would/would not** like to attend this workshop

I **would/would not** require accommodation funding from CEPR

I **would/would not** require travel funding from CEPR

I **would/would not** be able to act as a discussant

I **would/would not** like to submit a paper

The provisional title of my paper is:

\_\_\_\_\_

\_\_\_\_\_

If there are any co-authors of the paper please give their details:

\_\_\_\_\_

\_\_\_\_\_

(Please attach a copy of the paper)

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please complete and return immediately to Jessica Mason at the Centre for Economic Policy Research (Fax +44 20 7878 2999, Email [jmason@cepr.org](mailto:jmason@cepr.org))**

# CEPR CONFERENCE TRAVEL & SUBSISTENCE

## REIMBURSEMENT POLICY

In an effort to continue to offer the maximum number of conferences and to include as many participants as possible with limited funding for travel, CEPR is updating its travel reimbursement policy. Participants are advised to review the following carefully, prior to making their travel plans, so as to ensure the maximum reimbursement for their claim.

### 1. Travel to/from the conference

#### Air Travel

With the advent of budget airlines in Europe, it is now possible to obtain very inexpensive fares without staying over a Saturday night. For conferences in locations well served by cheap routes, participants will be expected to return home on evening that the conference concludes (For example, for a conference which finishes on a Saturday afternoon, participants will be expected to return home that evening where possible). These meetings will be clearly signalled in the CEPR meeting description. In these cases, CEPR will only consider paying for an extra night in a hotel if the savings incurred (airfare plus hotel costs) are substantial. For these meetings, an extra night's hotel stay must be approved by CEPR's Meetings Team in advance of travel.

For conferences less well served by air routes, a Saturday night stay may still be required. Again, this will be signalled in the meeting description. Participants choosing to leave earlier will be reimbursed to the level of the equivalent lowest fare with Saturday night stay.

In all cases, full economy (coach) airfares will not be reimbursed except in very special circumstances and only with prior approval. First class, business class and premium economy tickets will be reimbursed at the level of the corresponding discounted coach fare.

Tickets bought 21 days ahead of travel are usually substantially cheaper than closer to departure. Participants who make their reservations less than 21 days ahead of time will be reimbursed at the level of the discounted fare with 21 days of advance notice, unless prior approval is granted by the CEPR Meetings Team. Note that for budget carriers, such advance booking may not have much effect, but this is particularly important for travellers from the US and Canada.

#### Air Travel Fare Limits

The following table represents the maximum amount of reimbursement for air travel to conferences in Europe. Any exceptions must be approved by the CEPR Meetings Team in advance. Where participants exceed this limit without authorisation, CEPR will reimburse participants to the limit below.

Travelling from	Air fare limit
Within Europe	€ 400
Israel	€ 700
U.S./Canada East Coast	\$ 700 (Chicago, DC, NY, Boston, Toronto, Montreal etc.)
U.S./Canada West Coast	\$ 900 (Vancouver, Seattle, SF, LA, Arizona, Colorado etc.)

Other points of departure – please consult the CEPR Meetings Team.

## **Rail Travel**

Participants electing to travel by train must take advantage of early booking fares, where this is cheaper than purchasing tickets near to departure. Reimbursement is made for second-class travel only.

## **Car Travel**

CEPR does not reimburse car rental. Participants choosing to travel to a CEPR conference in their own car may claim mileage reimbursement at £0.23 per mile for the roundtrip, up to the price of a second-class advance railfare from their home to the conference.

## **Local Ground Transportation**

CEPR will make a contribution to local transportation costs, up to a maximum of €50. Any excess costs incurred are the responsibility of the participant and will not be reimbursed.

Local ground transportation costs may include the use of airport shuttles, buses, trams, metros, trains and taxis, and cover both travel from home to airport/train station as well as travel at the conference venue. Original receipts must accompany the claim. Car journeys from home to airport or train stations will be reimbursed at £0.40 per mile. In many cases, CEPR conference local organizers provide transfers from the airport to the hotel. Participants are required to use these, wherever possible. Participants are also strongly encouraged to use public transportation. The savings from doing so permit CEPR to offer travel reimbursement to more participants, and to hold more events.

In rare cases, a meeting is situated in a venue where local ground transportation costs are unusually high. The Confirmation Letter sent to participants eligible for travel reimbursement will state if an exception has been made for a higher maximum amount for local ground transportation for the meeting in question.

## **Internet Travel Websites**

There are hundreds of travel websites on the Internet which can enable you to obtain cheap fares, but there does seem to be a difference between the level of information each site can provide, whether the company is subject to the rules of a travel regulator/s, how 'user-friendly' the site is and how easy it is to actually make a booking. In addition, some aggregating travel sites do not quote fares for budget airlines. Please consult the budget airline's own website directly to see if they serve your local airport. CEPR has conducted limited research into travel sites available (although the landscape changes daily!). Please see the appendix at the end of this document for a brief guide to Internet travel sites.

## **Travel Agents**

It is important to note that you can still book your travel through the CEPR dedicated travel agents, Joint Venture Travel (for European based travel) and Navigant travel, (for USA based travel). In some cases this may be advantageous for you. The above guidelines for reimbursement still apply to journeys booked through Joint Venture and Navigant. Their details are:

**Joint Venture Travel**  
77 Woodside Road  
Amersham  
HP6 6AA

Tel: (44) 1494 738 200  
Fax: (44) 1494 721 460  
Email: sarah.walsh@travelstore.com  
John.lesirge@travelstore.com  
Alain.gherson@travlestore.com

Dedicated Account Team: Sarah Walsh, John Lesirge and Alain Gherson

**Navigant** Telephone Number: (1 617) 864 3600 (within Massachusetts)  
Travel Agency Toll-Free Number: 1 800 370 6664 (outside Massachusetts)  
3 Bow Street Fax Number: (1 617) 354 7027  
Updated Nov 20 2002

Harvard Square  
Cambridge  
MA 02138  
USA

Web: <http://www.navigant.com>  
Email: [georgialeesimko@ne.navigant.com](mailto:georgialeesimko@ne.navigant.com)

Dedicated Account Manager: Georgia Lee Simko

## 2. Accommodation

The CEPR Meetings Team and local organizers negotiate discounted rates with hotels used for conference participants. Frequently, these are paid for directly by the organizer for the minimum number of nights required to attend the meeting (this will be made clear in the Local information guide for the meeting). Where this is not the case, participants should pay for their hotel room and include this in their expense claim. Additional nights at the hotel beyond the number specified for the meeting, or additional costs incurred for bringing a partner will not be reimbursed.

On checkout, participants must pay for their room for any incidental charges - room service, movies, phone charges, etc. - and additional nights. These charges will not be reimbursed.

## 3. Meals

Refreshments and meals will usually be provided during the meeting. For meetings lasting 2 days, if lunch or dinner is not provided by the organizers, participants may claim up to a maximum of €15 per lunch and €30 per dinner for the 2 days, provided the claim is supported by receipts.

## 4. Miscellaneous – Visas/Missed Flights

Any participant requiring a VISA to travel, must notify CEPR in advance of fees involved and must allow sufficient time to apply to the relevant Embassy. CEPR will not reimburse “express” service fees without prior agreement.

Please note that it is a participant’s own responsibility to obtain any appropriate visa/s that may be required for certain countries. CEPR will not be responsible for the costs incurred by any participant who fails to investigate visa requirements and as a result is unable to travel.

Participants who fail to catch their flight, through no fault of the airline, and consequently miss the meeting, will not be reimbursed for any travel expenses incurred.

## 5. Submitting a Claim/Payment

You will receive an **Expense Claim Form** prior to, or at, the meeting to reclaim expenses incurred from your participation. Please complete the form as soon as possible and return it to CEPR with ticket stubs and other receipts. We need to submit final accounts to our funders and sponsors, who typically impose strict deadlines. We need your help in meeting these deadlines and ask that you **submit your claim within three months of the meeting** (or by the deadline indicated in the conference material if this is different). After this time, we will normally be unable to reimburse you.

Four modes of payment are available:

1. By sterling cheque drawn on a UK bank, mailed to your address.
2. By dollar cheque drawn on a US bank, mailed to your address.

3. By EURO cheque drawn on a UK bank, mailed to your address (please note that your bank will charge a fee for receipt of a the cheque if you select a EURO cheque payment)
4. By direct bank transfer **(Please note that any participant who requests payment by direct bank transfer or foreign currency bank draft will incur any associated bank charges)**

## **6. Contact**

If you have any questions relating to the submission of your claim, please contact the Meetings Manager, Janet Seabrook, at CEPR on:

Tel: 00 44 20 7878 2907

Email: [jseabrook@cepr.org](mailto:jseabrook@cepr.org)

**If you follow these procedures you will help us to reimburse you promptly. You will also help us to budget accurately for future conferences and workshops.**

## Appendix 1

### Internet Travel Websites

It is obviously important for you to exercise some degree of caution when booking and paying for travel over the internet. CEPR does not accept liability for the booking and purchasing of tickets.

#### UK

##### [www.expedia.co.uk](http://www.expedia.co.uk)

This is a UK based website but has versions for the USA, Canada, Australia and Germany. The site includes all of the usual features such as reservation and purchase of airline tickets and reservation of hotels and rental cars. There are 200 city maps available to view and destination research facilities. The site is informative, easy to use and there are customer support agents available 24 hours a day.

##### [www.travelocity.co.uk](http://www.travelocity.co.uk)

This is a UK based website but tickets can be purchased from within other countries. E-ticketing is available on some flights and there is an option to have your tickets processed by your local Sabre travel agency, although this may incur extra costs. Once registered, the site is extremely easy to use. Hotels and cars can also be booked from this site.

##### [www.ebookers.com](http://www.ebookers.com)

This has sites for the UK, France, Germany, Ireland, Switzerland, Finland, Norway, Sweden, Denmark, Netherlands and Spain and offers flights to various worldwide locations.

There are also various airlines that offer inexpensive flights:

##### [www.buzzaway.com](http://www.buzzaway.com)

A subsidiary of KLM, Buzz offers very competitive deals to cities throughout Europe. The site provides on-line reservations, guides to each city and is available in English, German, French, Italian, Spanish and Finnish. Most advertised flights are to and from British airports only.

##### [www.go-fly.com](http://www.go-fly.com)

Go is a subsidiary of British Airways and offers 'no frills' flights between Britain and the rest of Europe. This site provides on-line reservations, information on hotels, car hire, travel insurance and trains at negotiated rates for Go travellers. Again the language of the site can be changed.

##### [www.ryanair.com](http://www.ryanair.com)

This airline offers some of the lowest prices in Europe and the site also offers some useful links and destination information.

##### [www.easyjet.com](http://www.easyjet.com)

Again this offers competitive prices on flights throughout Europe as well as informative city guides.

##### [www.flybmi.com](http://www.flybmi.com)

Low cost flights across Europe and in particular to Ireland.

Participants from countries other than the UK may have difficulties purchasing tickets from the above sites. The sites below are country specific and have been recommended to CEPR. Should you know of any sites you feel could be added to this list we would be very pleased to hear from you.

#### ITALY

##### [www.alitalia.it](http://www.alitalia.it)

#### SWEDEN

##### [www.nymans.se](http://www.nymans.se)

##### [www.travellink.se](http://www.travellink.se)



**SWITZERLAND**

[www.reisemaus.ch](http://www.reisemaus.ch)

[www.travel.ch](http://www.travel.ch)

[www.ferien.ch](http://www.ferien.ch)

[www.kuoni.ch](http://www.kuoni.ch)

[www.traveldocs.com](http://www.traveldocs.com)

**GERMANY**

[www.expedia.de](http://www.expedia.de)

**FRANCE**

[www.vols.degriftour.net](http://www.vols.degriftour.net)

**USA**

[www.onetravel.com](http://www.onetravel.com)

This site is very simple and easy to use and there is no need to register. If you choose to buy a flight your tickets can be delivered to you by local courier within the US or E-Tickets are available which means you simply present the confirmation number when checking in at the airport. Hotels and car rentals can also be booked through this site.

[www.trip.com](http://www.trip.com)

Once registered on this site it is possible to search a highly detailed database on almost anything travel related. The flight booking system is a little complicated but comprehensive. Flight details can be obtained for every major world destination. There is also an online travel guide including maps, airport guides, currency guides, travel destination guides and a world clock.

[www.priceline.com](http://www.priceline.com)

This website allows you to state your own price for a ticket. The more flexible with dates and times you are the more likely it is that you will find a ticket at your price. You must give your credit card details before you see the flight details. If a ticket is found within your restrictions and at your price it will be bought and your credit card charged so you must be sure you can travel within the times you specify. It should take about 15 minutes.