

Equinet Standards Lab

25-27 February 2025



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Krakow Travel Guide

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Welcome

We are very happy to welcome you to the Equinet Standards Lab. We will be spending three days together in the wonderful Forest Hotel just outside Krakow and have designed the agenda to be as interactive and helpful to participants as possible.

As usual, this travel guide gathers the practical information you will need to make the most of your stay.

Logistics

Accommodation and meeting venue

Most participants will be staying at [Forest Hotel](#), which is also the venue for the two and a half days of the Standards Lab.

Address: Forest Hotel, Jodłowa 13, 30-251 Kraków

Contact: [\(+48\) 798 667 722](tel:+48798667722), repcja@foresthotel.pl

A few participants will be staying at the nearby [Zinar Castle](#) hotel, which is 200m away from Forest Hotel.

Address: Zinar Castle, Jodłowa 13, 30-251 Kraków

Contact: [\(+48\) 509 322 223](tel:+48509322223), repcja@zinarcastle.pl

Dinner arrangements

There are two optional dinners for participants to join. You should have registered to attend these. Please note we will not be able to accommodate you should you want to join without a registration given requirement from the restaurants.

19:30 on 25 February at Forest Hotel

19:30 on 26 February at [Srebrna Góra](#)

Address: ul. Księcia Józefa 120, 30-250 Kraków

Contact: [+48 882 128 863](tel:+48882128863), info@srebrnagora.net

Short schedule of the events

DAY 1 – 25 February

09:30 – 15:30 Day 1 Lab

Featuring: Setting the scene, Purpose of Directives; institutional infrastructure and mandate, Accessibility

19:30 Day 1 dinner

Optional Equinet-organised dinner

DAY 2 – 26 February

09:30 – 16:50 Day 2 Lab

Featuring: Independence and resources; Powers: Promotion; Access to Justice

19:30 Day 2 dinner

Optional Equinet-organized dinner

DAY 3 – 27 February

9:30 – 12:30 Day 3 closing of Lab

Featuring: Strategic reflections towards an institutional plan; Steps ahead

[Join the WhatsApp group!](#)

Please join the WhatsApp group if the event to facilitate coordination and get all the updates/ share transport options and tips!



Local transportation

General rules regarding reimbursement for local transportation

Our funder has strict guidelines regarding transportation reimbursement. As a general rule, only public transport expenses—such as bus tickets—are eligible for reimbursement.

However, network members are free to cover the cost of a taxi/Uber/Bolt themselves or have it reimbursed by their own institution.

There are two exceptions where Equinet can reimburse taxi/Uber/Bolt costs:

1. If the traveller has accessibility needs or difficulty walking.
2. If the traveller arrives at Krakow Airport after 19:00 or departs from Krakow Airport before 09:00.

Transportation to the hotel by public transport is done by bus. Most buses have ticket machines on board, where you can buy a 60-minute ticket for ~4.5 PLN. We do recommend you change a small amount of money (around 10-20 euros) just in case.

Please note that the Exchange rate at the airport is not favorable, so we do recommend changing only small amounts.

We recommend you use Google maps to check what the best option is for your specific case. Nonetheless, we have added some practical information below to help you navigate this.

Getting from the airport to the Forest Hotel by public transport

Option 1

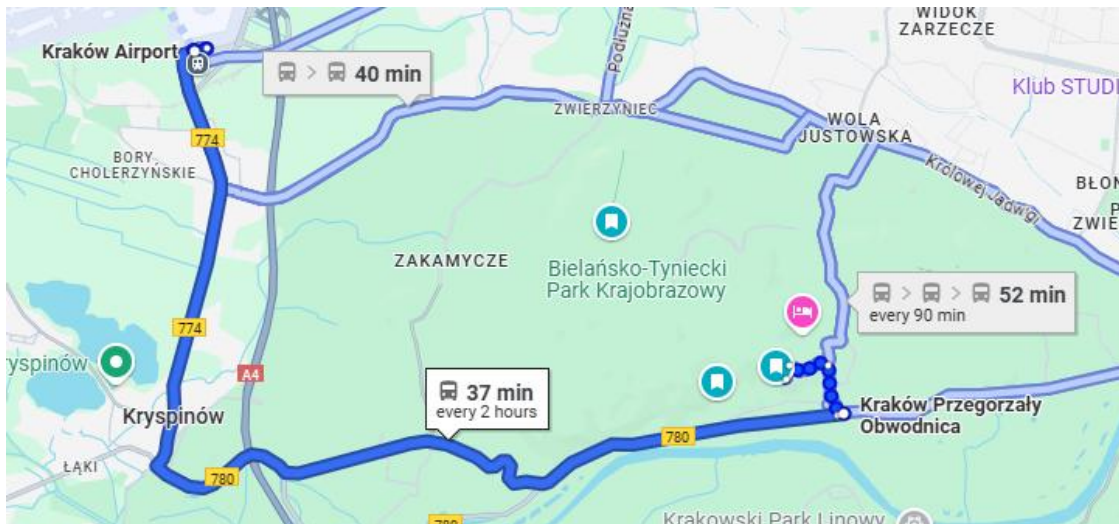
The **Bus 209 runs once every two hours**, but it is the most direct way to get to the hotel.

Timetable bus 209> Kraków Airport Direction Salwator

- | | |
|---------|---------|
| • 4.59 | • 15.14 |
| • 6.43 | • 16.54 |
| • 8.19 | • 18.54 |
| • 10.13 | • 21.04 |
| • 12.04 | • 22.34 |
| • 13.39 | • 0.04 |

The ride should take around 16 minutes. **Your stop** is called **Kraków Przegorzały Obwodnica**.

Let the driver know, since it is a on-demand stop and the driver will not make the stop otherwise then walk between **15-20 minutes** to the hotel.

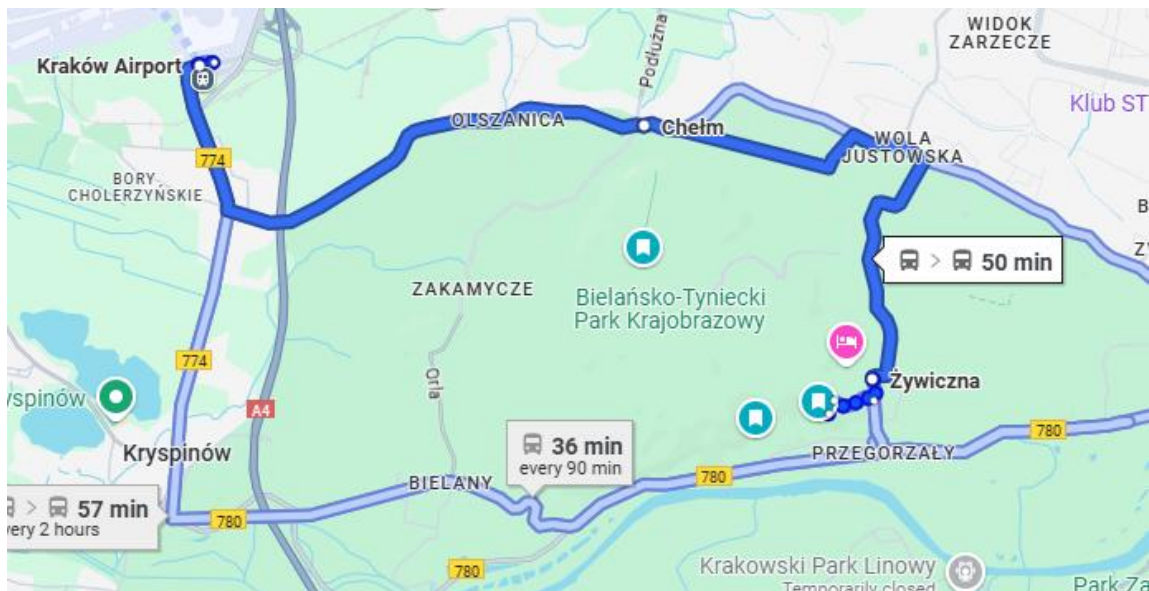


Option 2

Another option would be to take first the **bus 300** and then the **bus 126**. The trip should take around 25 minutes with the connection. These buses run quite often.

Bus 300 Krakow Airport direction OS. Podwawelskie, stop **Chełm**. Timetable: [KMK timetables – ZTP Kraków](#)

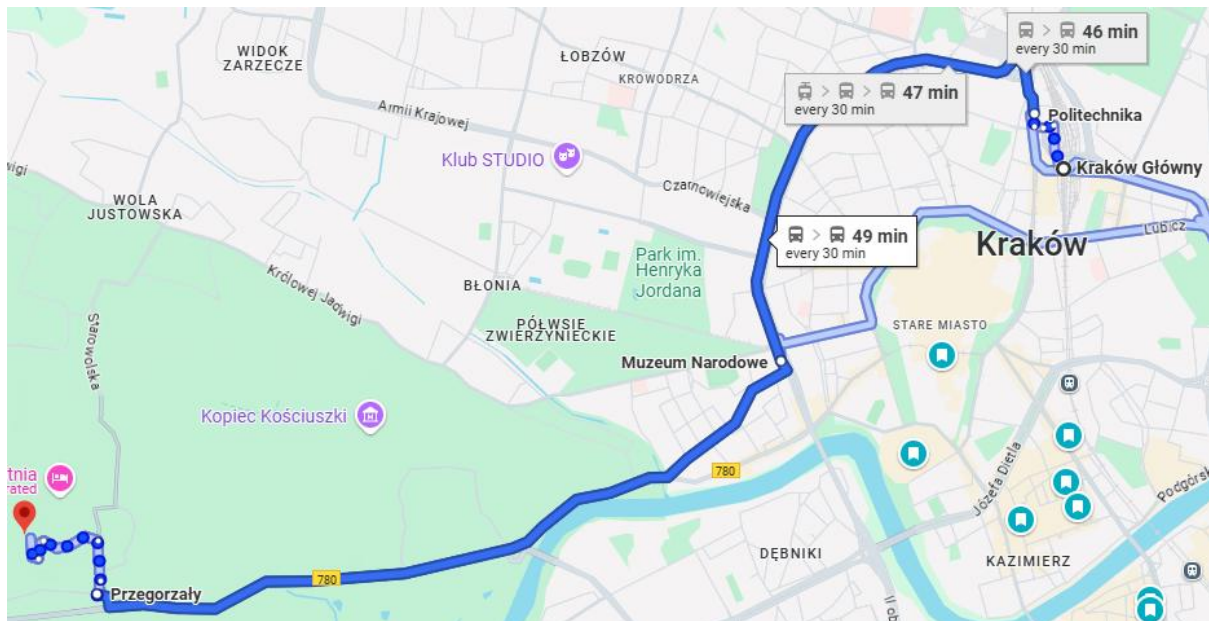
In Chełm you may take the **126** direction Os. Podwawelskie to the stop **Żywiczna**. Let the driver know, since it is a on-demand stop and the driver will not make the stop otherwise. [KMK timetables – ZTP Kraków](#) then walk between **15-20 minutes** to the hotel.



Getting to the hotel from the Krakow train station

To get from the train station to the hotel by public transport. The most practical way seems to take two buses: First walk to the stop Politechnika to take the **179 direction Os. Kurdwanów stopping in Muzeum Narodowe**. [KMK timetables – ZTP Kraków](#)

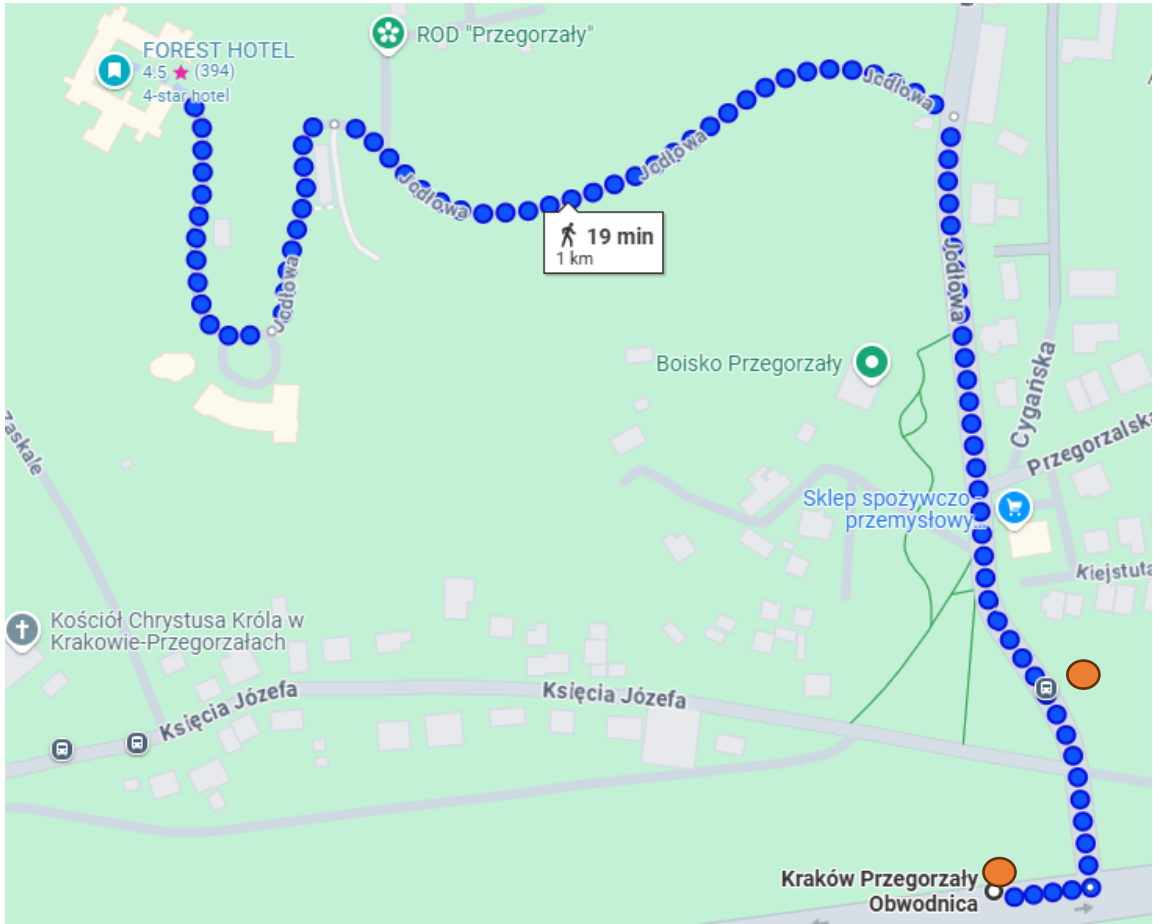
In the same stop you should then take the **109 direction Bielany** and stop in the **stop Przegorzały**. Then walk between **15-20 minutes** to the hotel.



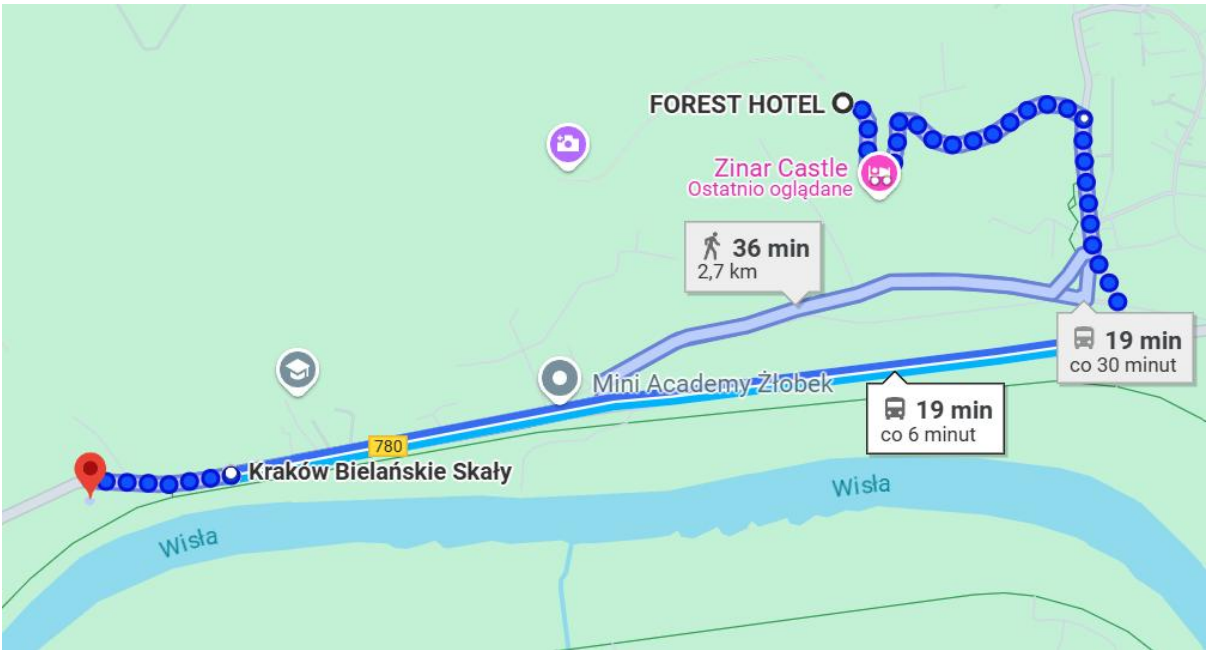
Walking to the hotel from the bus stop

The bus will leave you in one of the orange dots marked in the map below depending on where you are coming from. You will need to walk for one km to the hotel. You can expect a 75-meters of elevation gain on the way. We are aware this is not ideal, but we encourage you to think about the free sauna in the woods to compensate for it. We hope that the change from the city to the woods allows us to have a more connecting and stimulating experience together.

To reach the hotel, please head towards Jodłowa road for 500 meters. Please note that you need to stay in Jodłowa and for that you will need to turn left even if it seems like the road is continuing ahead. Stay in Jodłowa road until you reach the hotel.



Getting from the hotel to the restaurant on the second day.
 The first night the dinner takes place in the hotel, therefore there is no commute necessary.



Nonetheless for the second day, to reach [Srebrna Góra](#) you may either take a walk to the restaurant (35 minute-walk) or walk 10 minutes to the bus stop in the main road and take the bus (the 239, the 259 or the 269) that comes every 6 minutes for part of the trip.

If you have any questions regarding your travel arrangements or logistics, please contact:

Natalia Dobiecka

+32 (0) 472 95 24 34

Natalia.Dobiecka@equineteurope.org

During your stay in Krakow, please either use the WhatsApp group or contact:

Rebecca Steel-Jasinska

+32 474 295756 (also available via WhatsApp)

rebecca.steeljasinska@equineteurope.org

Equinet travel costs and reimbursement

For members covered by their Equality Body

Equinet cost coverage: general rules

Costs that will be directly prepaid by Equinet to ensure your participation in the event:

- Event costs
- Coffee breaks and lunch
- Equinet-organized dinners

Please note that Equinet will not cover any of the other potential costs you incur during your participation, and therefore you should not follow the reimbursement procedure described below.

For members covered by Equinet

Equinet cost coverage: general rules

Costs that will be directly prepaid by Equinet to ensure your participation in the Conference:

- Training costs
- Coffee breaks and lunch
- Equinet-organised dinners
- Accommodation for the nights 24-25-26 of February prepaid by Equinet and reserved based on the needs you have communicated
- Breakfast at the hotel according to your accommodation needs

Costs that you might have to incur yourself and that can be claimed back from Equinet:

- Flight ticket – reimbursement will be done according to the new Equinet [travel policy](#) **up to the price ceiling covered by the EC for one member per Equality Body** (check the travel policy document for details)
- Regional trains booked directly by participants coming from nearby countries
- Local transportation costs in your country (except if your country is not an EU and or a EEA country or Serbia) between home/workplace and the airport/train station
- Local transportation costs (public transport)

- Reasonable subsistence costs that are not covered by any prepaid breakfast, lunch, or dinner
- Other costs that could be justifiable and that would have been agreed with the Secretariat prior to incurring them.

If you have any questions about these rules, please contact **Yannick Godin and Natalia Dobiecka** (Natalia.Dobiecka@equineteurope.org; Yannick.Godin@EquinetEurope.org)

Expenses reimbursement

How do you claim reimbursement of costs incurred to Equinet?

1. Submitting a correct expense claim is a **two-step process**: you first need to fill in the [Equinet Expense Claim Form 2025](#)
2. In this case, please select the event “25-27/02 Standards Lab: From Legal Digest to Impact (Krakow)” and **post the form with all the paper evidence you have collected during your travel with the price clearly indicated.**

Equinet Event *

25-27/02 - Standards Lab: From Legal Digest to Impact (Kra

3. **While traveling, please make sure to collect official and original evidence (receipts, tickets, invoices...)** for any claimable expense and to store them safely until you return home. This also includes **the boarding passes** used for traveling by plane.
4. Once correctly filled in and submitted online (**please make sure to add a scan of all the paper evidence in your possession for our records**), please print the form and staple to it all the original evidence that you would have collected during your trip.
5. Please mail the form and its original evidence to the Equinet Secretariat by regular post to the following address:

Yannick Godin
Equinet AISBL
Place Victor Horta, 40
1060 Brussels
Belgium

Expense reimbursement terms and conditions

1. To be considered for reimbursement, an expense claim must include the original Boarding passes used for travelling. Missing original Boarding passes will automatically disqualify the expense claim.
2. Any expense that is not backed by original paper evidence (wherever possible) will be automatically disregarded.
3. Participants have until **31 March 2025 EOB** to submit expense claim forms **online and post** the paper evidence to Equinet. Any claim received after this deadline **will be disregarded.**