

# European Green Academy 2026 | Financial Conditions & Guidelines

*By registering and taking part in the European Green Academy organised by GEF, it is assumed that you have read and agree with these financial conditions.*

The following guidelines set out the fees applicable to each category of participants at the European Green Academy. Please refer to them when you register to the Academy, in order to determine which category is applicable to you.

## Participation fees

In accordance with the Green European Foundation's (GEF) co-financing obligations, GEF invites all Academy participants to pay a participation fee. This fee contributes to covering event-related costs, and **no profit is derived from participation fees**. GEF provides catering throughout the programme. Participants who are able to do so may opt to pay a solidarity fee, which can support the participation of individuals from underrepresented or financially disadvantaged groups. **Payment of the participation fee is required to finalise and confirm registration.**

If the participation fee constitutes a financial barrier to attendance, applicants are invited to indicate this in their registration form, in the "additional comments" section. GEF is committed to working with participants to identify an appropriate solution. **Fee waivers** may be granted to individuals from lower socioeconomic backgrounds or to participants affiliated with organisations operating with limited budgets.

Please note that certain groups are exempt from paying participation fees in line with EU regulation and as per GEF's GA membership package. For more information on this please consult the table below.

## Funding and fee table

	Category	Travel	Accommodation	Participation fee	Solidarity rate	Registration deadline
1	<b>GEF General Assembly members</b> (1 per foundation)	yes	yes	<b>0 EUR</b>	100 EUR	20 March '26
2	<b>Self-funded participants</b>	no	no	<b>50 EUR</b>	100 EUR	
3	<b>European Green family staff</b> (staff from: EGP, Greens/EFA, FYEG, HBS EU office, Greens & Progressives CoR).	no	no	<b>0 EUR</b>	100 EUR	

## Reimbursement process for GEF General Assembly representatives, Board members, speakers, and sponsored/invited participants

### Travel reimbursement

GEF applies a **standard travel reimbursement cap of EUR 250** for a round trip for all participants travelling from outside Brussels. This amount reflects the *average* cost of travel to Brussels; however, we recognise that participants travelling from more distant locations may reasonably incur higher expenses.

All participants are required to **book their travel by or before 20 March** to avoid inflated prices. Where the total cost of travel is expected to **exceed the EUR 250 cap**, participants must obtain **prior written approval from GEF** *before* making their booking. Failure to secure this prior approval may result in GEF being unable to reimburse the cost above the established cap.

Participants should consult the [GEF Reimbursement Policy](#) for the applicable rules and to avoid common errors when submitting their reimbursement documentation.

Reimbursement requests must be submitted electronically - complete with all required supporting documents - via the [GEF Reimbursement Claim Form](#), no later than **30 days after the event**.

### Accommodation

GEF will make your booking directly at a hotel in Brussels, in accordance with the dates you indicate on your EGA confirmation form. We will aim for it to be no more than 30 minutes away from the venue. In the case that you prefer to book your own accommodation, and later request reimbursement along with your travel costs, please make sure to indicate this via the confirmation form.

### Deadlines

In order to avoid inflated price, we ask that you adhere to the below deadlines.

Action	Deadline
Book your travel	By/before 15 March 2026
Inform us of your accommodation needs when confirming your registration	By/before 20 March 2026
Submit your <a href="#">reimbursement form</a>	By/before 15 May 2026

For any questions regarding the above information, please do not hesitate to contact us via [events@gef.eu](mailto:events@gef.eu).

Thank you for reading! We look forward to seeing you at the European Green Academy!