

4.11.7. Ground transportation in destination country

There are several approaches on how to plan transportation for participants on arrival and for departure in the country where the convening is taking place.

- Participants find their own transportation. This is an option especially recommended for locations with good public transport or where getting a taxi is easy. When this option is used, it is important to calculate a fixed amount for the round trip to the airport and add it to the specific event policy so the participants do not have to keep receipts.
- Accommodation provides airport shuttles. This option is available most of the times, but unfortunately only in a few cities is this services free of charge. However, even if APC has to pay for the service, it is recommended to plan with the hotel where participants are staying so that payment can be included in the overall event invoice.
- Hiring an external vendor to provide airport shuttles. Sometimes the taxi service offered by the hotel are too expensive, or APC selects a location that is more than 90 minutes away from the airport and the hotel cannot take care of the transportation. In these cases, it is necessary to find possible external providers and go through the procurement process to compare three quotations and signing a contract. The convenings lead and or programme operations staff or on-site logistics coordinator is responsible for locating the vendors, but the Ops programme staff is responsible for finalising the procurement, contracting and payment process.

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