



PRACTICAL INFORMATION

IOTA Case Study Workshop on “Transfer Pricing Issues”

5-6 November 2025
Budapest, Hungary

REFERENCES OF IOTA

Intra-European Organisation of Tax Administrations (IOTA)

Dohány str. 12-14, 1074 Budapest, Hungary

Website: www.iota-tax.org

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FORMAT AND REGISTRATION

This Forum is organised as an **in-person event**, meaning that participants are invited to join only in person.

Registration for participants is possible **only upon the invitation of the PCP in your country**. After being invited, the registration form can be accessed by IOTA website users, who have an account.

Log into your IOTA account on the IOTA website, go to “My Dashboard”, and choose “My event invitations” on the left side of the menu.

On that page click on “Event Details” and you will be taken to [the dedicated webpage of the event](#), where you can find all the information about the event and access the online registration form by pressing the button “Register for the event”.

ACCOMMODATION AND VENUE

Both the venue and the place of accommodation of the event is the

[Courtyard by Marriott Budapest City Center](#)

József körút 5, 1088 Budapest, Hungary

Tel.: + 36 1 327 5100

Email: events.mbcc@cpihotels.com

The **venue of the plenary sessions** will be Blaha Lujza Ballroom 1-2. The venue of the group discussion sessions will be in breakout rooms (Jaszai Mari Meeting Room 1, 2, 3 & 4)

FINANCIAL CONDITIONS

IOTA will book and cover the cost of accommodation for a maximum of two nights (4 and 5 November 2025) and meals (lunch on 5 November and coffee breaks on 5 and 6 November) for one participant per IOTA member tax administration.

However, member tax administrations may nominate additional delegate(s) at their own expense. Due to the overall participation limit, once all registrations have been collected, the IOTA Secretariat will confirm the participation of additional delegate(s) on a first-come, first-served basis. The costs associated with the participation of additional delegate(s) must be covered by the sending administration and are as follows:

- Hotel accommodation: **135 EUR/night** (single occupancy), including breakfast, VAT (5%) and city tax of 2,5 EUR payable at the time of check-in.
- Meals package:
 - Day 1: **70 EUR** (covers 1 lunch and 2 coffee breaks)
 - Day 2: **32 EUR** (covers 2 coffee breaks)

Your hotel room will be booked (up to 2 nights: 4 and 5 November 2025) depending on the information given in the submitted registration form. Any extension beyond these days requires individual contact with the hotel (In such case please contact Mr. Máté Hunyadi at Courtyard by Marriott Hotel m.hunyadi@cpihotels.com). IOTA is not responsible for any modifications, cancellations or damages related to this booking of the delegate.

IMPORTANT!

Please note that participation in person (including accommodation and meals services) may be cancelled without incurring any penalties until COB 21 October 2025. After this date, only a

limited number of cancellations will be accepted free of charge. In the event of late cancellation or no-show at the event for which the participant has already been registered, IOTA cannot guarantee the waiver of penalties, and the sending member administration may be held liable for covering the cancellation fees arising from accommodation and catering costs.

If the journey or event is cancelled because of the fault of the organiser, the above costs are borne by the organiser.

MEALS & SOCIAL PROGRAMME

Throughout your stay **breakfast** will be provided at the hotel (included in the room rate) between 6.00-10.00.

On 5 November, a **lunch** will be served at the hotel restaurant "Oleo Pazzo".

On 5 November, a **guided tour and dinner** will be organised by the The bus will depart in front of the hotel at 18:00 and the guided tour will finish at 20:00. Please note that the tour includes some walking, therefore participants are encouraged to dress comfortably. The dinner will be held at the Vakvarjú Étterem Pest (Address: 1061 Budapest, Paulay Ede u. 7.). The dress code is casual.

Please indicate in the registration form if you have any **special requirements** (vegetarian/ gluten/lactose intolerance/allergies).

ARRIVAL AND DEPARTURE INFORMATION

Delegates are kindly asked to organise and cover the cost of their transport from the airport to the hotel and back.

Arrival at the Airport

The Budapest airport is officially called "Liszt Ferenc International Airport". There are two terminals at the airport: 2/A and 2/B. Whichever way you decide to take to the hotel, it is helpful to note which terminal you have arrived at and which terminal your returning flight will leave from to make sure that you do not end up in the wrong terminal. The distance of the Hotel from Liszt Ferenc International Airport is 25 km.

By Public Transport

Customer Service Points of BKK Centre for Budapest operate at Liszt Ferenc International Airport's Terminal 2A (daily from 8:00-22:00) and Terminal 2B (daily from 8:00-21:00). English-speaking attendants will be at your service with useful information on transport and tourism. Several types of tickets and passes are available for purchase at the airport. Tickets and travel cards can be easily purchased from BKK's vending machines available at every metro station and many tram/bus stops as well using your credit card.

Please find the ticket/travel card types and prices [here](#). The public transport trip planner can be found [here](#).

We suggest taking the following route:

1. Take bus No. 100 E at Liszt Ferenc Airport 2 (arrival floor) to the station "Astoria" (2 stops);
2. Take metro No. 2 (red line) - direction Örs vezér tere M+H - to "Blaha Lujza tér",
3. The hotel is a 3-minute walk (150 m) from "Blaha Lujza tér".

By Taxi

Fares for licensed taxis in Budapest are standardised, which means there is no difference in fares between taxi companies from/to the Liszt Ferenc International Airport and within Budapest. The fare from the airport to the hotel is about HUF 10,000. Your taxi fee adds up from an initiation fee of HUF 1100, a travel fare of HUF/km 440 and a waiting fee of HUF/minute 85.

The biggest licensed taxi companies are: Főtaxi: tel. +36 1 222 2 222, City Taxi: tel. +36 1 2 111 111, and Budapest Taxi: tel. +36 1 777 7 777.

IMPORTANT! Unfortunately, in Hungary, there are many illegal taxis so please only use the above companies.

There is an application as well, called 'Bolt' which can be used as well. You can download the app via the following links:

- for [iOS](#)
- for [Android](#)

By Airport Shuttle

Passenger pickup [airport shuttle service \(MiniBud\)](#) counters are located on the arrivals level of Budapest Airport. Within half an hour of registering at their counter, you will be on your way. On-board services include a free Wi-Fi network. You will be dropped off at the hotel or the address specified in your booking.

INSURANCE & SECURITY

It is strongly recommended that participants take out adequate cover for health, travel and private liability insurance. The organizers do not take any responsibility for personal injury, loss or damage to private property belonging to the participants. Do not leave personal belongings unattended at any time.

In case of an emergency please find below some useful telephone numbers:

112 – Common emergency telephone number

104 – Ambulance

105 – Fire Brigade

107 – Police

MONEY

The Hungarian national currency is called Forint (HUF). The current exchange mid-rate is:

1 EUR = 400 HUF. At the airport, there is a foreign exchange office, and it is advisable to change some money. In the centre of Budapest, there are several exchange offices available and offer better rates than at the airport. It is best to find exchange offices without commission. Major credit cards are usually accepted in most hotels, restaurants and certain shops in the city.

Obtaining cash against ATM cards (or credit cards, but this is more expensive) is very easy in Budapest from Bankomats that can be found at most bank offices, hotels or on the street.

VISAS

Participants are responsible for obtaining all necessary visas prior to entry to Hungary. On request, IOTA will send individual invitations to be used for that purpose. The host administration cannot offer any assistance in unresolved matters

ELECTRICITY

The electric current in Hungary is 230 Volts. In case you intend to use any of your own electric devices (phone charger, laptop etc.) please consider taking with you an adapter which fits a Central European standard shockproof socket.

PRIVACY POLICY & PRIVACY DISCLAIMER

Please take a look at our [privacy policy and privacy disclaimer](#).

LOCAL TIME LOCATION AND CLIMATE

GMT + 1 hour

Please check the current local weather [here](#).

We look forward to welcoming you to Budapest!