



PRACTICAL INFORMATION

IOTA Case Study Workshop “Advanced Transfer Pricing Issues”

29-30 April 2026
Budapest, Hungary

REFERENCES OF IOTA

Intra-European Organisation of Tax Administrations (IOTA)

Dohány Street 12-14., V Floor, Budapest, Hungary, 1074

Website: www.iota-tax.org

Contact persons for the Agenda and content of the event:

Mr. Alexandros Roukalis

Tel.: +36 70 616 2337

E-mail: Alexandros.Roukalis@iota-tax.org

Ms. Ivana Donchevska

Tel.: +36 70 675 9879

E-mail: Ivana.Donchevska@iota-tax.org

Contact person for logistical aspects:

Ms. Dóra Pencz

Tel.: + 36 70 675 9978

E-mail: dora.pencz@iota-tax.org



FORMAT AND REGISTRATION

This Case Study Workshop is organised as a physical event, meaning that participants are invited to join only in person.

Registration of the participants is possible **only upon the invitation by the IOTA Principal Contact Person in your country.**

IOTA Principal Contact Persons/Shadow PCPs must ensure that they invite a prospective delegate to complete **all three pre-requisites:**

- 1) submit the online registration form,
- 2) submit their administration's case study through "*Facts and Questions*" online form, and
- 3) submit the required information through the "*Proposed Solution*" online form.

Completion of all 3 forms is necessary for logistical, administrative, and technical preparation of the event.

Please make sure that your Case Study is submitted by completing the online templates (Facts and Questions and Proposed Solution) at the latest by 13 March 2026.

After being invited, the online registration form and case study submission forms can be accessed by IOTA website users, who have an account. If you need to create a user account, please follow this link <https://www.iota-tax.org/user/register>

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.

ACCOMMODATION AND VENUE

Both the venue and the place of accommodation for the event are the [UP Hotel Budapest](#)

Csengery Street 31. | H-1067 Budapest, Hungary
Tel.: +36 1 550 5300
Email: connect@uphotelbudapest.com

The **venue of the plenary sessions** will be held in conference room "Cloud" (on the 4th floor). The venue of the group discussion sessions will be the conference room "Cloud" (on the 4th floor) and the breakout rooms "Turing" and "Clarke" on the ground floor.

FINANCIAL CONDITIONS

Please note that there is a limit to the number of delegates that the IOTA budget can finance. At this stage, in-person participation of one delegate per IOTA member tax administration to participate in this event is considered. Upon request and subject to the availability of accommodation in the hotel, participation of an additional delegate might be granted on a first-come, first-served basis closer to the deadline for registration.

IOTA will book and cover the cost of accommodation for a maximum of two nights (from 28 to 30 April 2026).

Meals consisting of **1 lunch on the first day, 1 social dinner and 4 coffee breaks** on the event days, will be covered by IOTA.

Your hotel room will be booked for up to 2 nights (from 28 to 30 April 2026), depending on the information given in the submitted registration form. Any extension beyond these days requires direct contact with the hotel (Ms. Nikolett Bergmann, e-mail: event@uphotelbudapest.com, phone: +36 30 153 1538). 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 13 March 2026. After this date, only a limited number of cancellations will be accepted free of charge. In the event of the cancellation after 14 April 2026 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.

Check-in time is 15:00; **check-out time** is 10:00. Early check-in or late check-out is only possible by paying a surcharge, which is not covered by IOTA.

Please note that any incidentals will not be covered by IOTA. Upon arrival, the guests will be kindly asked for a credit card as a guarantee or for a cash deposit payment. Incidental fees will be paid by the participants upon check-out.

MEALS & SOCIAL PROGRAMME

Throughout your stay, **breakfast** will be provided at the hotel (included in room rate) between **7.00 and 10.30 (CET)**.

On 29 April, a **lunch** will be served in buffet style at the hotel's bistro "Posner".

On 29 April, a **guided tour and dinner** will be organised by the IOTA Secretariat. 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 street 7.). The dress code is casual.

On 30 April, a **complimentary lunch** will be served in buffet style at the hotel's bistro "Posner", which is included in the conference package.

Please indicate in the online 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. 1 (yellow line) at Deák Ferenc tér - direction Mexikói út M1- to "Vörösmarty utca",



3. The hotel is a 5-minute walk (300 m) from "Vörösmarty utca" metro stop to Csengery utca 31.

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 12,000. 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 = 380 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 & GDPR POLICY

Please take a look at our [Privacy Policy](#) and [GDPR Policy](#) of IOTA.

LOCAL TIME LOCATION AND CLIMATE

GMT + 1 hour

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

We look forward to welcoming you to Budapest!