

## **Support for the use of the platform dedicated to managing your transport requests for plenary sessions to the European Parliament**

Our platform only handles transport requests to and from Frankfurt Main, Stuttgart, Basel-Mulhouse and Baden-Baden airports.

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# How to create a MEP account?

As an assistant, you can create an account on our platform for each MEP you manage. MEPs must be registered individually and by a single e-mail address. Once the MEP accounts are created, you can log into your personal account in order to add them to your online parliamentary team.

To do so, visit our platform here: <https://transport-europe.strasbourg.eu/>

You will arrive at the login window. Please click on : “*You don’t have an account yet? Register now*”.

Welcome on the online platform dedicated to your transport requests for plenary sessions in Strasbourg  
This service is for European elected members only

## IDENTIFICATION

E-mail address \*

Password \*

LOGIN →

[I forgot my password](#)  
[you don't have an account yet? Register now](#)

PRIVACY POLICY  
City and Eurometropolis of Strasbourg 2021  
Strasbourg.eu

You are directed to the account creation window.

Welcome on the online platform dedicated to your transport requests for plenary sessions in Strasbourg  
This service is for European elected members only

## REGISTER

Institution : \*

European Parliament  
 Council of Europe

I am : \*

An elected member  
 A Delegation Secretary

Member State : \*

ENTER A CHARACTER

E-mail address : \*

EXAMPLE@DOMAIN.COM

Password : \* @

Gender : \*

LAST NAME : \*

First name : \*

PRIVACY POLICY  
City and Eurometropolis of Strasbourg 2021  
Strasbourg.eu

Fill in the fields based on the information of the MEP you are creating the account of, and click on “*Confirm*”.

An email address can be used to create a single account. Please create the MEP accounts with their own e-mail addresses, as you cannot use yours for other accounts.

**Institution :** \*  
 European Parliament  
 Council of Europe

**I am :** \*  
 A Member of the European Parliament  
 An accredited parliamentary assistant

**Member State :** \*  
France

**E-mail address :** \*  
MEP.name@europarl.eu

**Password :** \*  
\*\*\*\*\*

**Gender :** \*  
Mrs

**LAST NAME :** \*  
MEPSLASTNAME

**First name :** \*  
Mepsname

**Mobile phone :** \*  
Exclusively used for emergencies  
003336897703

**Office phone number :** \*  
003336897703

I consent to the use of my personal data by the City of Strasbourg. I understand it will be done in order to provide me with the service through this platform, as described in the legal notices.

CONFIRM

The MEP’s account is created. You are redirected to the platform home page.

In order to create the accounts of other MEPs you manage, log out by clicking on the button at the top right of your screen and repeat the above steps.

HOME MY ACCOUNT MY TRIPS MY TEAM REQUEST TRANSPORTATION INFORMATION -

MEPSNAME MEPSLASTNAME

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time
No data available in table						

NEWS

FAQ

No news available

How to contact the City of Strasbourg Welcoming Team?  
[001-V-PE] Which airports are served by the City of Strasbourg Welcoming Team?  
[004-V] How do I find my flight number?  
[023-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?  
[Show all Frequently Asked Questions](#)

PRIVACY POLICY

Strasbourg.eu

Once the MEP accounts are created, provide access to them so they can change their password in the “*My Account*” tab. They can also access the platform and click on “*I forgot my password*”.

# How to create an APA account?

After registering the MEPs you manage, you can create your APA account to link it to their account. To do so, visit our platform here: <https://transport-europe.strasbourg.eu/>.

You will arrive at the login window. Please click on “*You don’t have an account yet? Register now*”.

Welcome on the online platform dedicated to your transport requests for plenary sessions in Strasbourg  
This service is for European elected members only

## IDENTIFICATION

E-mail address \*

Password \*

LOGIN →

[I forgot my password](#)  
[you don't have an account yet? Register now](#)

PRIVACY POLICY  
City and Eurometropolis of Strasbourg 2021  
Strasbourg.eu

You are directed to the account creation window.

Welcome on the online platform dedicated to your transport requests for plenary sessions in Strasbourg  
This service is for European elected members only

## REGISTER

Institution : \*

European Parliament  
 Council of Europe

I am : \*

An elected member  
 A Delegation Secretary

Member State : \*

ENTER A CHARACTER

E-mail address : \*

EXAMPLE@DOMAIN.COM

Password : \* @

Gender : \*

LAST NAME : \*

First name : \*

PRIVACY POLICY  
City and Eurometropolis of Strasbourg 2021  
Strasbourg.eu

Fill in the fields based on your information, and click on “Confirm”.

**Institution :** \*  
 European Parliament  
 Council of Europe

**I am :** \*  
 A Member of the European Parliament  
 An accredited parliamentary assistant

**Member State :** \*  
France

**E-mail address :** \*  
APA.name@europarl.eu

**Password :** \*  
.....

**Gender :** \*  
Mrs

**LAST NAME :** \*  
APASLASTNAME

**First name :** \*  
Apasname

**Mobile phone :** \*  
Exclusively used for emergencies  
003336897703

**Office phone number :** \*  
003336897703

I consent to the use of my personal data by the City of Strasbourg. I understand it will be done in order to provide me with the service through this platform, as described in the legal notices.

CONFIRM

Your account is created. You are redirected to the platform home page.

HOME MY ACCOUNT MY TRIPS MY TEAM REQUEST TRANSPORTATION INFORMATION - APAS NAME APAS LAST NAME

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
No data available in table							

No news available

NEWS

FAQ

How to contact the City of Strasbourg Welcoming Team?  
[001-V-PE] Which airports are served by the City of Strasbourg Welcoming Team ?  
[004-V] How do I find my flight number?  
[023-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?  
[Show all Frequently Asked Questions](#)

PRIVACY POLICY

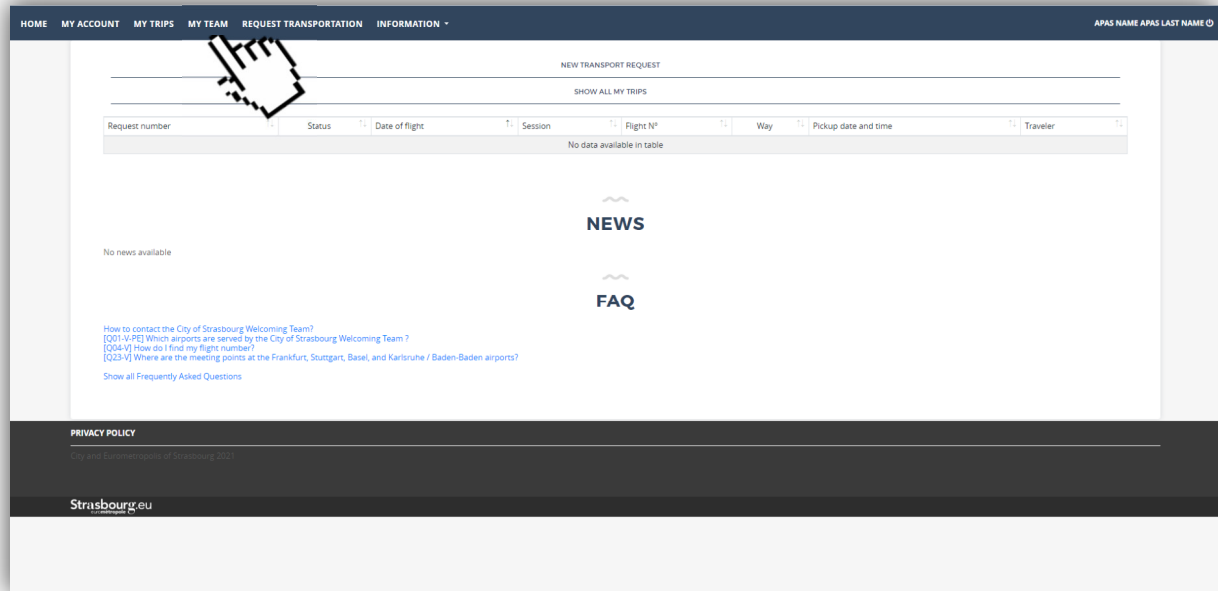
Strasbourg.eu

If you would like a second person (another APA for example) to also receive the transport confirmations e-mails, you have the possibility to insert a second e-mail address in the tab “My account”. Confirmation emails will be sent to both addresses.

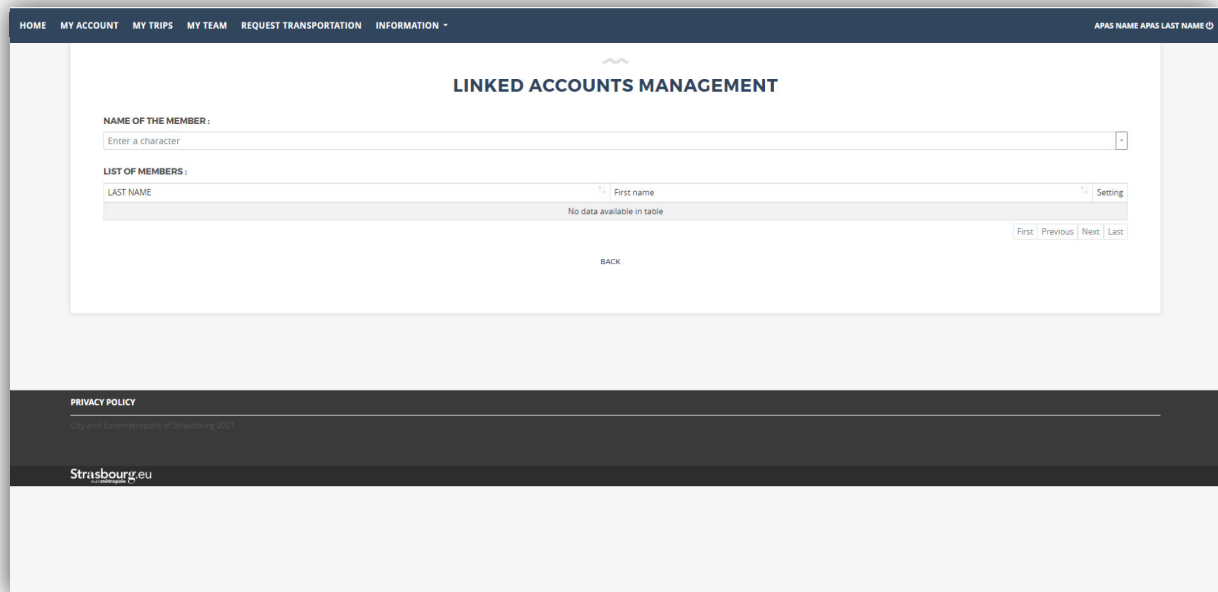
However, this second email address will only allow you to receive emails. It will not allow you to connect to the platform. The second email address will therefore only allow information to be transmitted, it will not be possible to ask for new requests or changes with this second email.

# How to link the account of a MEP with that of an APA?

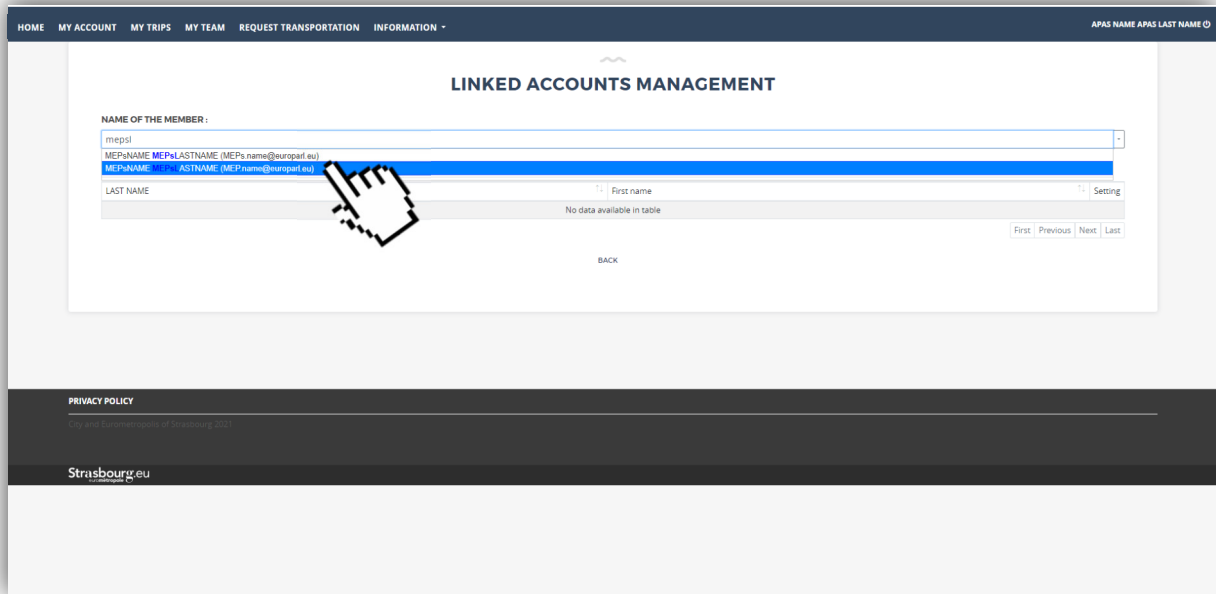
If you wish to make requests on behalf of one or more MEPs, you can add them *via* the “My Team” tab. In order to do this, log in to your APA account. Then, go to the dedicated page to add the desired MEPs.



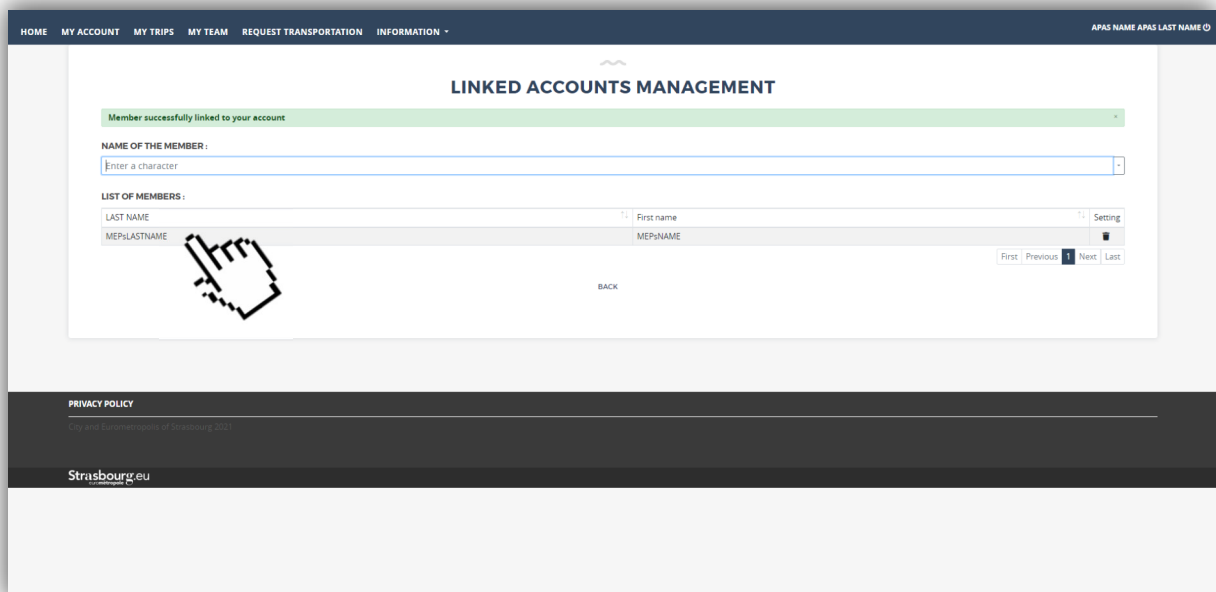
You are redirected to the linked accounts management page.



In the “Name of the Member” bar, type the names of MEPs for whom you wish to make requests.



Their names appear in the “List of Members”. **If a MEP does not appear, check that their account has been created beforehand.** If not, please create an account. To do so, you can refer to the [“How to create a MEP account?”](#) section.

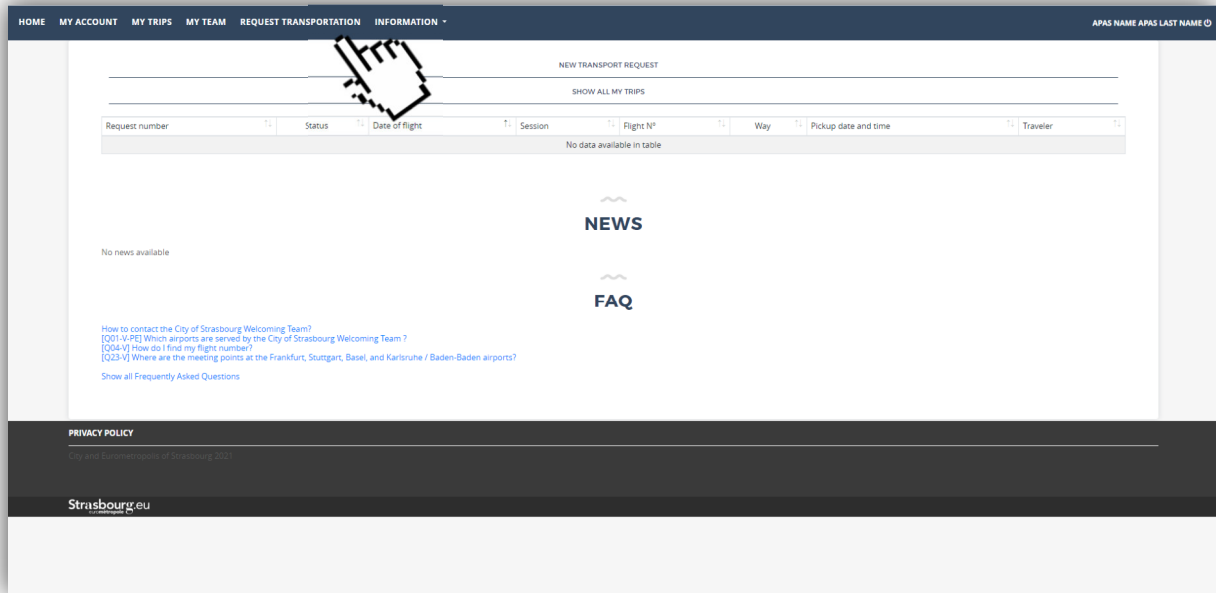




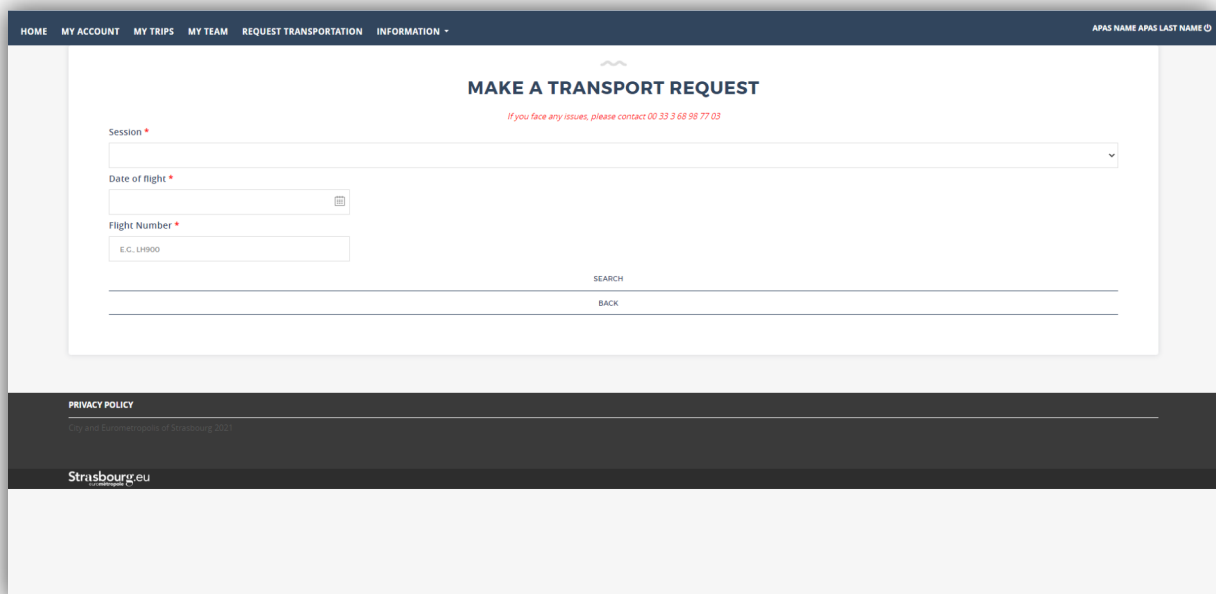
# How can an APA create an arrival request for a MEP? → 🏢

Adding the managed MEP in your “My Team” tab enables you to create a travel request for them for an arrival trip, until the Thursday preceding the beginning of the session.

To do this, from your account home page, click on “Request transportation”.



You are redirected to the transport request page.



Select the relevant session for the request.

HOME MY ACCOUNT MY TRIPS MY TEAM REQUEST TRANSPORTATION INFORMATION - APAS NAME APAS LAST NAME

### MAKE A TRANSPORT REQUEST

*If you face any issues, please contact 00 33 3 68 98 77 03*

Session \*  
SEP21 - 13/09/2021 to 16/09/2021

Flight Number \*  
E.C. LH900

SEARCH

BACK

PRIVACY POLICY  
City and European City of Strasbourg 2021

Strasbourg.eu

Select the date of the flight.

HOME MY ACCOUNT MY TRIPS MY TEAM REQUEST TRANSPORTATION INFORMATION - APAS NAME APAS LAST NAME

### MAKE A TRANSPORT REQUEST

*If you face any issues, please contact 00 33 3 68 98 77 03*

Session \*  
SEP21 - 13/09/2021 to 16/09/2021

Date of flight \*  
Calendar widget for September 2021

SEARCH

BACK

PRIVACY POLICY  
City and European City of Strasbourg 2021

Strasbourg.eu

Finally, enter the flight number. You will find this number on your plane ticket. It usually consists of 2 to 3 letters and 3 to 4 numbers. For example, LH 921 or EZY 1234.

The screenshot shows a web form titled "MAKE A TRANSPORT REQUEST" on the Strasbourg.eu website. The form includes a session dropdown menu showing "SEP21 - 13/09/2021 to 16/09/2021", a date of flight input field with "13/09/2021" and a calendar icon, and a flight number input field with "LH 921". Below the input fields are "SEARCH" and "BACK" buttons. The website's navigation bar at the top contains links for HOME, MY ACCOUNT, MY TRIPS, MY TEAM, REQUEST TRANSPORTATION, and INFORMATION. A footer contains a "PRIVACY POLICY" link and the text "City and Communes of Strasbourg 2021".

The platform will then automatically display the flight details. If this is not the case, retype the number by adding a space between letters and numbers. For example, LH 921 instead of LH921.

The screenshot shows a web form titled "My request is for a transfer from Frankfurt to Strasbourg" on the Strasbourg.eu website. The form includes a warning icon and a title. Below the title is a section "YOUR TRANSFER REQUEST RELATES TO" with two radio button options: "A transport to Strasbourg" (selected) and "A transport from Strasbourg". The form also includes input fields for "From" (London), "Destination" (Frankfurt), "Arriving time" (09:05), and "Traveler(s)". There is a "Special requests" text area. Below the form are "SEND" and "BACK" buttons. The website's navigation bar at the top contains links for HOME, MY ACCOUNT, MY TRIPS, MY TEAM, REQUEST TRANSPORTATION, and INFORMATION. A footer contains a "PRIVACY POLICY" link and the text "City and Communes of Strasbourg 2021".

**If your flight number is not recognized by the platform**, you can fill in the fields of your transport request manually. The remainder of the procedure is identical for both cases.

The screenshot shows a web form titled "Flight number unfound. Please fill out all flight information". It includes a warning icon and a section "YOUR TRANSFER REQUEST RELATES TO" with two radio buttons: "A transport to Strasbourg" (selected) and "A transport from Strasbourg". Below are fields for "From", "Destination", "Arriving time", and "Traveler(s)". The "Special requests" field contains the text "The trunk must accommodate a wheelchair and a large suitcase". At the bottom, there are "SEND" and "BACK" buttons. A "PRIVACY POLICY" link is visible in the footer.

Select the MEP(s) receiving the transport. **You can only select MEP previously linked to your account, and you cannot add other APAs through this process.**

The screenshot shows a web form for a transport request. At the top, there is a "Flight Number" field containing "LH 921" and a "SEARCH" button. Below this, a warning icon and the text "My request is for a transfer from Frankfurt to Strasbourg" are displayed. The "YOUR TRANSFER REQUEST RELATES TO" section has two radio buttons: "A transport to Strasbourg" (selected) and "A transport from Strasbourg". The "From" field is filled with "London", "Destination" with "Frankfurt", and "Arriving time" with "09:05". The "Traveler(s)" field shows a dropdown menu with "Mrs MEPSNAME MEPSLASTNAME" selected. A hand cursor is pointing at the dropdown arrow. At the bottom, there are "SEND" and "BACK" buttons.

Then, specify any transportation special requests. **For example, if you wish to travel with your MEP,** or if you want to request a van that can accommodate a wheelchair, a baby seat or an additional space available for a spouse.

My request is for a transfer from Frankfurt to Strasbourg

YOUR TRANSFER REQUEST RELATES TO \*

A transport to Strasbourg

A transport from Strasbourg

From \*

London

Destination \*

Frankfurt

Arriving time \*

09:05

Traveler(s) \*

Mrs MEPNAME MEP(LASTNAME)

Special requests

The trunk must accommodate a wheelchair and a large suitcase

SEND

BACK

PRIVACY POLICY

City and Eurometropolis of Strasbourg 2021

Click “Send”. You are redirected to the home page.

My request is for a transfer from Frankfurt to Strasbourg

YOUR TRANSFER REQUEST RELATES TO \*

A transport to Strasbourg

A transport from Strasbourg

From \*

London

Destination \*

Frankfurt

Arriving time \*

09:05

Traveler(s) \*

Mrs MEPNAME MEP(LASTNAME)

Special requests

The trunk must accommodate a wheelchair and a large suitcase

SEND

BACK

PRIVACY POLICY

City and Eurometropolis of Strasbourg 2021

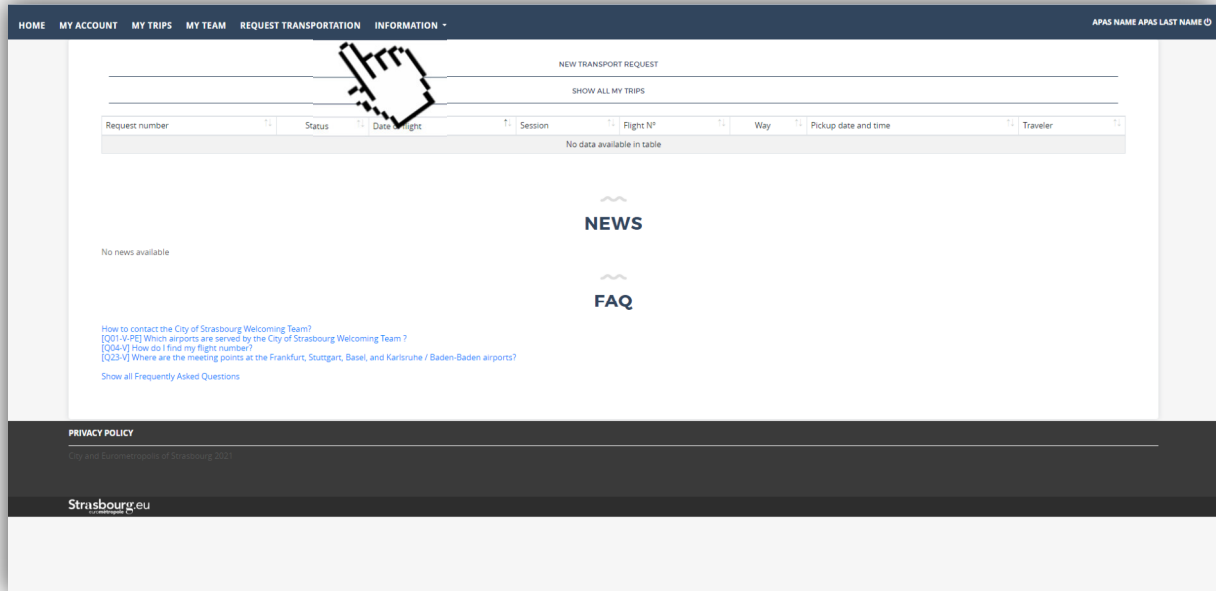
**APAs may make transport requests for one or more MEPs under their management. Conversely, MEPs can only make reservations for themselves via their personal accounts.**

As an APA, if you wish to travel with your MEP, indicate this in the “*Special Requests*” field. This service is for MEPs only, we cannot guarantee transport for delegation secretaries. However, in some cases we might be able to offer this service if seats remain available and you have requested them.

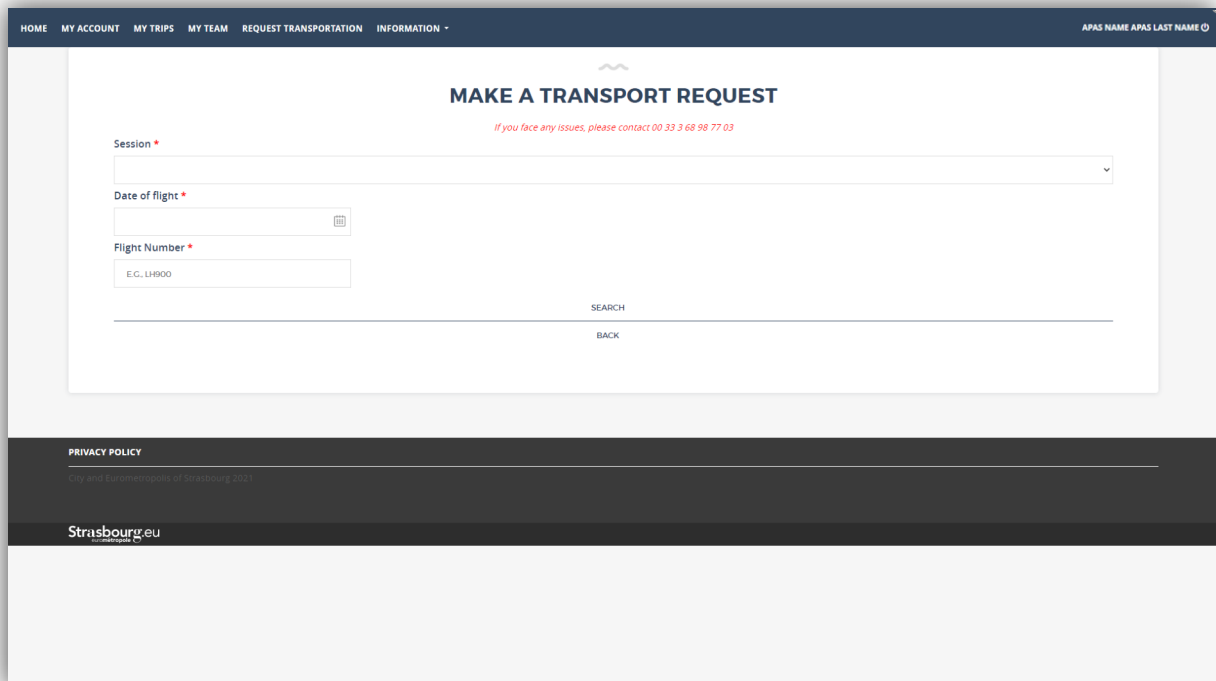
# How can an APA create a request to leave for a MEP? →✈

Adding MEPs in your “My Team” tab enables you to create a transport request for them for a journey (return) from Strasbourg, until the day before departure before 12:00am.

To do this from your account home page, click on “Request transportation”.



You are redirected to the transport request page.



Select the relevant session for the request.

HOME MY ACCOUNT MY TRIPS MY TEAM REQUEST TRANSPORTATION INFORMATION - APAS NAME APAS LAST NAME

### MAKE A TRANSPORT REQUEST

*If you face any issues, please contact 00 33 3 68 98 77 03*

Session \*  
SEP21 - 13/09/2021 to 16/09/2021

Flight Number \*  
E.C. LH900

SEARCH

BACK

PRIVACY POLICY  
City and European City of Strasbourg 2021

Strasbourg.eu

Select the date of the flight.

HOME MY ACCOUNT MY TRIPS MY TEAM REQUEST TRANSPORTATION INFORMATION - TTTTTT APAS NAME APAS LAST NAME

### MAKE A TRANSPORT REQUEST

*If you face any issues, please contact 00 33 3 68 98 77 03*

Session \*  
SEP21 - 13/09/2021 to 16/09/2021

Date of flight \*  
[Calendar popup for September 2021]

SEARCH

BACK

PRIVACY POLICY  
City and European City of Strasbourg 2021

Strasbourg.eu

Finally, enter the flight number. You will find this number on your plane ticket. It usually consists of 2 to 3 letters and 3 to 4 numbers. For example, LH 921 or EYZ 1234.

The screenshot shows the 'MAKE A TRANSPORT REQUEST' form on the Strasbourg.eu website. The form is titled 'MAKE A TRANSPORT REQUEST' and includes a red note: 'If you face any issues, please contact 00 33 3 68 98 77 03'. The form fields are: 'Session \*' (dropdown menu showing 'SEP21 - 13/09/2021 to 16/09/2021'), 'Date of flight \*' (calendar icon and input field showing '16/09/2021'), and 'Flight Number \*' (input field showing 'LH900'). Below the fields are 'SEARCH' and 'BACK' buttons. The footer contains 'PRIVACY POLICY', 'City and EuroMetropolis of Strasbourg 2021', and 'Strasbourg.eu'.

The platform will automatically display the flight details. If this is not the case, retype the number by adding a space between letters and numbers. For example, LH 900 instead of LH900.

The screenshot shows the transport request details form on the Strasbourg.eu website. The title is 'My request is for a transfer from Strasbourg to Frankfurt'. The form includes: 'YOUR TRANSFER REQUEST RELATES TO \*' (radio buttons for 'A transport to Strasbourg' and 'A transport from Strasbourg', with the latter selected), 'From \*' (dropdown menu showing 'Frankfurt'), 'Destination \*' (input field showing 'Amsterdam'), 'Departure time \*' (input field showing '11:45'), 'Wished departure time \*' (input field showing '07:45'), 'Traveler(s) \*' (input field), 'Special requests' (text area), and 'Pick up place \*' (dropdown menu). Below the fields are 'SEND' and 'BACK' buttons. The footer contains 'PRIVACY POLICY', 'City and EuroMetropolis of Strasbourg 2021', and 'Strasbourg.eu'.



**If your flight number is not recognized by the platform**, you can fill in the fields of your transport request manually. The remainder of the procedure is identical for both cases.

The screenshot shows a web form titled "My request is for a transfer from Strasbourg to". The form includes the following fields and options:

- YOUR TRANSFER REQUEST RELATES TO \***
  - A transport to Strasbourg
  - A transport from Strasbourg
- From \***: A dropdown menu.
- Destination \***: A dropdown menu.
- Departure time \***: A time selection field showing "--:--".
- Wished departure time \***: A time selection field showing "--:--".
- Traveler(s) \***: A dropdown menu.
- Special requests**: A text input field.
- Pick up place \***: A dropdown menu.

At the bottom of the form, there are two buttons: "SEND" and "BACK".

At the bottom of the page, there is a "PRIVACY POLICY" link and a small text "City and Euroregion of Strasbourg 2021".

Once the information has been verified, select the wished departure time from Strasbourg. **The wished departure time is subject to change by the city of Strasbourg** depending on the groups or to guarantee a timely arrival at the airport so as not to miss your flight.

The screenshot shows a web form titled "My request is for a transfer from Strasbourg to Frankfurt". The form includes the following fields and options:

- YOUR TRANSFER REQUEST RELATES TO \***
  - A transport to Strasbourg
  - A transport from Strasbourg
- From \***: A dropdown menu with "Frankfurt" selected.
- Destination \***: A dropdown menu with "Amsterdam" selected.
- Departure time \***: A time selection field showing "11:45".
- Wished departure time \***: A dropdown menu with a list of times: 07:45, 08:46, 09:47, 10:48, 11:49, 12:50, 13:51. A hand cursor is pointing at the 07:45 option.

At the bottom of the form, there are two buttons: "SEND" and "BACK".

At the bottom of the page, there is a "PRIVACY POLICY" link and a small text "City and Euroregion of Strasbourg 2021".

Select the MEP(s) receiving the transport. **You can only select MEPs previously linked to your account, and you cannot add other APAs through this process.**

My request is for a transfer from Strasbourg to Frankfurt

**YOUR TRANSFER REQUEST RELATES TO \***

A transport to Strasbourg

A transport from Strasbourg

**From \***

Frankfurt

**Destination \***

Amsterdam

**Departure time \***

11:45

**Wished departure time \***

07:45

**Traveler(s) \***

Mrs MEPsNAME MEPsLASTNAME

**Pick up place \***

SEND

BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Then, specify any transportation special requests. **For example, if you wish to travel with your MEP,** or if you want to request a van that can accommodate a wheelchair, a baby seat or an additional space available for a spouse.

My request is for a transfer from Strasbourg to Frankfurt

**YOUR TRANSFER REQUEST RELATES TO \***

A transport to Strasbourg

A transport from Strasbourg

**From \***

Frankfurt

**Destination \***

Amsterdam

**Departure time \***

11:45

**Wished departure time \***

07:45

**Traveler(s) \***

Mrs MEPsNAME MEPsLASTNAME

**Special requests**

The trunk must accommodate a wheelchair and a large suitcase.

**Pick up place \***

SEND

BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Finally, select the wished pick up place of the MEP, and specify the information.

My request is for a transfer from Strasbourg to Frankfurt

**YOUR TRANSFER REQUEST RELATES TO \***

A transport to Strasbourg

A transport from Strasbourg

**From \***

Frankfurt

**Destination \***

Amsterdam

**Departure time \***

11:45

**Wished departure time \***

07:45

**Traveler(s) \***

Mrs MEPsNAME MEPsLASTNAME

**Special requests**

The trunk must accommodate a wheelchair and a large suitcase.

**Pick up place \***

Strasbourg welcome desk LOW T01073

Other (subject to validation)

BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Click “Send”. You are redirected to the home page.

My request is for a transfer from Strasbourg to Frankfurt

**YOUR TRANSFER REQUEST RELATES TO \***

A transport to Strasbourg

A transport from Strasbourg

**From \***

Frankfurt

**Destination \***

Amsterdam

**Departure time \***

11:45

**Wished departure time \***

07:45

**Traveler(s) \***

Mrs MY NAME MY LASTNAME

**Special requests**

The trunk must accommodate a wheelchair and a large suitcase.

**Pick up place \***

Hotel

**Specify \***

Strasbourg welcome desk LOW T01073

SEND

BACK

**The APAs may make transport requests for one or more MEPs under their management. Conversely, MEPs can only make reservations for themselves via their personal accounts.**

As an APA, if you wish to travel with your MEP, indicate this in the “*Special Requests*” field. This service is for delegation members only, we cannot guarantee transport for delegation secretaries. However, in some cases we might be able to offer this service if seats remain available and you have requested them.

# Where to track the evolution of transportation demands?

You will be able to consult all your trips and follow the evolution of their status:

- On the home page (only the next 4 trips are visible):

The screenshot shows a web application interface with a dark blue header. The header contains navigation links: HOME, MY ACCOUNT, MY TRIPS, MY TEAM, REQUEST TRANSPORTATION, INFORMATION, and a user profile icon labeled APAS NAME APAS LAST NAME. Below the header, there are two sections: "NEW TRANSPORT REQUEST" and "SHOW ALL MY TRIPS". The "SHOW ALL MY TRIPS" section contains a table with the following data:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
890		16/09/2021	SEP21	LH 921	→→	16/09/2021	MEPsNAME MEPsLASTNAME

Below the table, there is a hand cursor icon pointing to the "Status" column. Further down, there are sections for "NEWS" and "FAQ". The "NEWS" section contains the text "No news available". The "FAQ" section contains several links: "How to contact the City of Strasbourg Welcoming Team?", "[Q01-V-FE] Which airports are served by the City of Strasbourg Welcoming Team?", "[Q04-V] How do I find my flight number?", "[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?", and "Show all Frequently Asked Questions". At the bottom of the page, there is a "PRIVACY POLICY" link and a footer with the text "City and Euroregion of Strasbourg 2021".

- Or by clicking on the “My Trips” tab (you will find all your trips, including your history):

This screenshot is identical to the one above, showing the same web application interface. The "MY TRIPS" tab in the header is highlighted with a hand cursor icon, indicating it is the active tab. The table and other content are the same as in the previous screenshot.

# How to track the evolution of transportation demands?

In the “*My Trips*” tab, you have access to all your trips, including your history. You will find several information.

First, a unique transport request number. You can contact us if you have any problems with your booking, by mail or by phone.

The screenshot shows a web interface with a dark blue header containing navigation links: HOME, MY ACCOUNT, MY TRIPS, MY TEAM, REQUEST TRANSPORTATION, and INFORMATION. On the right, it says 'APAS NAME APAS LAST NAME'. Below the header, there are two input fields: 'NEW TRANSPORT REQUEST' and 'SHOW ALL MY TRIPS'. A table displays transport request details:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
890		16/09/2021	SEP21	LH 921	→→	16/09/2021	MEPsNAME MEPsLASTNAME

Below the table, there are sections for 'NEWS' and 'FAQ'. The 'NEWS' section says 'No news available'. The 'FAQ' section has several links: 'How to contact the City of Strasbourg Welcoming Team?', '[Q01-V-PE] Which airports are served by the City of Strasbourg Welcoming Team?', '[Q04-V] How do I find my flight number?', and '[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?'. A link 'Show all Frequently Asked Questions' is also present. At the bottom, there is a 'PRIVACY POLICY' link and the text 'City and Eurometropolis of Strasbourg 2021'.

Then, you are informed of the status of your application. This can be:

- Pending validation
- Validated
- Refused or cancelled

This screenshot is identical to the previous one, but with a red box highlighting the 'Status' column in the table, which now contains an hourglass icon representing 'Pending validation'.

The way of your transport is also indicated:

- 🏠 Transport from the airport to Strasbourg: **Arrival**
- ✈ Transport from Strasbourg to the airport: **Departure**

The screenshot shows a web interface for transport requests. At the top, there is a navigation bar with links: HOME, MY ACCOUNT, MY TRIPS, MY TEAM, REQUEST TRANSPORTATION, INFORMATION, and a user profile icon labeled 'APAS NAME APAS LAST NAME'. Below the navigation bar, the page title is 'NEW TRANSPORT REQUEST' and there is a 'SHOW ALL MY TRIPS' link. A table displays transport request details:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
890	🕒	16/09/2021	SEP21	LH 921	→✈	16/09/2021	MEPsNAME MEPsLASTNAME

The 'Way' column, containing the icon '→✈', is highlighted with a red box. Below the table, there are sections for 'NEWS' (with 'No news available') and 'FAQ'. The FAQ section includes links for: 'How to contact the City of Strasbourg Welcoming Team?', '[Q01-V-PE] Which airports are served by the City of Strasbourg Welcoming Team?', '[Q04-V] How do I find my flight number?', and '[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?'. A 'Show all Frequently Asked Questions' link is also present. At the bottom, there is a 'PRIVACY POLICY' link and a footer with 'City and Euroregion of Strasbourg 2021'.

Finally, the beneficiary(ies) of the requested transport is/are visible. When you request transportation for multiple travellers, you can do so *via* a single form on our platform.

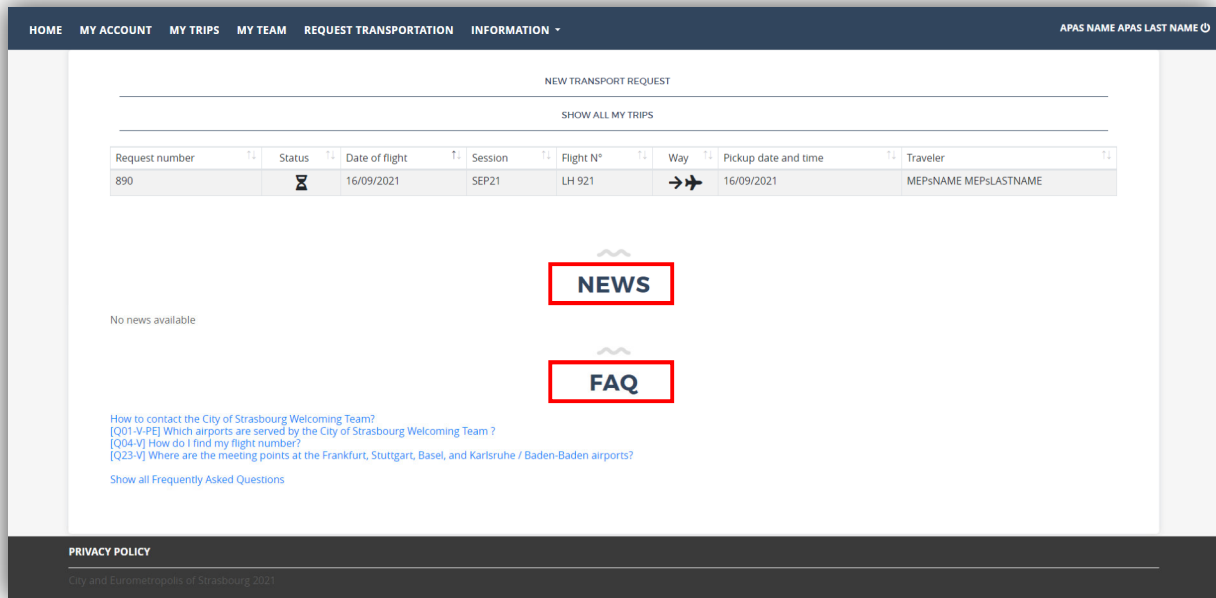
In order to facilitate the possible individual modifications for each traveller, transport requests for several MEP give rise to the creation of several order numbers. You can modify or cancel a MEP's request without altering the requests of the other beneficiaries of the journey.

This screenshot is identical to the one above, showing the same transport request table. However, in this version, the 'Traveler' column, which contains the text 'MEPsNAME MEPsLASTNAME', is highlighted with a red box. The rest of the interface, including the navigation bar, table headers, and FAQ section, remains the same.

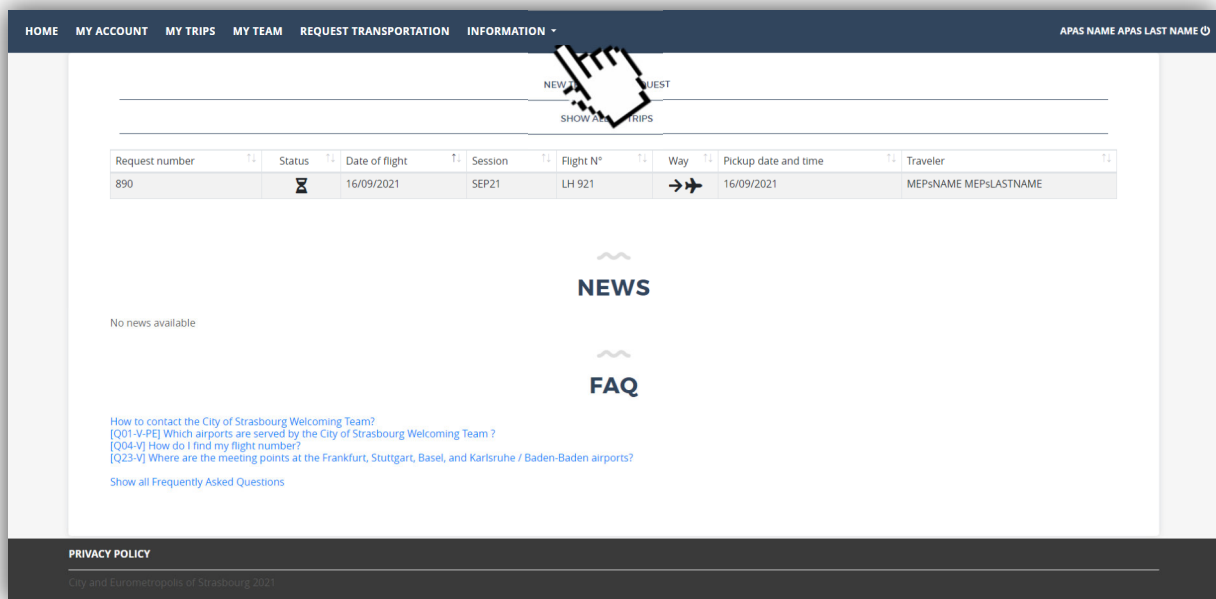
# How to view news and FAQs (Frequently Asked Questions)?

You will find a “FAQ” (Frequently Asked Questions) on our platform to answer any questions concerning its use, as well as a “News” section, dedicated to information related to the transport of MEPs.

You can view both of these topics from the platform home page.

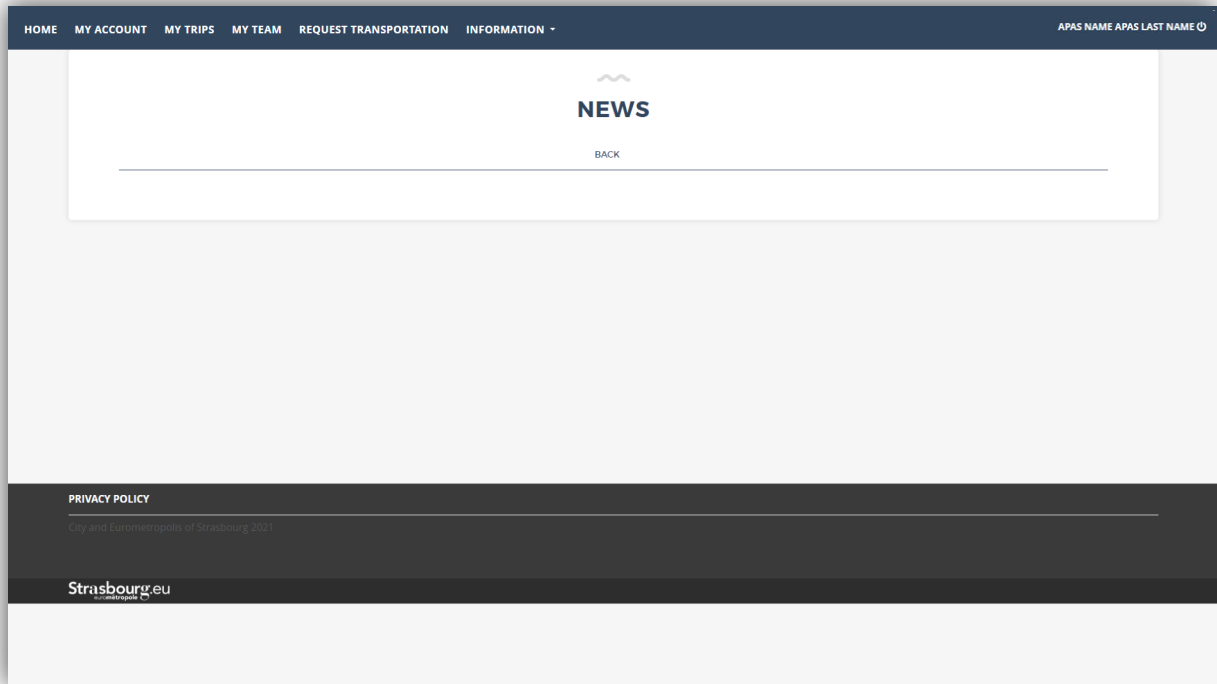


It is also possible to access the dedicated sections via the “Information” tab at the top of the page.



You are redirected to the chosen page:

- “News”



- “Frequently Asked Questions”

