FOREST EUROPE EXPERT LEVEL MEETING
for the Preparations of the 7th Ministerial Conference

20-22 January 2015, Santiago de Compostela, Spain

PRACTICAL INFORMATION

Bellow you will find information on how to register for the Expert Level Meeting, the venue, hotel and other practical information regarding the meeting.

HOW TO REGISTER

To register for the meeting, please visit click on the following link:


Participants are requested to register at their earliest convenience, preferably no later than Thursday 15th January 2015.

MEETING

The meeting will be held on 20, 21 and 22 January 2015 at the Palacio de Congresos y Exposiciones, Santiago de Compostela, Spain.

The meeting is scheduled to start at 10:00 hours on Tuesday 20 January 2015 and will last until 13:30 hours on Thursday, 22 January 2015.

There will be a Reception on Tuesday 20 January 2015 at 19.00 hours.

Participants are kindly invited to a fieldtrip that will take place in the evening of Thursday, 22 January 2015. More information about this fieldtrip will be available in due time.

LANGUAGE & DOCUMENTATION

The meeting will be held in English and interpreted into Russian, French and Spanish. The background documents for the meeting will be in English and will be delivered in due time.
MEALS

There will be coffee breaks during the meeting at the same venue. Lunch is not included in the meetings arrangements. There are some restaurants nearby.

VISA INFORMATION

Participants are responsible for checking visa requirements and making their own visa arrangements before departure, including visa for transit or stopover.

Those participants needing a personalized invitation to comply with their visa procedures can address their request to Ms. Ana Nieto: ana.nieto@foresteurope.org

CURRENCY

The official currency in Spain is the Euro. Use of credit cards is widespread in Spain.

VENUE

The “Palacio de Congresos y Exposiciones” is placed in Miguel Ferro Caaveiro s/n - San Lázaro, 15707 Santiago de Compostela, Spain.

http://www.palaciosantiago.com/
Tel.: 981 519 988
ARRIVAL DETAILS

Flying is the fastest way to travel to Santiago de Compostela. There are flight connections from Madrid and Barcelona, but also with some European Capitals. Please check possible flight connections with your travel agency.

You will arrive to “Aeropuerto de Lavacolla” in Santiago, placed in Carretera Santiago-Lugo Km 11. Lavacolla, s/n (Tel.: 981 59 74 00), and you can reach the Palacio de Congresos by:

- **TAXI:**
  Participants can take a taxi to go to Palacio de Congresos by 21 €, fixed price.

- **PUBLIC TRANSPORT IN SANTIAGO (BUS)**
  Participants can also take an urban bus from the airport to Santiago city that will take you directly to Palacio de Congresos stop (this bus departures every 30 minutes, and the bus ticket costs 3 €). The same bus goes to Santiago city.
  [https://www.google.com/maps/d/viewer?msa=0&mid=zhag5r1rbYHo.k5GOxCnz5j6k](https://www.google.com/maps/d/viewer?msa=0&mid=zhag5r1rbYHo.k5GOxCnz5j6k)
ACCOMODATION

Participants are kindly requested to take care of their hotel booking. There are several nice hotels in Santiago.

The Liaison Unit Madrid has arranged a limited number of rooms at discount price for FOREST EUROPE guests in two hotels close to Palacio de Congresos. Price includes breakfast and taxes.

Hotel Oca Puerta del Camino ****

http://www.puertadelcamino.com/
Calle Miguel Ferro Caaveiro, s/n 15703 Santiago de Compostela (Spain)
Tel: +34.981 569 400
Fax: +34.981 572 627
Prices: Double room for single occupancy: 55 €, includes breakfast and taxes.

You can contact compostela@puertadelcamino.com in order to arrange your reservations before 4\textsuperscript{th} January 2015 with the following reference: “FOREST EUROPE”.

Please find below a map with the distance between the hotel and the ELM venue:
Hotel Eurostars San Lázaro ****

http://www.eurostarssanlazaro.com/

Avenida Fernando de Casas Novoa s/n
15703 Santiago de Compostela, Spain.

Reception: +34 981 55 10 00

info@eurostarssanlazaro.com

Prices: 47€ double room for single occupancy, per night, includes breakfast and taxes.

You can contact info@eurostarssanlazaro.com in order to arrange your reservations before 4th January 2015 with the following reference: “FOREST EUROPE”, or by this link below:

http://www.eurostarshotels.com/eurostars-san-lazaro.html?id_referer=FORESTEUROPE

Please find below a map with the distance between the hotel and the ELM venue:
GENERAL INFORMATION

FINANCIAL SUPPORT

Financial support is available for this meeting and may be provided for one participant per eligible country.

Request for financial support should be submitted as soon as possible, but no later than 9th January 2015.

Please contact Ms. Ana Nieto from Liaison Unit Madrid: ana.nieto@foresteurope.org

FURTHER INFORMATION

Please, do not hesitate to contact us if you have any additional question regarding the Expert Level Meeting in Santiago.

FOREST EUROPE Liaison Unit Madrid
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