

FOREST EUROPE EXPERT LEVEL MEETING 11-12 May 2016, Hotel Saffron, Bratislava, Slovakia

Practical Information

Bellow you will find information on the meeting, venue, accommodation and other practical information.

REGISTRATION

Details on the online registration for the meeting will be send by e-mails in due time.

MEETING DATES AND TIMING

The meeting will be held on 11-12 May 2016 at the Hotel Saffron, Bratislava, Slovakia.

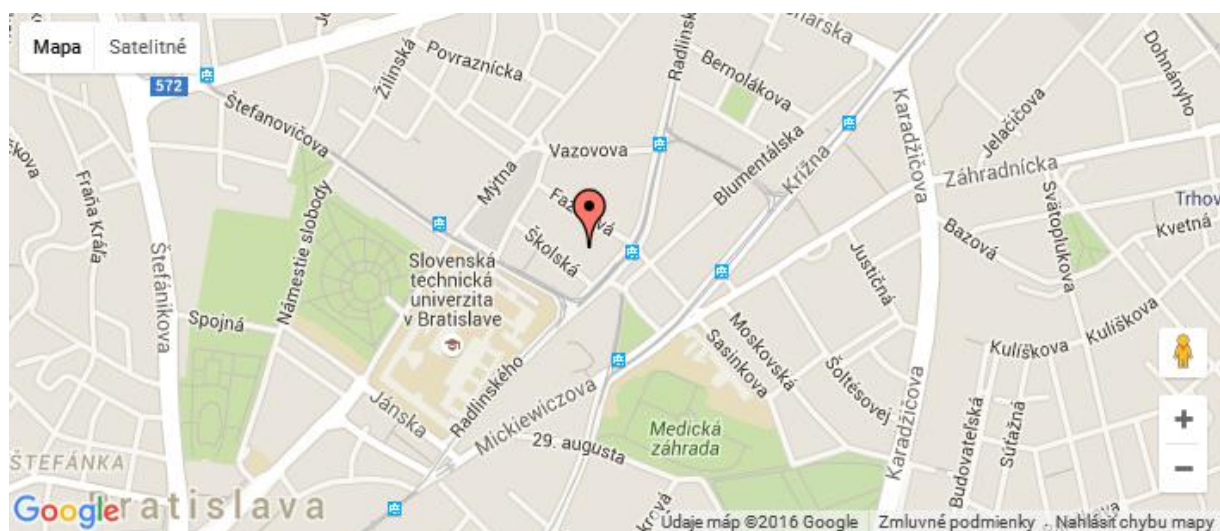
Registration of participants will start at 8:30. The meeting is scheduled to start at 10:00 on Wednesday 11 May 2016 and will last until 18:00. On Thursday 12 May 2016 the meeting will start at 9:00 and finish at 16:00 hours.

Participants are kindly invited to a city centre guided tour that will take place at 17:00 on Thursday 12 May 2016 in the Old town of Bratislava (the historical centre).

VENUE

The meeting will take place in the Hotel Saffron located at Radlinského 27, 811 07 Bratislava, in a conference hall LUX on the 1st floor. Registration desk and information point will be located near the entrance to the conference hall.

<http://www.hotelsaffron.sk/uvodna-stranka/language/en>



LANGUAGE & DOCUMENTATION

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

MEALS

There will be coffee breaks during the meeting and reception on Wednesday 11 May at 19:00 at the same hotel (Hotel Saffron). Lunch is not included in the meeting arrangements, however a restaurant is available at the hotel and several other options are available in a walking distance.

ARRIVAL DETAILS AND PUBLIC TRANSPORT

To travel to Bratislava, you can take a flight to Vienna International Airport, alternatively you may use Bratislava Airport.

Vienna International Airport

Vienna airport is located 63 km from Bratislava. Shuttle bus from Vienna airport to Bratislava Main Bus Station (Bratislava AS) stops directly in front of the Terminal 2 of the Vienna airport building. The journey takes around 1 hour and buses are available 23 times a day. Timetable and further information on shuttle buses is available at:

http://www.eurolines.sk/fileadmin/user_upload/cestovne_poriadky/mal_new/wien_new.pdf. We recommend to buy the bus ticket in advance at <http://www.slovaklines.sk/main-page.html> (from the airport “Wien, Flughafen Wien” to Bratislava bus Station “Bratislava AS”).

Bratislava Airport – updated due to road reconstructions and hotel recommendations

Bratislava Airport is located in the eastern part of Bratislava. To get to the meeting venue, participants can take a taxi or use public transport. The bus stops are located in front of the Arrivals Terminal.

In case of **taxi** we can recommend to call [Easy Taxi](tel:+421918555555) (+421 918 555 555), which uses fixed fares 8 EUR to and from the Bratislava airport or [Private Hire](tel:+421948700707) (+421 948 700 707) recommended by Hotel Saffron. If you choose another taxi, we recommend to ask the taxi driver for their prices in advance. The fare from the Bratislava Airport to the Hotel Saffron should be about 10 EUR.

If you prefer **public transport**, take the bus No. 61 and go to the stop named “Račianské myto”, then change to the tram number 3 or 5 and get off at the stop named “Blumentál”. After approximately 30 metres you can see the hotel Saffron on the right side. For the detailed information on public transport lines please visit the [public transport website](#). The tickets for public transport can be purchased at the [public transport operator's shops](#) or [ticket vending machines](#) at public transport stops. The ticket machines accept coins only. The single journey ticket from the airport to “Karpatská” stop is 1.20 EUR (ticked valid up to 60 minutes following its validating in the bus).

Travel from Bratislava Main Bus Station – updated due to road reconstructions and hotel recommendations

To get to the meeting venue, participants can take taxi or use the local public transport.

As for taxi, we can recommend to call [Easy Taxi](tel:+421918555555) (+421 918 555 555), which uses fixed fares 5 EUR within the city centre (8 EUR to/from Bratislava airport), or [Private Hire](tel:+421948700707) (+421 948 700 707) recommended by Hotel Saffron. If you choose another taxi, we recommend to ask the taxi driver for their prices in advance – the fare from the bus station to the Hotel Saffron should be about 5 EUR.

If you prefer **public transport** (on your left hand side after getting out from the bus station building) – please take the trolleybus number 210 or the bus number 21 and go to the stop named “Račianské múzeum”, then change to the tram number 3 or 5 and get off at the stop named “Blumentál”. After approximately 30 metres you can see the hotel Saffron on the right side. For the detailed information on public transport lines please visit the [public transport website](#). The tickets for public transport can be purchased at the [public transport operator's shops](#) or [ticket vending machines](#) at public transport stops. The ticket machines accept coins only. The single journey ticket from the bus station to “Blumentál” stop is 1.20 EUR (ticket valid up to 60 minutes following its validating in the bus).

ACCOMMODATION

Participants are kindly requested to make their own accommodation arrangements.

We recommend to participants to book accommodation directly in the Hotel Saffron, where the meeting will be held:

Hotel Saffron****

Address: Radlinského 27, 811 07 Bratislava

Phone: +421 2 212 99 301

Web: <http://www.hotelsaffron.sk/uvodna-stranka/language/en>

Price:

Single room: 65 EUR/room/night (including breakfast) + city tax 1.65 EUR/night

Double room: 75 EUR/room/night (including breakfast) + city tax 1.65 EUR/night

Special offer is valid till 10 April 2016. After this deadline hotel rooms and special rates cannot be guaranteed.

Reservation: you can contact rezervacia@hotelsaffron.sk in order to arrange your reservation with the reference “FOREST EUROPE.”

The Liaison Unit Bratislava has also arranged a limited number of rooms at special rate for FOREST EUROPE participants in several other hotels. Special offers are valid till 10 April 2016. After this deadline hotel rooms and special rates cannot be guaranteed.

Hotel Tatra****

Address: Nám. 1.mája 5, 811 06 Bratislava

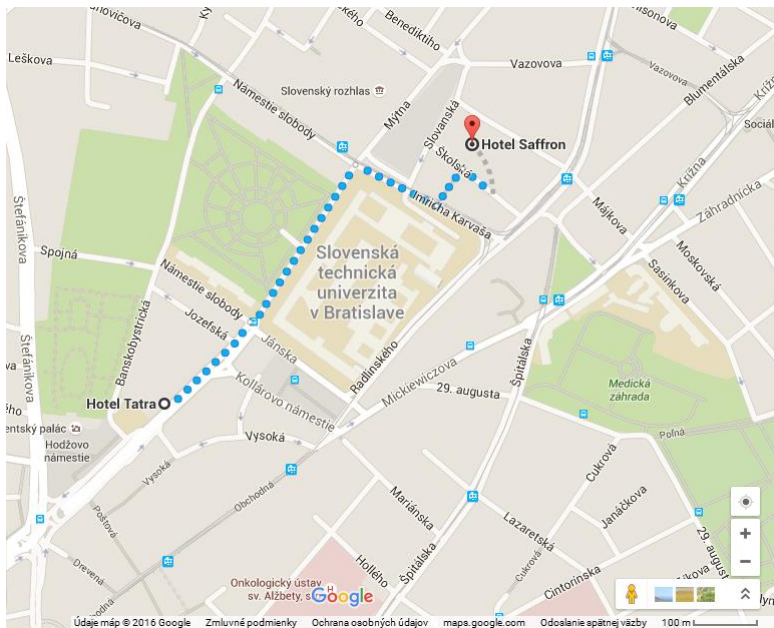
Phone: +421 2 592 721 11

Web: <http://www.hoteltrata.sk/en>

Distance to the meeting venue: 750 m

Price: Double room: 89 EUR /room/night (including breakfast) + city tax 1.65 EUR/night

Reservation: you can contact rezervacie@hoteltrata.sk in order to arrange your reservation with the reference “FOREST EUROPE.”



Mercure Bratislava Centrum Hotel****

Address: Zabotova 2, 811 04 Bratislava

Phone: +421 2 572 770 00

Web: <http://www.mercure.com/gb/hotel-6840-mercure-bratislava-centrum-hotel/index.shtml>

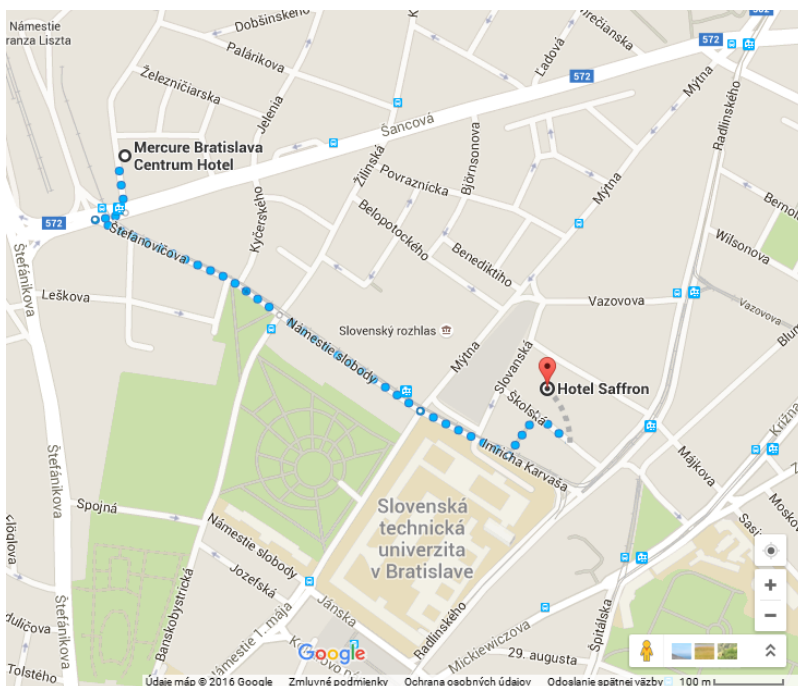
Distance to the meeting venue: 1 km

Price:

Double room (single occupancy): 80 EUR/room/night (including breakfast) + city tax 1.65 EUR/night

Double room (double occupancy): 90 EUR/room/night (including breakfast) + city tax 1.65 EUR/night

Reservation: you can send filled reservation form (annex 1) to h6840-re@accor.com (in Cc: h6840-sl@accor.com) in order to arrange your reservation.



Austria Trend Hotel Bratislava****

Address: Vysoká 2A, 811 06 Bratislava

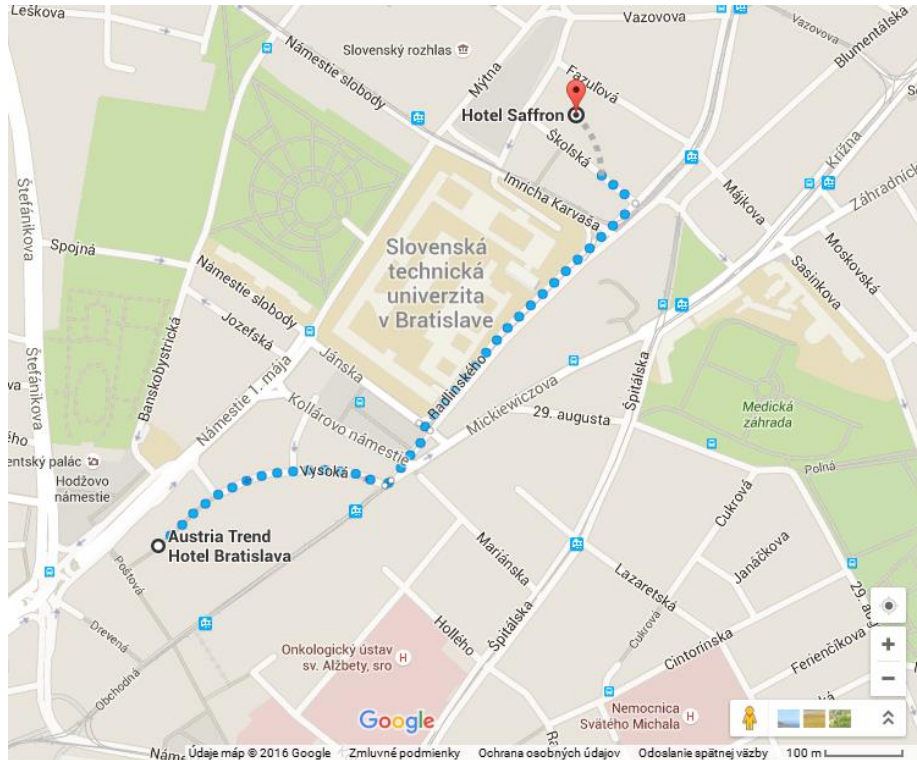
Phone: +421 2 527 758 18

Web: <http://www.austria-trend.at/en/hotels/bratislava>

Distance to the meeting venue: 900 m

Price: double room 89 EUR/room/night (including breakfast) + city tax 1.65 EUR/night. The price per room is the same in case of single or double occupancy.

Reservation: you can send filled reservation form (annex 2) to timotej.galad@austria-trend.at or reservations.bratislava@austria-trend.at in order to arrange your reservation.



TRAVEL SUPPORT

Travel support for this meeting is available upon request and may be provided for one delegate per eligible signatory country.

Request for travel support should be submitted as soon as possible, but no later than 31 March 2016.

Please contact Lucia Ambrušová from Liaison Unit Bratislava for further information on financial support for eligible countries: lucia.ambrusova@foresteurope.org

VISA INFORMATION

Participants are responsible for checking visa requirements and making their own visa arrangements before departure, including visa for transit or stopover. For further information regarding to visa requirements please visit the website of the Ministry of Foreign and European Affairs of the Slovak Republic:

http://www.foreign.gov.sk/web/en/consular_info.

CURRENCY

The official currency in Slovakia is the Euro. Foreign currency can be changed in banks or exchange offices. Credit and debit cards (Visa, Visa Electron, Eurocard/Mastercard, Maestro, American Express, Diners Club) are widely accepted.

GENERAL INFORMATION

For general information on the city and the country, please visit the webpages:

<http://www.visitbratislava.com/>

<http://slovakia.travel/en>

CONTACT PERSONS

For further information regarding to the ELM, do not hesitate to contact us:

Ms. Lucia Ambrušová

Policy Adviser

Tel.: +421 45 5314 107

Mobile phone: +421 905 620 466

e-mail: lucia.ambrusova@foresteurope.org

Mr. Michal Vančo

Policy Adviser

Tel.: +421 45 5314 556

Mobile phone: +421 905 620 198

e-mail: michal.vanco@foresteurope.org

Booking order

Please, send this reservation form to
 e-mail: h6840-re@accor.com,
 Cc: h6840-sl@accor.com



Phone (+421)257277720
 Fax : (+421)257277777
 Zabolova street 2
 Bratislava 1,
 811 04 BRATISLAVA,
 SLOVAKIA

Group name

FOREST EUROPE

Arrival date:

Departure date:

Number of nights:

Room type:

Comfort King Bed room (single use)*

Comfort King Bed room (double use)**

80,00 EUR

90,00 EUR

No of rooms:

Dietary restrictions (please specify):

*in agreed price is included VAT, buffet breakfast, internet, fitness access,

** city tax 1,65 EUR/person/night EXCLUDED

***Cancellation policy -

Cancellation 3 days prior to arrival is free of penalty

In case of cancellation within 2 days

prior to arrival 1st night will be charged as a penalty fee.

Modification of the definitely ordered number of participants

(maximum 10%) is requested

48 hours prior to the actual day.

GUEST INFORMATION:

Title:

First name:

Last name:

Phone no.:

E-mail:

Address:

City:

Country:

Postal Code:

Credit card details

Type of credit card:

Credit card No.:

Date of expiry:

Accompanying person

First Name

Last name:

Address:

PAYMENT INFORMATION:

Invoice:

Invoicing address***:

Post address***:

Registration no.***:

VAT no.***:

***mandatory if selected

Costs to be invoiced***:

HOTELZIMMER RESERVIERUNG / HOTEL ROOM RESERVATION**Buchungscode: «FOREST EUROPE» | 10/05/16 -13/05/16***Booking Code***Anmeldeschluss: 11/04/16***Booking Deadline*Bitte füllen Sie dieses Formular aus und schicken es an **+421 2 5277 5826** oder reservations.bratislava@austria-trend.at.*Please fill in this form and send to +421 2 5277 5826 or reservations.bratislava@austria-trend.at.*

Vorname

Familiename

*First Name**Second Name*

Adresse (Strasse | PLZ | Ort)

Address (Street | City Code | City)

Telefon

Email

*Telephone**Email*

Kreditkarteninhaber

Credit Card Holder

Kreditkartennummer

Ablaufdatum

*Credit Card Number**Exp. Date*

Kartentyp:

 Visa Mastercard American Express Diners Club JCB*Type of Credit Card*

Bitte reservieren Sie für mich:

Please make the following reservation

Anreise:

Abreise:

*Arrival Date**Departure Date*_____ Deluxe Zimmer | 25 m²_____ Executive Zimmer | 28 m²*Anzahl | Number of Rooms**Anzahl | Number of Rooms* Einzelnutzung | *Single Use*

€ 89,00

 Einzelnutzung | *Single Use*

€ 118,00

 Doppelnutzung | *Double Use*

€ 89,00

 Doppelnutzung | *Double Use*

€ 118,00

Preis pro Zimmer und Tag inklusive Service und aller Abgaben; gilt ausschließlich für den gebuchten Zeitraum.

Price per room and day including service and all taxes, only available for the booking period specified

Natürlich gesund! Einfach köstlich. Für Ihren Start in den Tag bieten wir Ihnen das feinste Bio-Frühstück Österreichs, welches bereits im angebotenen Zimmerpreis inkludiert ist.

*Naturally healthy! Simply delicious. Get your day off to the best possible start with Austria's finest organic breakfast, which is included in the price.*Unterschrift | *Signature* _____Nur vom Hotel auszufüllen! | *To be completed by the Hotel!* Wir bestätigen dankend die Reservierung! | *We kindly confirm your reservation!* Wir sind leider ausgebucht und können Ihre Reservierung nicht rückbestätigen. | *Unfortunately we are fully booked and cannot confirm your reservation*

Eine kostenfreie Stornierung ist bis 7 Tage vor Anreise möglich. Bei einer Stornierung der Reservierung bis 3 Tage vor Anreise werden 80% des gebuchten Aufenthalts verrechnet. Für später eintreffende Stornierungen, Nichtanreise bzw. vorzeitige Abreisen werden 100% des gesamten Aufenthalts verrechnet. Stornierungen müssen schriftlich erfolgen.

A free of charge cancellation is possible until 7 days prior to arrival date. For cancellations until 3 days prior to arrival we will charge 80% of the ordered service. From this date onwards we will have to charge 100% of the ordered service in case of late cancellation, no show or early check out. All cancellations have to be in writing.