



XVIII DPPI SEE REGIONAL MEETING

BOSNIA AND HERZEGOVINA , SARAJEVO 6-7 APRIL 2009

ADMINISTRATIVE DETAILS

VENUE AND ACCOMODATION

The XVIII DPPI SEE Regional Meeting will be held in Sarajevo, Bosnia and Herzegovina, in Hotel Europe, at 9:00 a.m on 7th April 2009. The accommodation will be arranged as well at Hotel Europe in Sarajevo (price of single room/person/night and including breakfast EUR 70.00). **The above price is valid only for participants DPPI SEE meetings. Please visit web page: www.hoteleurope.ba** Upon registration to DPPI SEE PoC (please see below), hotel rooms for participants will be booked at the hotel (please register in respect of deadline from the reason of hotel management requirement).

The DMTP Meeting will be held in Hotel Europe at 9:30 a.m on 6th April 2009 and Advisory Board Meeting will be held same day and at the same place, starting at 14:00 p.m.

TRAVEL

Arrival point to Sarajevo by air: International Airport Sarajevo.

By train: Sarajevo Railway Station

Arriving by car: The Hotel Europe has an own parking.

The DPPI SEE Secretariat will arrange transportation from airport to the hotel and back to the point of departure.

FINANCIAL ARRANGEMENTS

In accordance to the DPPI SEE Reimbursement policy for 2009, travel and accommodation for 2 (two) participants per DPPI SEE country will be covered by DPPI SEE budget. The authorities that are sending participants have been kindly asked to provide the most favorable flight ticket price and in order for payment of the ticket, timely send the travel agency invoice to the DPPI SEE Secretariat. Other participants should cover travel costs by own.

VISA ARRANGEMENTS

Participants are requested to make their own arrangements with regard to valid travel documents. Based on participant's request and at least 15 days before the trip, the DPPI SEE Secretariat will provide an official letter of invitation to the participants that need visa to Bosnia and Herzegovina (please see below PoC).

LANGUAGE

The official language of the meetings on both dates will be English and translation will not be provided.

Points of Contact (PoC):

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