



REPUBLIKA SLOVENIJA
DRŽAVNI SVET



18. srečanje Združenja
evropskih senatov

18th Meeting of the Association
of European Senates

VENUE

The XVIIIth meeting of the Association of European Senates will be held at the Brdo Congress Centre, Predoslje 39, 4000 Kranj, Slovenia (<http://www.brdo.si/en>).

REGISTRATION AND INFORMATION SERVICE

There will be an accreditation and information service desk situated in the lobby of the Brdo Congress Centre. Here you will find all the information you may require regarding the events of the XVIIIth meeting of the Association of European Senates and further practical information of a more general nature.

All participants are kindly requested to report to the accreditation and information desk, where they will be given their ID badge and all the relevant documentation.

The accreditation and information desk will be open at the following times:

Thursday 1 June: 8.00 am–8.00 pm;

Friday 2 June: 8.00 am–4.00 pm.

A limited number of computers, printers and telephones will be available at the conference venue. Wi-Fi will be available.

ACCREDITATION

For accreditation purposes, we kindly ask you to return the completed registration forms to the following email address: aes.slovenia2017@ds-rs.si by 31 March at the latest.

Delegates are kindly asked to ensure that their ID badges are worn visibly at all times during the official activities.

ID badges are colour-coded to aid the work of the security staff. Should you lose your badge, please inform the accreditation and information service desk as soon as possible.

ID badges are colour-coded according to the following categories:

Red – Heads of delegations

White – Ambassadors or their representatives

Blue – Delegates

Yellow – Media

Green – Members of the organization team

The format of the meeting will be 1 + 4 persons.

MEDIA ACCREDITATION

The conference is open to accredited media. Accreditation applications should be sent to our Public Relations Officer, Robert Celestina, at robert.celestina@ds-rs.si. Requests should include full personal data, a copy of relevant ID, a recent photo and the name of the media organization represented. Organizers will arrange a media centre at the Brdo Congress Centre.

INTERPRETATION

Simultaneous interpretation in the language regime 3/3 (SL, EN, FR) will be provided during the seminar on Thursday, 1 June 2017, and for the Assembly plenary sessions on Friday, 2 June 2017.

Delegations which require interpreting in their own language may employ their own interpreters. Number of translation booths is limited, so they will be available on the first-come, first-served basis and have to be reserved in advance (please indicate in the registration form).

BILATERAL MEETINGS

For those delegations wishing to organize bilateral meetings, we recommend the following time slots: on Thursday 1 June 2017 from 9.00 a.m. to 3.00 p.m. and 5.00 p.m. to 6.00 p.m. and on Friday 2 June 2017 from 10.30 a.m. to 11.00 a.m. The organizers will provide conference rooms for bilateral meetings at the Brdo Congress Centre.

Please send an email to ariana.debeljak@ds-rs.si to arrange a bilateral meeting with the President of the National Council of the Republic of Slovenia. To reserve a conference room for all other bilateral meetings, please send an email to aes.slovenia2017@ds-rs.si.

MEDICAL SERVICE

If you are undergoing medical treatment, please ensure that you bring sufficient medicines with you. You are kindly requested to inform the National Council's Secretariat of any medical or personal requirements you may have (concerning diet, allergies, reduced mobility, etc.) immediately so that we can cater for your needs as quickly as possible. First-aid services will be available throughout the meeting.

SECURITY

Please note that the carrying of weapons is prohibited in Slovenia without a special permit. If you should require such a permit, please contact your embassy in Ljubljana.

ARRIVAL/DEPARTURE

Please note that there will be no official transport between the airport and the conference hotels. For any assistance with arrival/departure arrangements, please contact your embassy in Ljubljana.

Upon arrival and departure, a luggage room will be available at the Brdo Congress Centre.

TRANSPORT DURING THE CONFERENCE

Bus transportation will be provided between Ljubljana and the conference venue during the conference, as specified in the registration form.

Please indicate on the registration form if you would like to use the transport services provided by the organizers.

HOTEL RESERVATIONS

As there are only a limited number of superior (four- and five-star) rooms available, we recommend that you make your hotel reservations as soon as possible, either online or by contacting your diplomatic representation in Slovenia.

We recommend the following hotels:

Grand Hotel Union****

Miklošičeva 1, SI-1000 Ljubljana, Slovenia

T: +386 1 308 1270, F: +386 1 308 1015

W: www.union-hotels.eu/en/grand-hotel-union

E: grand@union-hotels.eu

Hotel Lev****

Vošnjakova ulica 1, 1000 Ljubljana

T: + 386 1 433 21 55, F: +386 1 230 25 78

W: www.union-hotels.eu/en/hotel-lev

E: lev@union-hotels.eu

Hotel Brdo****

Predoslje 39, SI- 4000 Kranj, Slovenia

T: +386 4 26 10 00, F: +386 4 202 15 51

W: www.brdo.si/hotel-brdo

E: hotel@brdo.si

Best Western Premier Hotel Slon****

Slovenska cesta 34, SI-1000 Ljubljana, Slovenia

T: + 386 1 470 11 00

W: www.hotelslon.com

E: sales@hotelslon.com

PASSPORT AND VISA REQUIREMENTS

Slovenia is a member of the European Union. Visitors entering Slovenia need a valid passport. Please check with the Slovenian embassy or consulate in your own country to determine whether you need a visa and to obtain any necessary forms.

ORGANIZER'S CONTACT INFORMATION

Državni svet Republike Slovenije

Šubičeva 4

1000 Ljubljana

T: +386 1 478 9811 / +386 1 478 9799

E: aldijana.ahmetovic@ds-rs.si

Contact person during office hours: Mrs Aldijana Ahmetović

DOCUMENTS

The updated programme of the conference, along with other relevant working documents, can be accessed at <http://www.ds-rs.si/node/2595>.

GENERAL INFORMATION ABOUT SLOVENIA / LJUBLJANA

Climate

Slovenia has a typical European continental climate. The average temperature in June is around 20°C.

Credit cards

Major credit cards (Visa, American Express, Eurocard/MasterCard and Diners Club) are accepted in most hotels, restaurants and shops.

Currency

The local currency is the euro (EUR).

Electricity

Slovenian plugs have two round prongs and the standard voltage is 230 volts.

Local time

Central European Time: GMT + 1 in winter, GMT + 2 in summer.

Useful numbers

113: Police (emergency calls)

112: Ambulance and firefighters (emergency calls)

Smoking policy

Smoking is not permitted in Slovenia in public places (including airports, train and bus stations, shopping centres, cafes, restaurants and bars, meeting rooms, and hotels). Smoking is permitted outdoors.

Taxis

It is generally easy to find a vacant taxi in the centre of Ljubljana. Charges range between €0.80 and €1.50 for the starting fee and from €0.70 to €1.70 per kilometre. A taxi ride from Ljubljana's Jože Pučnik Airport to the city centre costs from €20.00 to €45.00. Charges are generally lower when taxis are ordered by phone. In any case, it is advisable to enquire about the fare before you start. A list of taxi services in Ljubljana can be found at <https://www.visitljubljana.com/en/visitors/explore-the-region/traffic-and-transport/taxi/>.

Welcome to Slovenia (<https://www.slovenia.info/en/business>)!