

REGISTRATION AND ACCREDITATION

Registration of delegates will be carried out online at <https://delegation.eu2016.sk>.

Please note that online registration will remain open until 15 November 2016.

The meeting venue is accessible only to registered and accredited persons who will receive a badge in order to enter the premises. **Each delegate receives a link to complete the registration and accreditation process, specific user name and password.** After the first login the password shall be **changed by the delegate.**

In order to register, the system will ask you to provide the following data:

- Name and surname
- Contact details
- Recent identity photo
- Date of birth
- ID/passport information

After completing your registration our team will proceed with accreditation. In a few days after completing the registration you shall receive an email confirmation of your successful accreditation. Should you have any questions or problems related to accreditation, please contact our accreditation team: accreditation@minedu.sk.

The distribution of badges will take place at the historical building of the National Council before the start of the official programme on 8 December from 8:30 to 9:00. To obtain a badge you will have to present a valid passport or ID.

ACCOMMODATION

The accommodation is at the expense of the delegates. Delegates have the option to choose the accommodation on their own or they can book a room in hotels that have been pre-reserved by the Slovak Presidency for two nights (from 7 December to 9 December). As the availability of rooms in hotels in Bratislava during the Slovak Presidency is limited, delegates are encouraged to book their accommodation at their earliest convenience. Please note that the Presidency guarantees the **pre-reservation till 7 November 2016**. After this date only a limited number of rooms remain pre-reserved.

In order to reserve your room at the Falkensteiner Hotel in Bratislava, please follow this link:
<http://www.falkensteiner.com/landingpages/kooperationen/sk-eu2016>

In order to reserve your room at the Austria Trend Hotel in Bratislava, please follow this link:
<http://bookings.ihotelier.com/bookings.jsp?groupID=1716737&hotelID=75034>

(If this link isn't clickable, please copy the entire link and paste it to your browser's address bar).

Regarding the prices and cancellation policies, please consult the above links.

The addresses of the hotels are:

Falkensteiner
Hotel Bratislava
Pilárikova 5
SK-811 03 Bratislava

Austria Trend
Hotel Bratislava
Vysoká 7490/2A
SK-811 06 Bratislava

TRANSPORTATION

Arrival

Delegates are asked to arrange their own transport to Bratislava. There are several possibilities to get to Bratislava's city centre ("Old Town") where the venue is located.

a) From Bratislava Airport

In order to get to the city centre from Bratislava airport, use one of the following options:

Option 1, bus: Bus number 61: from Airport to Hlavná stanica (Central Train Station) → transfer to bus number 93 (direction Vyšehradská) to Zochova (for Hotel Falkensteiner) or to Hodžovo námestie (for Austria Trend Hotel, use the underground passage). You need one 60-minute bus ticket, which can be purchased from the ticket machine located in the Arrivals Hall (this machine accepts cards, notes and coins) or a ticket machine located at the bus stop (the machine accepts coins only). The cost is 1.20 €. Bus drivers do not sell bus tickets. Additional information:
<http://www.dpb.sk/en/passengers/journey-planner/>

Option 2, taxi: Expect a cost of about 20 €.

b) **From Vienna International Airport (Schwechat)**

Due to its convenient distance and good connection possibilities, the Vienna International Airport, located in Schwechat, is often used when travelling to Bratislava.

There is a direct bus connection from the airport to the centre of Bratislava. Buses leave from the airport approx. every 30 minutes and the journey takes about 50 minutes. The cost of a ticket varies according to the time and bus company from 5 to 9 €.

Buses go either to Bratislava Bus Station (Autobusová Stanica, Mlynské Nivy) or Most SNP (depending on the bus company you choose).

There are three bus companies offering transport from Schwechat Airport to Bratislava:

- Slovaklines (www.slovaklines.sk)
- Regiojet (www.regiojet.sk)
- Blagus (<http://www.blaguss.sk/>)

If you get off at the bus stop Einsteinova (first bus stop in Bratislava), you can take the local bus number 80 (direction Kollárovo námestie) to Zochova for Falkensteiner Hotel or to Kollárovo námestie for Austria Trend Hotel. Bus tickets can be purchased from a ticket machine located at the bus stop (the machine accepts coins only). The cost is 0.70 €. Bus drivers do not sell bus tickets. Alternatively, you can get off the airport bus at the bus stop Most SNP (Bridge SNP) and walk to the city center or hotels (about 800 metres).

Taxi: A journey from the Vienna International Airport to Hotel Falkensteiner or Austria Trend Hotel should cost approximately 100-150 €.

c) **Bratislava Central Train Station (Hlavná stanica)**

Bus: Bus number 93 (direction Vyšehradská) to Zochova for Falkensteiner Hotel or to Hodžovo námestie for Austria Trend Hotel. Bus tickets can be purchased from a ticket machine located at the bus stop (the machine accepts coins only). The cost is 0.70 €.

Taxi: Taxis are stationed just outside the Central Train Station. A journey to city centre should cost approximately 5-10 €.

d) **Bratislava Bus Station (Autobusová stanica Mlynské Nivy)**



Bus: Take bus number 212 (direction ŽST Železná studienka) to Kollárovo námestie for Austria Trend Hotel. For Falkensteiner Hotel, take bus number 212 (direction ŽST Železná studienka) to Kollárovo námestie → transfer to bus number 80 (all directions) to Zochova. Bus tickets can be purchased from a ticket machine located at the bus stop (the machine accepts coins only). The cost is 0.90 €.

The taxi rank is outside of the Main Bus Station. A taxi journey from Main Bus Station to the city center should cost 5-10 €.

Departure

The Slovak Presidency plans to arrange a transfer from the venue to the Vienna Airport after the end of the meeting. Details regarding this transfer will be confirmed (tentatively scheduled for 14:30 on Friday, December 9).

PROGRAMME AND SOCIAL EVENTS

Informal dinner

We would like to welcome you at an informal dinner on 7 December. The dinner will start at 19:00. In case of dietary restrictions please inform us via the accreditation system.

Official programme

The official programme will start with registration in the morning of 8 December. After registration the programme will begin with plenary sessions. The official programme will be followed by a social and cultural programme.

Formal dinner

Following the cultural programme, a formal dinner will be held in the evening of 8 December 2016 in Bratislava.

VISA

Delegates requiring a visa should apply to the consular office or embassy of the Slovak Republic in their home country. If you need a personal invitation letter for visa purposes or any other support, please contact us at skpres-bfug@minedu.sk. For more information on Schengen visa please visit http://www.mzv.sk/web/en/consular_info/visa.



INFORMATION ABOUT SLOVAKIA AND THE SLOVAK PRESIDENCY

General information about Slovakia:

For more information about Slovakia, please visit: <http://slovakia.travel/en>

For information about the Slovak Presidency, please visit the official Presidency website: www.eu2016.sk

OTHER PRACTICAL INFORMATION

Internet and IT support

Throughout the meeting IT support desk will be ready to assist you with technical issues. Might you have questions, do not hesitate to ask for our assistance.

Interpretation

The meeting will be held in English. No interpretation will be provided.

Parking in the hotel Falkensteiner:

Parking fee per day: 24.50 € (for accommodated guests, otherwise 35.00 €)

Parking in the Austria Trend Hotel:

Parking fee per day: 30.00 € (Monday - Thursday), 25.00 € (Friday – Sunday)

Time

Central European Time

Security

All venues are accessible only to accredited persons wearing a valid SK PRES badge. The badge must be worn and visible at all times. Weapons are not allowed in any of the Slovak Presidency venues.



USEFUL INFORMATION

Medical assistance

In case of emergency or a medical problem, please dial no. 112.

Local hospital

Nemocnica Sv. Michala (St. Michael Hospital), Satinského 1, Bratislava

T +421 2 3261 1041 or +421 0917 751 395

International calls

The country code for Slovakia is +421; the Bratislava dialling code is (0)2.

Emergency number: 112

Electrical sockets

The power supply is 220-230 volts.

Contact

For any questions concerning registration, accreditation or technical issues please contact our accreditation team: accreditation@minedu.sk. For questions relating to the meeting please contact the Slovak Presidency team at: skpres-bfug@minedu.sk.