



Convention on Biological Diversity

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CENTRAL AND EASTERN EUROPEAN REGIONAL TRAINING OF TRAINERS' WORKSHOP ON THE IDENTIFICATION AND DOCUMENTATION OF LIVING MODIFIED ORGANISMS UNDER THE CARTAGENA PROTOCOL ON BIOSAFETY

11 - 15 April 2011, Ljubljana, Slovenia

Information Note for Participants

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1. Opening

The Central and Eastern European Regional Training of Trainers' Workshop on the Identification and Documentation of Living Modified Organisms under the Cartagena Protocol on Biosafety will be held in Ljubljana, Slovenia from Monday, 11 to Friday, 15 April 2011.

The workshop will start at 9:00 a.m. on Monday, 11 April and registration will take place from 8:30 a.m. at the Agricultural Institute of Slovenia (AIS).

2. Venue

The workshop will be held at:

Agricultural Institute of Slovenia (AIS)

Hacquetova ulica 17
1000 Ljubljana, Slovenia
Tel.: +386-(0)1-2805-262
Fax: +386-(0)1-2805-255
E-mail: kis@kis.si
Web site: <http://www.kis.si/>

National Institute of Biology (NIB)

Večna pot 111
1000 Ljubljana
Tel.: + 386 (0) 59 23 28 00
Fax.: + 386 1 257 38 47
E-mail: ana.mihevc@nib.si
Web site: <http://www.nib.si>

Kindly present yourself for registration at the **Agricultural Institute of Slovenia (AIS)**.

3. Working language of the workshop

The workshop will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the workshop as there will be no extra copies made available on site during the workshop. Pre-session documents will be available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=BSWSTTID-CEE-01>

5. General information on access to Ljubljana, Slovenia



Ljubljana is be serviced by the Ljubljana International Airport which is approximately 21 km outside the city centre.

Taxi

Taxis are available outside the baggage claim area of the airport and transportation to Ljubljana City costs approximately €39 and takes about 35 minutes.

Bus

There is a bus available to and from the airport to Ljubljana at a cost of €4,10 and the journey takes approximately 45 minutes. Details are listed below.

Schedule of departures from the airport to Ljubljana:

| From Monday to Friday | | | | | | | |
|---------------------------------|-------|--------|-------|--------|-------|--------|-------|
| 5:00* | 6:05* | 7:00 | 8:00* | 9:00* | 10:00 | 11:00* | 12:00 |
| 13:00* | 14:00 | 15:00* | 16:00 | 17:00* | 18:00 | 19:00* | 20:00 |
| Saturdays, Sundays and Holidays | | | | | | | |
| 7:00 | 10:00 | 12:00 | 14:00 | 16:00 | 18:00 | 20:00 | |

Legend: Š - workdays, * - except from April 28th to 2nd of May.

Tickets are purchased on the bus. For information about ticket prices, please call: +386 (0) 1 234 46 00 or visit the web site: www.ap-ljubljana.si.

6. Visa information



Participants certain countries require a Schengen visa for Slovenia and are strongly advised to contact the nearest Slovenian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. Please note that airlines will not allow boarding without a valid visa.

Information on visa procedures for entry into Slovenia can be found at the following link: http://www.mzz.gov.si/en/visa_information/pogosta_vprasanja/visa_general_information/#c2038

A list of relevant Slovenian diplomatic/consular missions abroad, is available on the website of the Ministry of Foreign Affairs of the Republic of Slovenia at: http://www.mzz.gov.si/en/representations_abroad/#c2429

A Visa application form can be found at the following link: http://www.mzz.gov.si/fileadmin/pageuploads/konzulara/Obrazci/Vloga_za_kratkorocni_vizum_SI-EN.doc

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

7. Hotel information

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**.

A block booking has been made on behalf of all participants at the hotels (see Annex A). To benefit from the discount rates at these hotels, please fill out the form in Annex B and follow the instructions thereon.

Further information on hotels can be found on the web site of the Slovenian Tourist Board at the following link: <http://www.slovenia.info/>



8. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA on the first day of the workshop.

9. Official language in Slovenia

The official language in Slovenia is Slovene. English is understood in hotels and restaurants.

10. Weather and time zone information



In April, temperatures in Ljubljana, Slovenia range between a maximum of 14°C in the daytime and a minimum of 5°C at night. Current weather conditions can be found at: <http://www.worldweather.org/015/c00054.htm>.

The standard time zone will be GMT/ UTC +2 hours.

11. Electricity

The electrical currents in Slovenia are 230 Volts, 50 Hertz, the plugs are as shown in the illustration below.



12. Currency



The currency in Slovenia is the Euro (€). The current exchange rate as at 9 March 2011 is US \$1 = €0.72 and € 1 = US \$1.39.

13. Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

Annex A

Rates of exchange
 US \$1.00 = € 0.72 and
 € 1.00 = US \$1.39.

List of hotels with indicative room rates in Euros

| HOTELS | Room rates | Remarks |
|---|--|--|
| 1. Grand Hotel Union Executive Miklošičeva 1 1000 Ljubljana, Slovenia Tel.: +386-(0)1-308-1270 Fax: +386-(0)1-308-1015 E-mail: hotel.union@gh-union.si Web site: http://www.gh-union.si/ | <ul style="list-style-type: none"> • Single room 135.80 € • Double room 156.80 € | Hotels are approximately 20 minute walking distance to the meeting venue AIS |
| 2. Central Hotel Miklošičeva 9 1000 Ljubljana, Slovenia Tel.: +386-(0)1-308-4301 Fax: ++386-(0)1-230-1181 E-mail: central.hotel@gh-union.si Web site: http://www.centralhotel.si/ | <ul style="list-style-type: none"> • Single room 97.30 € • Double room 118.30 € | Hotels are approximately 20 minute walking distance to the meeting venue AIS |
| 3. Grand Hotel Union Business Miklošičeva 3 1000 Ljubljana, Slovenija Tel: +386-(0)1-308-1170 Fax: +386-(0)1-308-1914 E-mail: hotel.business@gh-union.si Web site: http://www.gh-union.si/ | <ul style="list-style-type: none"> • Single room 124.60 € • Double room 145.60 € | Hotels are approximately 20 minute walking distance to the meeting venue AIS |

Annex B - Hotel reservation form



GRAND HOTEL UNION
Hotel and Conference Center

Grand Hotel Union, Miklošičeva 1,
1000 Ljubljana, Slovenia
Tel: +386 1-308-1270, Fax: +386 1-308-1015
»IDENTIFICATION LMO«

ACCOMMODATION FORM 11 – 14 April 2011

PARTICIPANT & CONTACT ADDRESS

☐ Mr ☐ Ms ☐ Mrs

Family Name

First Name

Organisation

Phone

Fax

E-mail

Name of accompanying person sharing a double/twin room:

HOTEL ACCOMMODATION

DEADLINE FOR HOTEL RESERVATIONS: 23rd March 2011

Arrival (check in date):

Departure (check out date):

Type of room (please indicate your choice):

☐ Grand Hotel Union Executive****

☐ 135, 80 EUR Single room

☐ 156, 80 EUR Double room

☐ Grand Hotel Union Business****

☐ 124, 60 EUR Single room

☐ 145, 60 EUR Double room

☐ Central hotel****

☐ 97, 30 EUR Single room

☐ 118, 30 EUR Double room

Rates include breakfast and VAT. City tax is **EUR 1,00** per person per day and is not included in the price of the room.
High speed Internet connection at the rooms free of charge.

Special room rates for attendees of the "IDENTIFICATION LMO" have been negotiated. To take advantage of this rates and to ensure your accommodation please return the booking form directly to the **Grand Hotel Union**** by 23rd March 2011**.
Please note that after 23rd March 2011 rooms will be upon availability. Accommodation is booked on a "First come first served" basis and delegates are encouraged to book early.

Check in after 2 p.m. on arrival date; check out until 12 a.m. on departure date.

REMARKS:

AIRPORT TRANSFERS

Reservation of shuttle transfer (Ljubljana Airport / hotel and vice-versa) can be done by internet: <http://www.orbita.si>

PAYMENTS

Hotel accommodation is to be paid directly at the hotel when checking out. A deposit of one night or valid credit card is required to guarantee your hotel reservation.

☐ Eurocard/Mastercard

☐ Visa

☐ American Express

☐ Diners

Credit card number:

Expiry date

Security code (CVC)

Card in name of:

Signature

CANCELLATION CONDITIONS

Only written cancellation and changes addressed to Grand hotel Union will be accepted.

Cancellations up to 3 days prior to check in – no cancellation fee

Cancellation within 3 days prior to check in – 1 overnight cancellation fee

Name changes possible at no surcharge.

In case of no show or cancellation within the cancellation period stated above hotel will charge the credit card submitted with hotel reservation form.

I accept the above mentioned cancellation terms:

Signature

Place and date

In order to reserve a room, please return the form by 23rd March 2011 by: fax: +386 1 308 1015
or e-mail: hotel.union@gh-union.si, tel. +386 1 308 1989