

LOGISTICAL NOTE

**Steering Committee Meeting
&
1st Advisory Board Meeting**

11-12 November 2008, Athens, Greece

<p>Meeting venue:</p>	<p>Hotel Stratos Vassilikos 114 Michalakopoulou street, 115 27 Athens. Tel: (+30) 2107706611 Fax: (+30) 2107708137 Email: info@airotel.gr The meeting rooms are located on the first floor.</p> <p>For more information, please visit: http://www.airotel.gr/index.asp?a_id=291</p>
<p>Accommodation:</p>	<p>Rooms for all participants coming from outside of Athens have been reserved at the Hotel Stratos Vassilikos.</p> <p>For location details and map, please see http://www.airotel.gr/index.asp?a_id=297</p> <p>Accommodation including buffet breakfast for all participants is covered by organisers. All rooms are equipped with central air-conditioning, interactive TV, telephone with voice mail, free of charge wireless internet, safety deposit box (lap top size), trouser press, hairdryer and a small electric kettle with tea bags/instant coffee.</p> <p>The official part of the meeting starts on Tuesday 11 November at 11.00 and ends at noon 12.00 on Wednesday 12 November. Participants are expected to arrive in Athens on Monday 10 November late afternoon/ evening and depart on Wednesday 12 November in the afternoon or evening, depending on flights availability.</p> <p><u>Credit cards:</u> All major credit cards are accepted at the hotel.</p>
<p>Meals:</p>	<p>Arrangements have been made for lunch at the Riva Restaurant in the atrium at the Hotel's ground floor on Tuesday 11 November. Costs are covered by the organisers. Coffee, tea, mineral water, juice, cookies and cakes are provided during the meeting days just outside the conference room. Breakfast is included in the room rate.</p> <p>For dinner on Monday 10 November and lunch/dinner on Wednesday 12 November, participants are expected to make their own arrangements.</p>

Social event:	A dinner reception will be organized on Tuesday 11 November at 20.30 in the restaurant Filoistron , situated on 23, Apostolou Pavlou street, Thisio. Transportation arrangements will be made on the spot for participants to attend the dinner reception. For more information, including location details, please see http://www.filoistron.gr/index-en.htm .
Visa information:	<p>Participants from countries within the European Union (EU), the Schengen area, and holders of a UN Laissez Passer can enter Greece without an entry visa.</p> <p>Participants from countries outside the EU and the Schengen area travelling with their national passports may need an entry visa for Greece. If you need a visa, please contact us as soon as possible, providing us with your name, date of birth, passport number and passport expiry date, so we can arrange for an invitation letter to be sent to the embassy of the Hellenic Republic in your country as soon as possible.</p> <p>Information on Greek visa policy and requirements can be found at http://www.mfa.gr/www.mfa.gr/en-US/Services/Visas/Visas+for+Foreigners+travelling+to+Greece Regretfully it is not possible to issue entry visas upon arrival.</p>
Travel arrangements:	<p>Travel arrangements of participants will be coordinated by Ms. Ivana Puskarova (UNDP BRC), email: ivana.puskarova@undp.org, telephone: +421 2 5933 7433.</p> <p>Transportation to and from Athens Airport Eleftherios Venizelos is not arranged by the organisers. Full terminal expenses USD 152 and reduced DSA USD 228.48 will be paid upon submission of F10.</p> <p>Taxis are readily available just outside the entrance to the airport. The journey takes about 30-40 minutes and the cost is approximately 20-30 euro.</p> <p>The metro (line 3) runs from 06.30 to 23.30, with departures every 30 minutes from the airport to the centre. The station closest to the hotel is Megaro Moussikis, 5 minutes walk from the hotel entrance. The journey takes approximately 35-40 minutes and costs 6 euro one way. Tickets can be purchased at the metro station.</p> <p>The bus X95 runs 24 hours, with departures every 15 minutes from the airport to the centre. The stop closest to the hotel is Plateia Mavili, 5 minutes walk from the hotel entrance. The journey takes approximately 40 minutes and costs 3 euro one way. Tickets can be purchased at the ticket booth outside the airport entrance.</p>
Starting time:	<p>Participants are expected to be in the meeting room at 10.30 on 11 November 2008, so that the Greek Minister of Public Administration, Professor Pavlopoulos, will be able to meet with them upon the completion of the Steering Committee meeting.</p> <p>A detailed agenda will be distributed before the beginning of the meeting.</p>
Document distribution:	<p>A set of documents will be distributed via email to all participants by 31 October 2008. If you have any questions regarding the documents, please contact panos.liverakos@undp.org</p>
Facilities at venue:	<p>Two computers with Internet access and a printer will be available to participants in the business centre of the Hotel Stratos Vassilikos at no additional costs.</p>

	Participants are nonetheless encouraged to bring their own laptops. The meeting room as well as the rest of the hotel has free of charge WiFi coverage.
Dressing code	Casual
Currency Exchange	The present exchange rate is approximately 0,75 Euro for every US dollar. The official UN exchange rate is 0,742. Credit cards are accepted in most shops and restaurants, and ATMs are widely available in Athens.
Other information:	For more information, please contact rcpar@undp.org .

We are looking forward to seeing you in Athens!