

SOUTH EAST EUROPE  
**REGIONAL APPROACH TO STOCKPILE REDUCTION (RASR)**  
OF CONVENTIONAL WEAPONS AND MUNITIONS  
November 2–4, 2010, Sarajevo, Bosnia-Herzegovina

**ADMINISTRATIVE DETAILS**

**WORKSHOP VENUE**

The workshop will take place at the Hotel Europe:

Address: Vladislava Skarića 5, 71000 Sarajevo, BiH

Telephone: +387 33 580 500

Fax: +387 33 580 580

Web: [www.hoteleurope.ba](http://www.hoteleurope.ba)

**WORKSHOP DATES**

There will be a welcome reception at the Hotel Europe on Tuesday, November 2 from 6:00pm until 8:00pm.

The workshop will run from 8:00am to 5:00pm on Wednesday, November 3 and Thursday, November 4.

**WORKSHOP REGISTRATION**

Please fill out the registration form and fax or email it by Friday, October 8 to:

John STEVENS, Foreign Affairs Assistant

U.S. Department of State, Office of Weapons Removal and Abatement

Telephone: +1 202-663-0086

Fax: +1 202-663-0090

Email: [stevensje@state.gov](mailto:stevensje@state.gov)

**POINTS OF CONTACT**

For administrative and registration issues: John Stevens, as listed above.

For program and agenda issues:

Pierre GOBINET

Researcher, Small Arms Survey

Telephone: +41 22 908 5775

Fax: +41 22 732 2738

Email: [pierre.gobinet@smallarmssurvey.org](mailto:pierre.gobinet@smallarmssurvey.org)

For information on the RASR Initiative and on previous workshops: [www.rasrinitiative.org](http://www.rasrinitiative.org)

**TRAVEL**

Participants are responsible for arranging their travel to and from Sarajevo.

The organizers will not provide transportation for the participants to the hotel.

## **ACCOMMODATION**

Participants should make their own hotel reservations directly with the Hotel Europe:

Telephone: +387 (0)33 580 500

Fax: +387 (0)33 580 580

Email: [reception@hoteleurope.ba](mailto:reception@hoteleurope.ba)

Accommodation costs for government representatives will be provided by the U.S. Government.

- **Rooms will only be funded if reservations are made before October 8, 2010.**
- **When making reservations please indicate that you will be attending the “RASR Workshop” and identify your government.**

All other participants will be responsible for their own lodging expenses. A block of rooms has been set aside at the Hotel Europe at a daily rate of €74.00, including breakfast, until October 8.

## **MEALS**

The United States will host lunches as well as morning and afternoon coffee breaks on November 3 and 4. In addition, the United States will host a welcome reception on the evening of November 2, where appetizers, wine, beer, and other beverages will be served.

Breakfasts are included in the cost of accommodation for participants staying at the Hotel Europe.

Dinner on November 3 and 4 is an individual responsibility.

## **VISAS**

Participants are responsible for obtaining their own visas for entry into Bosnia-Herzegovina.

## **INTERPRETATION**

The workshop presentations and discussions will be in English; simultaneous interpretation will be available.

## **DRESS CODE**

The dress code for the workshop is business attire for civilians and service uniform for military.