

ADMINISTRATIVE DETAILS

WORKSHOP VENUE

The workshop will take place at the Hotel Adriatik.

Address: Lagjia 13, Plazh Durrës, Albania

Telephone: ++355 52 260 851

Fax: ++355 52 260 855

Web: <http://www.adriatikhotel.com>

WORKSHOP DATES

There will be a welcome reception at the Adriatik Hotel on Monday, 23rd April 2012 at 18:30h.

The workshop will run from 8:30am to 5:15pm on Tuesday, April 24th. The second day of the workshop, April 25, is reserved for a visit to the Albanian Explosives Factory ULP Mjekes. Bus transportation from the hotel to the factory and back to the hotel will be provided (courtesy of the Ministry of Defence of the Republic of Albania). Scheduled time of departure from the hotel is 08:30h and the arrival back to the hotel is expected by 15:30h.

WORKSHOP REGISTRATION

Please fill out the registration form and fax or email it **by Friday, March 23rd** to:

Danijela Djuric; UNDP/SEESAC

Tel: ++381 11 344 6353

Fax: ++381 11 344 6356

Email: danijela.djuric@undp.org

POINTS OF CONTACT

For administrative and registration issues: Danijela Djuric, as listed above.

For program and agenda issues:

Dr. Ivan Zverzhanovski, UNDP/SEESAC

Tel: ++381 11 344 6353

Fax: ++381 11 344 6356

Email: ivan.zverzhanovski@undp.org

For information on the RASR initiative and on previous workshops: www.rasrinitiative.org

TRAVEL

Participants are responsible for arranging their travel to and from Tirana (Durrës – if coming by car), Albania.



The organizers will provide for the participants transportation from the airport in Tirana to the hotel and back. The participants are asked to put their arrival and departure time on the registration form in order to facilitate organization of the airport shuttle transportation. Participants who elect to take a taxi for convenience or because they arrive at the airport or depart from the airport at a time when the shuttle is not available will be responsible for paying for the taxi.

ACCOMODATION

Participants should make their own hotel reservations directly with the Hotel Adriatik.

Tel: ++355 52 260 851

Fax: ++355 52 260 855

Email: sales@adriatikhotel.com

Accommodation costs for a maximum of 2 government representatives from each member country of RASR as well as Kosovo and Hungary will be provided by the U.S. Government via ITF Enhancing Human Security.

- **Rooms will only be funded if reservations are made before April 6th, 2012.**
- **When making reservations please indicate that you will attend the “RASR Workshop” and identify your government.**

All other participants are responsible for their own lodging expenses. A block of rooms has been set aside at the Hotel Adriatik at a daily rate of **60, 00 EUR** (single bed), including breakfast.

MEALS

RASR will host lunch as well as morning and afternoon coffee breaks on April 24th. Lunch will also be provided on April 25 during the field visit to ULP Mjebes. In addition, there will be a free welcome reception on the evening of April 23rd, 2012.

Breakfasts are included in the cost of accommodation for participants staying at the Hotel. Dinner on April 23rd, 24th and 25th is an individual responsibility.

VISAS

Participants are responsible for obtaining their own visas for entry into Albania.

INTERPRETATION

The workshop presentations and discussions will be in English. Simultaneous interpretation will be provided if you indicate by March 23 that you need it.

DRESS CODE

The dress code for the workshop is business attire (**no uniforms**) for all participants.

