

## **ADMINISTRATIVE DETAILS**

### **WORKSHOP VENUE**

The workshop will take place at the Hotel Park.

Adress: Cesta svobode 15

SI-4260 Bled

Slovenija

T: 00 386 4 579 18 00

F: 00 386 4 579 18 01

E: [reservations.park@hotelibled.com](mailto:reservations.park@hotelibled.com) (reservations)

[hotelpark@hotelibled.com](mailto:hotelpark@hotelibled.com) (reception)

Website: <http://www.sava-hotels-resorts.com/en/accomodations/sava-hoteli-bled/hotel-park>

### **WORKSHOP DATES**

There will be a welcome reception at the Hotel Park on Wednesday, 3<sup>rd</sup> April 2013 at 18:30h.

The workshop will run from 9:00am to 5:15pm on Thursday, April 4<sup>th</sup>.

### **WORKSHOP REGISTRATION**

Please fill out the registration form and fax or email it **by Sunday, March 3<sup>rd</sup>** to:

Contact person: **Ms. Slađana SORAK**

Tel: + 386 1 479 65 97

Fax: + 386 1 479 65 90

Email: [sladana.sorak@itf-fund.si](mailto:sladana.sorak@itf-fund.si)

### **POINTS OF CONTACT**

For administrative and registration issues: **Ms. Jelena Stajić**, Tel: + 386 1 479 65 85, Email: [jelena.stajic@itf-fund.si](mailto:jelena.stajic@itf-fund.si)

For program and agenda issues:

Contact person: **Mr. Blaž Mihelič**

Tel: + 386 1 479 65 88

Fax: + 386 1 479 65 90

Email: [blaz.mihelic@itf-fund.si](mailto:blaz.mihelic@itf-fund.si)

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 Ljubljana (Bled – if coming by car), Slovenia.

The organizers will provide for the participants transportation from the airport in Ljubljana to the hotel and back. The participants are asked to put their arrival and departure time and the flight number 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**

Accommodations will be accommodated in the Hotel Park, Cankarjeva cesta 15, 4260 Bled, Slovenia. Hotel reservation will be done by ITF Enhancing Human Security when we receive registration form.

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. Department of State via ITF Enhancing Human Security.

**Rooms will only be funded if reservations are made before March 20, 2013.**

All other participants are responsible for their own lodging expenses. A block of rooms has been set aside at the Hotel Park at a daily rate of **85 EUR** (single bed), including breakfast.

### **VISAS**

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

### **INTERPRETATION**

The workshop presentations and discussions will be in English.

### **DRESS CODE**

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

