



Decade of Roma Inclusion
2005-2015

LOGISTICAL NOTE

Employment Workshop
Zagreb, Croatia
June 15-16, 2009

Hotel ARCOTEL Allegra
Branimirova 29
10 000 Zagreb

VENUE OF THE MEETING

The meeting will take place at **hotel ARCOTEL Allegra, Branimirova 29, 10 000 Zagreb.**

Please note that the Croatian Government has made a block reservation of **rooms** in **hotel ARCOTEL Allegra** (Branimirova 29, Zagreb, Croatia, web: <http://www.arcotel.at/> tel: +385 1 4696-000, e-mail: allegra@arcotel.at). We make a final reservation for each of the participant according to the returned registration form.

PARTICIPANTS

- Government experts
- Roma civil society representatives
- Delegates of international organizations

ACCOMMODATION AND TRAVEL EXPENSES

All the related costs (travel, accommodation, meals) are to be covered by the Decade Trust Fund, Open Society Institute Decade Matching Fund and the Croatian Government for one government specialist and one Roma representative from each Decade member state.

Air travel is arranged by Bantel Travel Zagreb and electronic tickets are sent to participants by the Decade Secretariat. In case of travelling by car, participants' travel cost will be reimbursed in Zagreb by the Croatian Government, against receipt. Please provide with bills for gasoline and toll.

Additional participants and representatives of the international organizations are requested to cover their own travel and accommodation expenses. The price of the hotel room is 87,00 Euro (14.06.–15.06.) – and 105,00 Euro (15.06.-16.06.) / person / night incl. breakfast.

Please note that you will be responsible for settling any additional charges (room service, telephone, bar, mini-bar, films, etc.) and these will have to be paid upon departure.

TRANSFER

A transfer service will be available from/to the airport from the hotel for participants arriving by air. The representative of Bantel Travel will be waiting at the arriving hall, and will take you directly to the hotel. The transfer service is available and free of charge for all the participants, covered by Croatian Government.

MEALS

Meals will be offer from dinner on June 14 until lunch on June 16, 2009.

Any specific preferences regarding meals (i.e. vegetarian) can be arranged. Please indicate it on your registration form if you have such preferences.

MEETING FACILITIES

A projector with a notebook will be available for the presenters. If you would like to use Power Point, please either send the presentation to the Decade Secretariat in advance of the meeting, or bring it with you on a memory stick. Internet access will be available at the hotel.

INTERPRETATION

Spoken languages at the meeting will be English, Croatian and Romani, with simultaneous interpretation being provided in English, Croatian and Romani.

INFORMATION

For further information please contact Decade of Roma Inclusion Secretariat Foundation:

Tunde Buzetzky,
tbuzetzky@decadesecretariat.org

and/or

Agnes Osztołykan
aosztolykan@decadesecretariat.org