



REGIONAL ENVIRONMENTAL CENTER

Conference on combating illegal logging

24-25 November 2010 – Budapest, Hungary

Practical Information

The Regional Environmental Center warmly welcomes you in Budapest, Hungary, on 24 to 25 November for the Conference on Combating Illegal Logging. The practical information given below will help you to plan your trip.

1. CONFERENCE VENUE

Hotel Palazzo Zichy

Lőrinc pap tér 2.

1088 Budapest

Hungary

Tel: +36 1 235 4000

Fax: +36 1 235 4009

Website: www.hotel-palazzo-zichy.hu

2. CONFERENCE HOTEL

Unless specified otherwise, all participants (both funded and self-funded) will be accommodated in the hotel mentioned below.

Hotel Palazzo Zichy

Lőrinc pap tér 2.

1088 Budapest

Hungary

Tel: +36 1 235 4000

Fax: +36 1 235 4009

Website: www.hotel-palazzo-zichy.hu

Check in: 16:00

Check out: 10:00

The organizers will cover the cost of up to three nights of accommodation for the funded participants. The cost of additional nights as well as incidentals such as costs for

accompanying persons, telephone calls, telegrams and faxes, room service, laundry and minibar charges will be charged on the participants' expenses. The self-funded participants can expect the cost of their accommodation to be 70 EUR (including breakfast), a special rate negotiated by organizers.

3. REGISTRATION

Registration will be held on the 24th November 08:00-09:00 prior to the conference

4. TRAVEL ARRANGEMENTS

Flight tickets

Participants from Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Montenegro, Serbia, Ukraine and Kosovo (under UNSCR 1244) will be funded for their participation. The Regional Environmental Center will be arranging pre-paid airline tickets for these participants. All funded participants **are kindly requested to return all used airline tickets and boarding passes to Ms. Magdolna Szabo at the Regional Environmental Center in Hungary** (Ady Endre u. 9-11, Szentendre 2000, Hungary).

Participants making their own travel arrangements are kindly requested to inform the REC about their travel itinerary.

Local transfer

The REC will arrange transfers from the airport to the hotel by taxi cabs. Drivers will be waiting at the airport arrival hall with a sign with the participant's name.

The REC will also arrange transfers back to the airport. The schedule will be made available during the meeting.

Arrival by car

In case of travelling by car please contact the organizers for the necessary forms to arrange reimbursement for travel costs.

Kindly note that transfer to the airport in the country of origin cannot be reimbursed.

5. VISA ARRANGEMENTS

The REC is assisting in obtaining visa to Hungary. In case visa is needed please fill out the data under visa section when registering.

6. MEALS

Hotel accommodation includes breakfast.

Other meals sponsored:

- the welcome dinner on Wednesday, 24 November
- lunch on Wednesday, 24 November
- lunch on Thursday, 25 November

6. PRACTICAL INFORMATION ON BUDAPEST

Budapest is the capital city of Hungary with approximately two million inhabitants living in this cultural, economical and transportation center. It has various attractions to visit, two World Heritage Sites, nearly one hundred thermal springs and twelve spas can be found, Roman ruins, Turkish baths still in use, the heritage of the Gothic and Baroque styles and amazingly rich Art Nouveau architectural masterpieces. For more information please visit <http://www.budapestinfo.hu/en>

Weather

November in Budapest can be quite chilly with an average of 3-8° Celsius. It is recommended to bring warm winter time clothing and being prepared for rains.

Language

The official language spoken is Hungarian. English and German is quite used in tourist signs and translations of menus.

Crime

The crime rate in Budapest is not high. However, all normal safety precautions against petty crimes should be taken.

Currency

The currency used in Hungary is Hungarian **Forint** (HUF). Notes come in denominations of 20000, 10000, 5000, 2000, 1000, 500 and the coins in 200, 100, 50, 20, 10, 5. For information on exchange rates please visit <http://www.xe.com/ucc/>

Emergency numbers

Police: 107

Fired brigade: 105

Ambulance: 104

Business opening hours

Department stores, supermarkets, and some bigger shops are generally open on weekdays and Saturdays from 09:00 to 20:00. Smaller shops are open weekdays until 18:00 and Saturdays until 13:00. The huge shopping malls are open every day from 10:00 until 20:00.

7. CONTACT POINT**Ms. Aniko Nemeth**

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Map of Location
Google Maps Link: <http://goo.gl/maps/c1Ea>

