



PRACTICAL INFORMATION

Regional seminar to promote cooperation in the field of witness protection (Budva, 23-24 November 2005)

Meeting location

Hotel Maestral****

Budva Pržno

Telephone: ++ 381 (0)86 / 410 143

Fax: ++ 381 (0)86 / 410 192

<http://www.maestral.info>

Visa

Travellers to Montenegro from other countries may be required to obtain a **valid entry visa** which must be obtained prior to the arrival. Visa requirements are subject to change. All participants should ascertain with the Embassy or Consulate in their home jurisdiction whether or not a visa is required and make the necessary formalities as early as possible. The official invitation letter should be used for visa application purposes.

You may also consult the official Internet site of the Ministry of Foreign Affairs for additional information regarding visas: <http://www.vlada.cg.yu/eng/mininos/Visa> and tax expenses will be reimbursed in cash in the course of the meeting upon presentation of the relevant receipts:

- ✓ Visa - copy of the first page of passport and a visa receipt from the Consulate that shows the amount paid;
- ✓ Exit tax receipt

No additional money transfers will be made after the activity, therefore participants failing to produce the supporting documents, will not receive any further reimbursement.

Accommodation and meals

The Council of Europe will cover the cost of accommodation and meals for national experts whose participation is covered by the project's budget. No daily allowances will be given to the participants. Any extra hotel expenses (e.g. phone calls, dry-cleaning, drinks from the minibar and snacks) must be settled directly with the hotel during checkout.

A room is booked for each participant by the organisers at Hotel Maestral from the date of arrival and until 24 November 2005.

Participants departing by plane on 25th November will be travelling by car to Podgorica on 24th November 2005, after the end of the seminar. Accommodation and meals dinner will be arranged by the organisers at Hotel Podgorica (tel: +381 81

402 500; address: Bulevar Svetog Petra Cetinjskog 1).

Transport

A driver with the "Council of Europe" sign will pick up the participants arriving by plane. Transfers from the airport to the hotel and vice-versa will be arranged by organisers by car and/or minivan. The distance between Podgorica and Budva is about 60 km.

The participants travelling by car will be reimbursed by bank transfer only after the meeting as specified in the invitation letter. Only the car owner/driver is entitled to such a reimbursement (car owner/driver). Parking space will be reserved by the hotel for the participants travelling by car.

Insurance

Specific travel related risks are covered by an **AIG EUROPE** insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line AIG EUROPE Assistance 24 Hours can be called in case of need : +32 3 253 69 16.

For any further information, please contact the Council of Europe secretariat:

For overall co-ordination

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For logistics & reimbursements

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