



PRACTICAL INFORMATION

REGIONAL SEMINAR ON DATA PROTECTION IN RELATION TO THE USE OF CRIMINAL INTELLIGENCE (BITOLA, 8-9 JUNE 2006)

Meeting location

Hotel Epinal – Bitola

Shirok Sokak bb

MK-7000 Bitola

tel.: +389 47 224 777

fax: +389 47 224 778

<http://www.hotelepinal.com/>

Visa

Travellers to “the former Yugoslav Republic of Macedonia” 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.mfa.gov.mk/ministerstvo_en.asp?idMeni=9&idKategorija=14

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 Epinal from the date of arrival and until 9 or 10 June 2006.

Transport

Participants travelling by car are asked to join directly the hotel in Bitola.

A driver with the “Council of Europe” sign will pick up the participants arriving by plane at Skopje Airport or Ohrid Airport (More info on arrivals at both airports at <http://www.airports.com.mk/>).

Transfers from the airport to the hotel and vice-versa will be arranged by organisers by car and/or minivan. The distance between Skopje and Bitola is about 180 km and Ohrid and Bitola is about 80 km.

Parking space will be reserved by the hotel for the participants travelling by car.

Reimbursement

The participants travelling by car will be reimbursed by bank transfer only after the meeting as specified in the invitation letter and upon signature of the Claim of travelling expenses. Each of the participants should sign the Claim of travelling expenses. Only the car owner/driver is entitled to such a reimbursement (car owner/driver). Please take with you your full bank details in order to make an international transfer.

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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Contact person in Skopje

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