



PRACTICAL INFORMATION

REGIONAL CONFERENCE ON CYBERCRIME

(BELGRADE, REPUBLIC OF SERBIA, 19-21 MARCH 2007)

Meeting location

Sava Centre

Milentija Popovića 9, 11070 Novi Beograd
Phone: (+381 11) 220 60 00/ 213 98 40;
Fax: (+381 11) 245 57 85
www.savacentar.com

The Conference will take place in Building A of the Sava Centre, ground floor, not far from the corridor that connects the Sava Centar to the hotel Intercontinental. **Participants will not have to leave the hotel to reach the conference room.** Special panels will be indicating the way to get there.

Accommodation and meals

A room is booked for each participant by the organisers at hotel "InterContinental" hotel according to their travel schedule.

Hotel InterContinental

Vladimira Popovica 10, 11070 Belgrade
Tel: +381 11 2-204-204, Fax: +381 11 311-14-02
<http://www.ichbg.com/>

The Council of Europe will cover the cost of accommodation and meals for participants and experts according to the information in their invitation letter. 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.

Transport

Transfers from the airport to the hotel and vice-versa will be arranged by organisers by minivan or taxi. Upon arrival, a driver with a "Council of Europe" sign will pick up the participants arriving by plane. They will be informed in Belgrade about the time of departure to the airport.

Participants travelling by car are kindly required to arrive directly at the hotel.

Visa

Travellers to Serbia 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.yu/Visas/VisasR.htm>

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.

Reimbursements

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.

Visa and tax expenses will be reimbursed by bank transfer **after 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

Participants failing to produce the supporting documents on time will not receive any reimbursement.

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

Contact persons in Strasbourg :

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