



Practical Information

High Level Energy Conference

Competitive and integrated energy market as a guarantee of the UE energy security

Cracow
10th – 11th October 2011

Accreditation of delegations:

Participants are kindly requested to complete their accreditation online at <https://accreditation.pl2011.eu> between **6 September and 3 October 2011**. To facilitate registration, please appoint one contact person to register the entire delegation.

Please use the login details provided with the invitation.

To facilitate registration, we request that every delegation appoint one contact person to register the entire delegation. However, it is also possible for each member of the delegation to register himself/herself with the use of the provided login details. Further instructions can be found on the login page.

Please note that the **format of this Conference is 1+2**, i.e. each delegation consists of the person appointed as head of delegation, as well as two delegates (security officers not included). Registration with the use of the provided login details can be made by a predefined number of delegates only. The assigned contact person should check whether all the members of their delegation have registered in time.

The cost of accommodation for the heads of delegations will be covered by the Polish Presidency for the maximum of two nights (i.e. 10 - 12 October).

Please note that the photographs of each delegation member are required to complete the accreditation process for this meeting. A passport size photo in .jpg format must be attached to the online registration form by each delegation member.

In case of a security officer travelling with firearms and/or other specific fire equipment he/she should possess a special letter of confirmation issued by the relevant Consulate of the Republic of Poland.

The delegates will receive badges, enabling entrance to the conference venue. Badges will be available for collection from the Accreditation Point situated at the entrance to the venue.



In case of any changes in the delegation after the accreditation deadline expires, please contact the person listed at the end of this document responsible for organizational issues.

Meeting venue

The meeting will take place at **Auditorium Maximum, Jagiellonian University** (ul. Krupnicza 33, Krakow). Working space, including computers, printers and wireless internet, will be available for the delegates. A limited number of rooms will be available for bilateral meetings.

The Gala dinner on 10th October 2011 will be held at **Wieliczka Salt Mine** near Krakow. Transportation will be provided to and from the dinner. Please take into account that the chambers are 100 meters below the ground level and there is a specific microclimate in the mine where the temperature is constant and does not raise above 18 degrees C.

Should you have any health related issues and need special arrangement, we kindly ask you to inform the person listed at the end of this document, responsible for organizational issues.

Accommodation

The delegates will be accommodated in Radisson Blu or nearby hotels depending on the availability. The rooms can be booked via the reservation system dedicated to the Polish Presidency. Once the registration process is completed, a link directing the delegate to the reservation system will appear on the screen. The delegates may pay for accommodation directly at the hotel or by credit card. Every reservation must be secured by credit card. **The reservation system will be closed on 3 October.**

The following hotels will be available for the delegates:

Radisson Blu *****

Address: Straszewskiego 17, Kraków

Kossak ****

Address: Plac Kossaka 1 , Kraków

Hilton Hotel ****

Address: Marii Konopnickiej 33, Kraków

Park Inn Hotel ****

Address: Monte Cassino 2, Kraków

The prices include taxes, breakfast and Internet access.



Check-in time: 3:00 pm

Check-out time: 10:00 pm.

In the case of late booking please contact the Ministry of Foreign Affairs' contractor, Polish Travel Quo Vadis at booking@polishtravel.com.pl (e-mail title: **EU/006**). **Please note** that the Presidency does not guarantee the availability of rooms when booked after 3rd October.

If required by the delegates, the reservation may be extended by sending a written request to booking@polishtravel.com.pl (e-mail title: **EU/006**). **Please note** that the Presidency does not guarantee the availability of rooms outside the scheduled meeting dates and does not cover such costs of such accommodation.

Interpretation

The language regime for joint sessions of this event, as well as for Session 1, Session 2 panel 1 and Session 3, is 4/4, i.e. interpretation both into and from English, French, German and Polish. The language regime for Session 2 panel 2 is 2/2, i.e. into and from English and Polish. Please note that Session 4 will be held in English with no interpretation provided.

Airport

The closest airport is located in Kraków. The distance between the airport and the venue is approximately 18 km (11 miles).

Krakow Balice Airport

ul. Medweckiego 1
32-083 Balice, Poland

Tel.: 12 639 33 01

<http://www.krakowairport.pl/>

Transportation

Upon arrival in Kraków, the Polish Presidency will provide shuttle buses for the delegations. The Presidency will provide transportation only for the transfers indicated in the official meeting programme as well as both for arrivals/departures.

Please note that the Presidency does not provide transport for delegation members arriving separately from their head of delegation or accommodated in hotel/s other than indicated in



the Polish Presidency reservation system. Those guests are kindly requested to make their own travel arrangements. For information concerning transportation possibilities, prices and schedules, please contact the Polish Presidency information point located at the airport in the Arrival Hall.

For the official dinner accompanying programme, joint transfer by bus will be provided.

Health coverage

Foreign citizens must pay when making use of medical care services within the territory of Poland. That is why it is recommended that you take out an insurance policy for the time of your travel with an insurance company in your own country.

Persons authorised to receive healthcare under Community coordination regulations are entitled to free medical services during their stay in Poland. Such services may be obtained from service providers who have concluded agreements for the provision of healthcare services with the National Health Fund (NFZ). Such persons should obtain the European Health Insurance Card (EHIC) before travelling.

About Poland and Krakow

- More information on Poland: www.poland.gov.pl
- More information on Krakow: <http://www.krakow.pl/english/>
- The official website of the Polish Presidency: www.pl2011.eu
- Currency: Polish zloty (PLN); 1 EUR = 4 PLN, 1 USD = 3 PLN, 1 GBP = 4.50 PLN. Cash can be exchanged in exchange offices or banks. The rates are approximate.
- Weather: the average temperature in Krakow in October is 13°C / 55°F
- Time zone: GMT +1
- Power voltage: 220 V
- Smoking is prohibited in indoor public areas

Contact:

More information concerning organization:

Conference e-mail: [**pl2011eu@ure.gov.pl**](mailto:pl2011eu@ure.gov.pl)

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