

**Partnership Annual Conference (PAC)
Seventh Conference
Copenhagen, Denmark
28 October 2010**



Reference	PAC 7/Info 1
Title	Practical information for participants
Submitted by	WHO EURO

CONTACT INFORMATION

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MEETING VENUE

World Health Organization
Regional Office for Europe
Scherfigsvej 8
2100 Copenhagen
Denmark

CONFIRMATION OF PARTICIPATION

Kindly confirm your participation in the 7th Partnership Annual Conference by **1 October 2010** using the **on-line registration form**, which is available on the NDPHS website at: <http://www.ndphs.org/?register.mtgs.pac.7.copenhagen>.

PAC AND SIDE EVENT

Participants are also invited to attend the PAC side event with a focus on the EU Strategy for the Baltic Sea Region (EUSBSR) Action Plan's health priority sub-area. The side event will take place the day before the PAC, 27 October 2010. Please **register separately for this event using the on-line registration form**, which is available on the NDPHS website at: www.ndphs.org/?mtgs.seminar.on.proj.dev.and.funding.

ACCOMMODATION

The host has made preliminary bookings at the following two hotels:

Comfort Hotel Esplanaden (Choice Hotels) ***

Bredgade 78
DK-1260 Copenhagen K
Telephone +45 33 38 25 05

group@choice.dk

www.choice.dk

WHO price: 975 DKK single room per night, incl. breakfast.

Amount of rooms pre-booked:

26-28/10 = 15 single rooms

27-29/10 = 15 single rooms

Please register for accommodation referring to

Booking number 43536 to get WHO rate. You must also provide a credit card number and expiry date.

The last sign up date is 26 September 2010. After that date, the group booking rate or room availability cannot be guaranteed.

Copenhagen Admiral ****

Toldbodgade 24-28
DK-1253 Copenhagen K
Telephone: +45 33 74 14 14
Telefax: +45 33 74 14 16

E-mail: booking@admiralhotel.dk

www.admiralhotel.dk

WHO price: DKK 925 single room per night; Breakfast buffet per person per day: DKK 135.

Amount of rooms pre-booked:

26/10 to 28/10 = 20 single rooms

Please note that binding **reservation must be made before 26 September 2010**. Bookings after this date will be on a request basis.

Booking form for Admiral hotel is below, please submit it to gh@admiralhotel.dk.

You can find the locations of the hotels and the meeting premises by clicking on this link: <http://maps.google.com/maps/ms?hl=en&ie=UTF8&msa=0&msid=110195406082304893753.00048f945b78ea173cb96&ll=55.725273,12.576342&spn=0.011069,0.027595&z=15>.

MEALS DURING THE MEETING

Lunch and refreshments during the PAC will be offered free of charge by WHO Regional Office for Europe.

RECEPTION

WHO Regional Office for Europe invites the participants to a reception that will be held at 18:00 hrs on 27 October 2010 at the host's venue.

TRAVEL INFORMATION

Travel from Copenhagen Airport to Hotel Esplanaden

For travel from Copenhagen Airport to Hotel Esplanaden, take the Intercity train (direction to Helsingør) to Østerport station, which is 5 minutes walk to the Hotel Esplanaden. Intercity train departs every 20 minutes. The approximate time of travel is 25 minutes. Tickets must be purchased before boarding the train, in the Terminal 3 arrival hall. We recommend buying 10-ticket card for 2 zones at DKK 135. To get from airport to the Hotel, you need to stamp twice, for travel between hotel and WHO – one stamp.

For those who wish to take a **taxi** from the Airport, approximate price to the Hotel Esplanaden / city centre is about 200-250 DKK.

Travel from the Esplanaden Hotel to the meeting premises at WHO

Bus stop is across the street of the Hotel, and bus 1A will take you to WHO, stop Strandøre (please ask the driver). Travel time approx. 10-15 minutes, depending on traffic.

Travel from Copenhagen Airport to Hotel Admiral

For travel from Copenhagen Airport to Hotel Esplanaden, take the Intercity train (direction towards Helsingør) to Østerport station, then bus 1A direction to Kongens Nytorv. A short walk (10-15 minutes) through Nyhavn will bring you to Admiral Hotel.

For those who wish to take a **taxi** from the Airport, approximate price to the Hotel Admiral / city centre is about 200-250 DKK.

Travel from the Esplanaden Hotel to the meeting premises at WHO

Busstop at Kongens Nytorv - bus 1A will take you to WHO, stop Strandøre (please ask the driver). Travel time approx. 15 - 20 minutes depending on traffic.

MEETING DOCUMENTS

All documents submitted to the meeting are available for downloading at www.ndphs.org/?mtgs.pac_7_copenhagen. Participants are kindly requested to bring their own copies to the meeting. Files for presentation during the meeting (such as ppt presentations) should be sent to the NDPHS Secretariat at least 2 days before it.

PERSONAL INVITATION FOR VISA

Visa support letters will be issued by the Host on provision of the following information:

- names and complete business / address details of the applying participant;
- address / e-mail of the embassy which the applying participant will approach.

Participants who are in need of a visa support letters are kindly requested to contact Ms Tanya Michaelsen, Administrative Assistant Partnerships, WHO Regional Office for Europe, phone: +45 39 17 13 14, e-mail: tmi@euro.who.int no later than **24 September 2010**.

COPENHAGEN ADMIRAL HOTEL - ROOM BOOKING FORM

Meeting of the Northern Dimension 26th – 28th of October 2010 RESERVATION FORM

(To be sent directly to the hotel)

COPENHAGEN ADMIRAL HOTEL

Toldbodgade 24-28

DK-1253 Copenhagen K

Tel.: +45 3374 1414

Fax: +45 3374 1415

Single room according to agreement

Double room according to agreement

Buffet breakfast per person DKK 135

NON-smoking

Please note that binding reservation must be made before 26th of September 2010 to secure space.

Bookings after this date will be on a request basis.

IMPORTANT:

Please fill in and send this form via facsimile or e-mail to gh@admiralhotel.dk

Family name: _____ First name: _____

Nationality: _____

Telephone no. _____ Fax/Mail: _____

Arrival date: _____ Departure : _____

Room shared with: _____

The undersigned authorises the Admiral Hotel to debit the following credit card for the amount of the first night in case of no-show. The card details also ensure that the room is guaranteed for late arrival.

The room may be cancelled before 4.00 p.m. on the day of arrival at no charge

Credit card (type & no.): _____ Exp. date: _____

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Guest confirmation:

Hotel confirmation:

Date and handwritten cardholder's signature

Date and signature