

**Committee of Senior Representatives (CSR)
Twenty Second Meeting
Reykjavik, Iceland
16-17 October 2013**

Reference	CSR 22/Info 1
Title	Practical information for participants
Submitted by	Secretariat

CONTACT INFORMATION

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The Host

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MEETING VENUE (cf. Annex 1)

Ministry of Welfare

Hafnarhusinu vid Tryggvagotu
150 Reykjavik
Iceland
<http://eng.velferdarraduneyti.is/ministry/location/>

CONFIRMATION OF PARTICIPATION; REGISTRATION FORM

Kindly confirm your participation by **2 October 2013** using the on-line registration form, available at: http://www.ndphs.org/?mtgs,csr_22_reykjavik.

ACCOMMODATION 1 (cf. Annex 1)

Radisson BLU 1919 Hotel

Address: Pósthússtræti 2, 101 Reykjavík, Iceland

Phone: +354 5991000, +354 5991018

Fax: +354 5991001

E-mail: lene.bernhøj@radissonblu.com

<http://www.radissonblu.com/1919hotel-reykjavik>

The Ministry of Welfare has pre-booked 25 rooms at the Radisson BLU 1919 Hotel, which is within a short walking distance from the meeting venue, at a favourable rate of:

- 146 EUR per single standard room per night (breakfast included);
- 160 EUR per double standard room per night (breakfast included);
- 168 EUR per single deluxe room per night (breakfast included);
- 182 EUR per double deluxe room per night (breakfast included).

To benefit from this scheme, please confirm your stay directly with the hotel no later than **20 September 2013**. The reservation code is 690259.

ACCOMMODATION 2 (cf. Annex 1)

Centerhotel Plaza

Address: Aðalstræti 4, 101 Reykjavík, Iceland

Phone: + 354 5958500

E-mail: plaza@centerhotels.com

<http://centerhotels.com/our-hotels/hotel-plaza>

The Ministry of Welfare has pre-booked 15 rooms at the Centerhotel Plaza, which is within a short walking distance from the meeting venue, at a favourable rate of:

- 80 EUR per standard twin/double room for single use per night (breakfast included);
- 84 EUR per standard twin/double room for double use per night (breakfast included).

To benefit from this scheme, please confirm your stay directly with the hotel no later than **20 September 2013**. The reservation code is 26423.

ACCOMMODATION 3 (cf. Annex 1)

City Center Hotel

Address: Austurstræti 6, 101 Reykjavík, Iceland

Phone: +354 571 1400

E-mail: reservations@citycenterhotel.is

<http://www.citycenterhotel.is/>

The Ministry of Welfare has pre-booked 10 rooms at the City Center Hotel, which is within a short walking distance from the meeting venue, at a favourable rate of:

- 65 EUR per single room per night (breakfast included);
- 75 EUR per double per night (breakfast included).

To benefit from this scheme, please confirm your stay directly with the hotel no later than **20 September 2013** (please mention that the rooms have been pre-booked by the Ministry of Welfare).

MEALS DURING THE MEETING

Lunch (on 16 October) and refreshments will be offered free of charge during the meeting.

Participants are invited to a dinner, which will take place at 19.00 hrs on 16 October 2013.

TRAVEL INFORMATION

- **Airport Express** provides a pick-up/drop-off service from all major hotels in the capital area (including all pre-booked hotels). Please note that transfers must be booked in advance for guaranteed departure. One-way ticket costs 2200 IKR (approx. 14 EUR), a return ticket costs 4000 IKR (approx. 25 EUR). For more information please visit www.airportexpress.is.
- **Reykjavík excursions** will take you to/from the Bus terminal and provide a pick-up/drop-off service to selected hotels (including to the pre-booked hotels). One-way ticket costs 2500 IKR (approx. 15 EUR), a return ticket costs 4500 IKR (approx. 28 EUR). For more information please visit www.re.is.
- Taking a taxi directly from the airport to the hotel will cost around 12000 IKR (approx. 75 EUR) during the day and 16000 IKR (approx. 100 EUR) after 17.00.

PERSONAL INVITATION FOR VISA

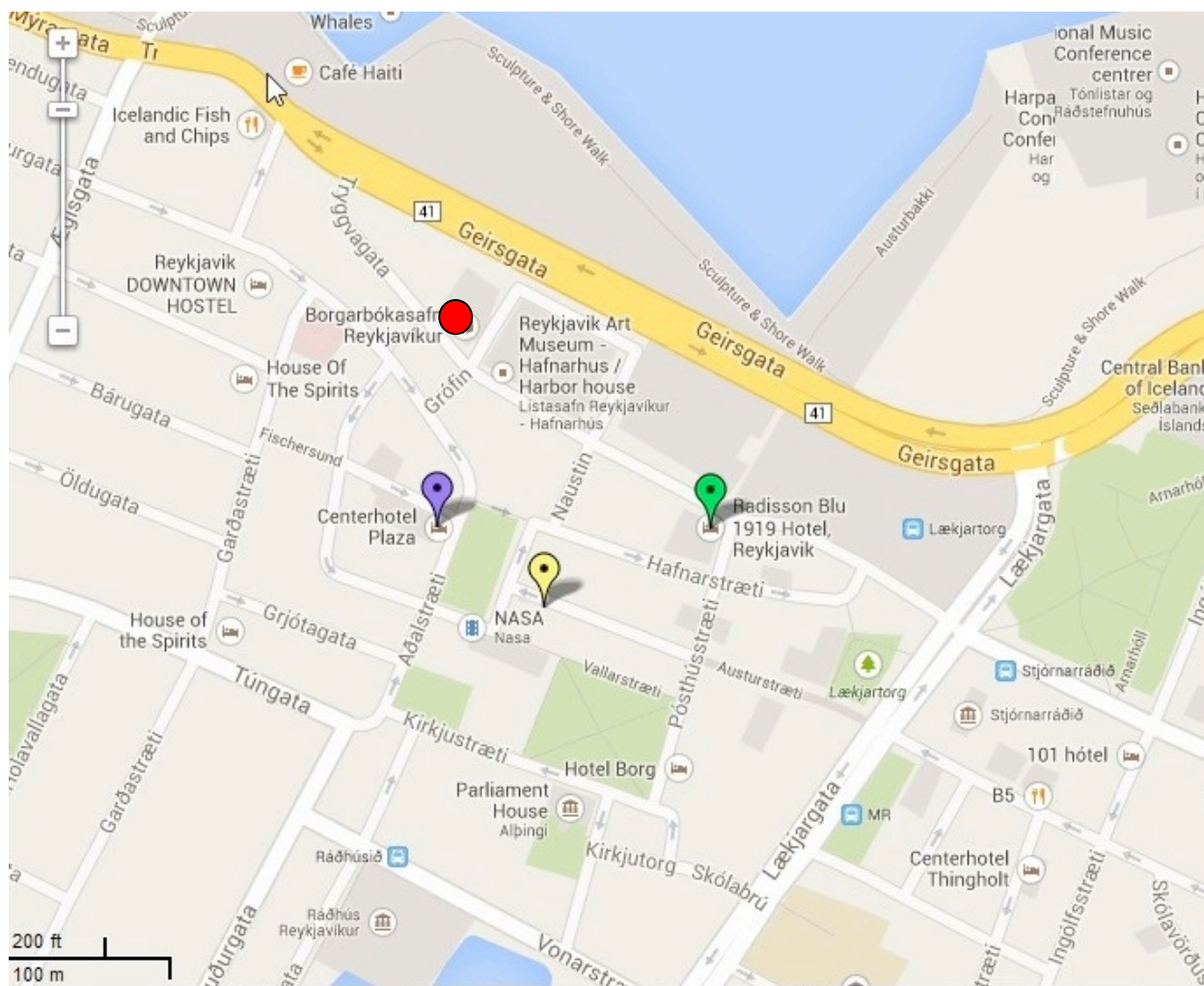
Participants who are in need of an invitation for a visa to enter the Schengen area are kindly requested to contact Ms. Margrét Björnsdóttir (contact details above).

MEETING DOCUMENTS

All documents submitted to the meeting are available for downloading at:

http://www.ndphs.org/?mtgs,csr_22_reykjavik. Participants are kindly requested to bring their own copies to the meeting.

THE LOCATION OF THE MEETING VENUE AND HOTELS



- Ministry of Welfare ●
- Center Hotel Plaza ■
- City Center Hotel ■
- Radisson Blue Hotel ■