

**NDPHS Strategy Working Group 2014  
Fourth Meeting  
Vilnius, Lithuania  
17 October 2014**

<b>Reference</b>	SWG2014 4/Info 1
<b>Title</b>	Practical information for participants
<b>Submitted by</b>	Lithuania

## CONTACT INFORMATION

### NDPHS Secretariat

Ms Silvija Juscenko  
Senior Adviser  
NDPHS Secretariat  
Slussplan 9  
103 11 Stockholm  
Sweden  
Phone: +46 760219544  
E-mail: [silvija.juscenko@ndphs.org](mailto:silvija.juscenko@ndphs.org)

### Host, the Ministry of Health of the Republic of Lithuania

Ms Radvile Jakaitiene  
Chief specialist/EU affairs and International relations division  
Ministry of Health of the Republic of Lithuania  
Vilniaus str. 33, Vilnius, Lithuania  
Tel. +370 5 219 3348  
Fax. +370 5 266 14 00  
E-mail: [radvile.jakaitiene@sam.lt](mailto:radvile.jakaitiene@sam.lt)

## MEETING VENUE AND ACCOMMODATION

Hotel Novotel Vilnius Centre (cf. the enclosed map, **Annex 1**)  
Meeting Hall (2nd floor, please look for a sign “NDPHS SWG meeting”)  
Gedimino ave. 16, LT-01103 Vilnius

## CONFIRMATION OF PARTICIPATION

Kindly confirm your participation in the 4th meeting of the Strategy Working Group by **10 October 2014** by using the on-line registration form, which is available on the NDPHS website at: [http://www.ndphs.org/?mtgs,swg2014\\_4\\_vilnius](http://www.ndphs.org/?mtgs,swg2014_4_vilnius).

## ACCOMMODATION

The Host has reserved rooms at the above-mentioned hotel Novotel Vilnius Centre, which is also the meeting venue.

A favourable rate of 85 Euro per single room per night is offered (breakfast is included). This rate is valid for the period of 16 – 17 October 2014.

Reservations are to be made with the hotel directly, using the enclosed reservation form. To benefit from the preferential price, please send your booking data to [h5209-re@accor.com](mailto:h5209-re@accor.com) until **03 October 2014**.

## MEALS DURING THE MEETING

Lunch and refreshments during the meeting will be offered free of charge by the Host.

## TRAVEL INFORMATION

### Travel from Vilnius airport to Hotel Novotel Vilnius Centre

- **By taxi**

The Host recommends taking a taxi from the airport to the Vilnius city centre. Vilnius Airport approved taxicabs can be found in front of the arrivals terminal. Average cost per trip by taxi to Hotel Novotel Vilnius Centre is around 12 - 15 EUR. All taxicabs accept credit cards. Always ask for a receipt at the end of the trip.

- **By train/bus:**

Take a **special train** from the airport to Vilnius Railway Station. Railway stop is right outside the airport's passenger terminal. A covered pedestrian walkway connects the airport's terminal to the railway stop. Please follow the directions at the airport how to reach the railway stop. The cost of the ticket will be 2,50 Litas (0.72 Euro). The ticket can be purchased at the train. (You can visit [www.litrail.lt/en/](http://www.litrail.lt/en/) for exact timetables. When searching you should indicate: Departure station „Oro uostas“, arrival station „Vilnius“)

After getting off the train at Vilnius Railway Station, go outside the terminal, bus station on your left, take **bus No. 1G** (direction „Santariškės“) and get off at the bus station „Vincas Kudirka aikštė“. Hotel Novotel Vilnius Centre will be right across the street.

Once you have boarded public transportation, you can purchase a one way ticket from the driver that costs 3.50 LTL (1 Euro). You need to mark the paper ticket at one of the several small red metal ticket validators found on the stands in the bus or by placing it in the yellow electronic ticket validator. (You can visit <http://www.stops.lt> for the exact timetables.)

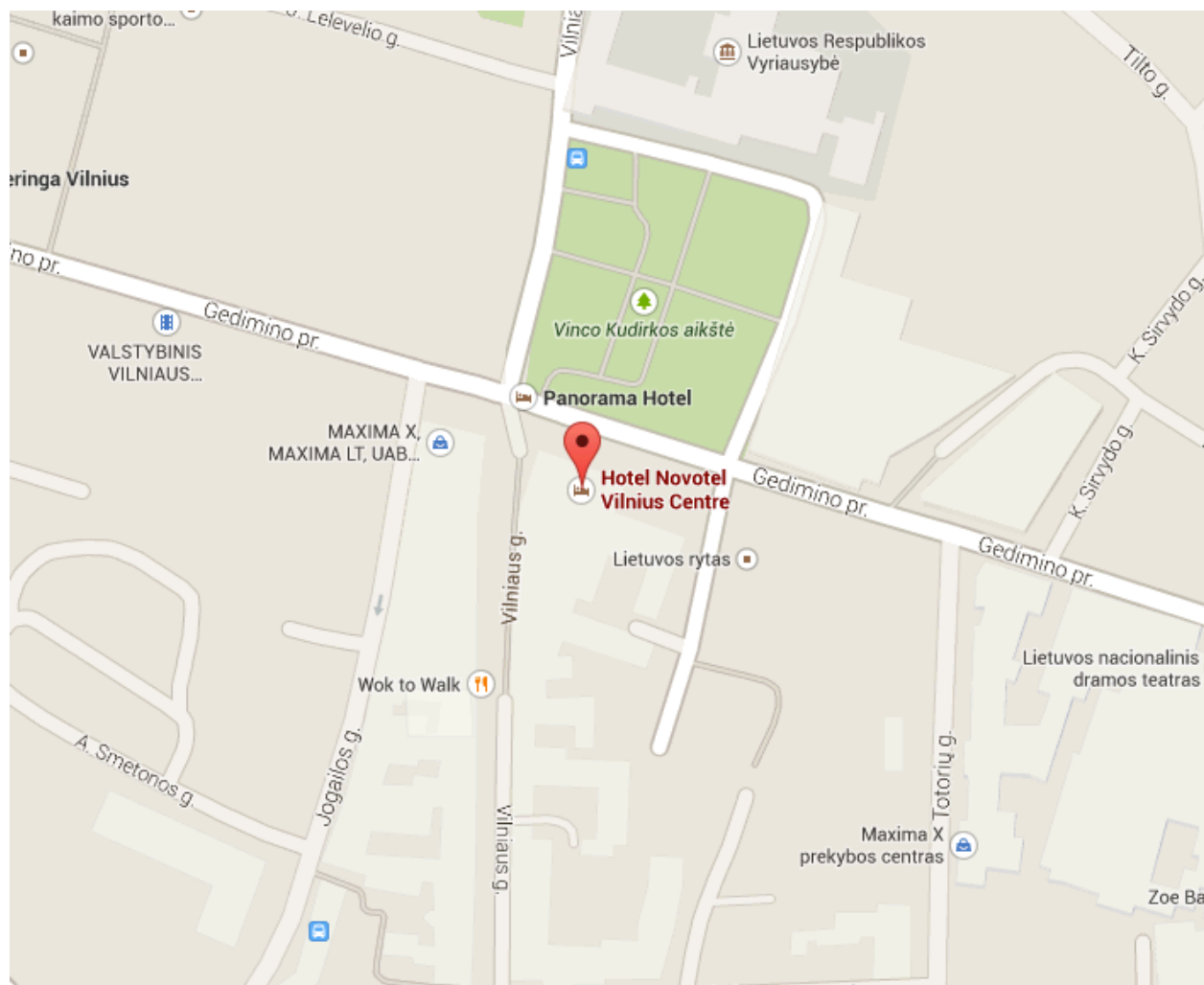
## MEETING DOCUMENTS

All documents submitted to the meeting are available for downloading at [http://www.ndphs.org/?mtgs,swg2014\\_4\\_vilnius](http://www.ndphs.org/?mtgs,swg2014_4_vilnius). 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 in advance.

## 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 Radvile Jakaitiene (contact details above) as soon as possible.

### Hotel Novotel Vilnius Centre



Vilnius, October 16<sup>th</sup> - October 17<sup>th</sup>,  
2014

NDPHS

**NOVOTEL VILNIUS CENTRE**

Gedimino av. 16, LT-01103 Vilnius, Lithuania  
Tel: +370 5 2666 200  
Fax: +370 5 2666 201  
[h5209-re@accor.com](mailto:h5209-re@accor.com)  
[www.novotel.com](http://www.novotel.com)

**YOUR PERSONAL INFORMATION**

Last Name: [ ]

First Name: [ ]

Mr/Mrs/Ms/Dr /Prof:

Organization:

**ADDRESS:**

Street: [ ]

City: [ ]

Country: [ ]

Post Code/ZIP: [ ]

Telephone: [ ]

Fax: [ ]

Le Club Accor Hotels  
Card No. [ ]

Email: [ ]

**ACCOMPANYING PERSON**

Last Name, First Name [ ]

**YOUR ACCOMMODATION ( SPECIAL DISCOUNTED RATES AND CONDITIONS ARE VALID WITHIN PERIOD SEPTEMBER 17<sup>TH</sup> – OCTOBER 3<sup>RD</sup> 2014)**

Arrival date (check-in from 14:00): [ ]

Departure date (check-out until 12:00): [ ]

Total number of nights required: [ ]

**REQUIRED ROOM \*:**

Superior Room for 1 pers.(€ ,85 /night)

Superior Room for 2 pers.(€ ,97 /night)

Facilities include: individually controlled air conditioning, sat TV, free WiFi, laptop sized safe, mini-bar, coffee/tea making facilities, soundproof windows, bathroom with separate bath and shower, hairdryer.

\*Rates include buffet breakfast, entrance to fitness center (sauna, steam bath, gym), VAT.

**Deadline for reservations with the special discounted rate: October 3<sup>rd</sup>, 2014.**  
**For the reservations after the deadline above hotel is entitled to apply its best available rate during the requested period**

**TRANSPORTATION**

Transportation can be provided with a pre-arranged taxi at the the fixed price of EUR 20,-/ car/one way.

When the transfer is needed please fill in the following details:

Pick up

Arrival time: [ ]

Flight number: [ ]

**CREDIT CARD TO GUARANTEE RESERVATION (please mark as appropriate). Non guaranteed reservations are hold till 18.00 on the arrival day.**

VISA  EUROCARD / MASTERCARD  AMERICAN EXPRESS

Credit Card Holder: [ ]

Credit Card Number: [ ]

Expiry date: [ ]

**CANCELLATION POLICY**

Cancellation received 7 days before arrival: no charges

Cancellation less than 7 days before arrival: 100% of the first night booking value