



## REGISTRATION FORM 7th EUROPEAN RAMSAR MEETING

27 -30 September 2011  
TRNAVA- SLOVAKIA



### *Welcome to the mediaeval city of Trnava, the Slovak « Small Rome »*

(In order to make use of the hyperlinks in the text, you are advised to read this information on screen)

#### Travel to Trnava

Trnava is the seventh biggest town of Slovakia, with a population of about 70 000 people, about 50 km north-east from Bratislava and 120 km from Vienna.

There are two international airports - Vienna (VIE) and Bratislava (BTS) which are close to Trnava and can be easily reached by public transport from and to Trnava. Please check with your travel agent, or use an internet-based travel website such as [www.amadeus.net](http://www.amadeus.net) or [www.expedia.org](http://www.expedia.org) to find out which connection best fits your needs. Depending on your place of departure, it might also be advantageous to travel to Trnava by train or bus. Please check with your travel agent.

#### Local transport to the Hotel

Please see the document on Transport information.

#### Passport and Visa

Slovakia is part of the Schengen Area. If you travel with a passport which is neither from a country being part of the Schengen Agreement or the European Union, you will need to obtain a Schengen tourist visa to enter Slovakia (and the entire Schengen area). **Please check early** with your nearest Slovak consulate, or with any other consulate of a Schengen country close to you (e.g. Austria, France, Germany, Italy, Spain, etc.) as obtaining a Schengen visa can take up to one month. If you require an invitation letter, please indicate this in the registration form.

#### Meeting Venue, Accommodation and Meals

The Meeting will take place in the **Holiday Inn Hotel** in Trnava (Hornopotočná 5, 917 01 Trnava; Tel.: **+421 (0)33 3250 100/ +421 (0)33 3250 111**; Fax: **+421 (0)33 3250 101**; e-mail: [info@holidayinn-trnava.sk](mailto:info@holidayinn-trnava.sk)). The hotel is located opposite the University of Trnava, close to the historic center of the city, the railway and the bus station. Find out more [here](http://www.holidayinn-trnava.sk/en/accommodation/) (<http://www.holidayinn-trnava.sk/en/accommodation/>).

You will be able to decide upon registration if you want to stay in this hotel or, alternatively, you can decide to stay in **Hotel Barbakan** which is in close proximity to the Holiday Inn Hotel and directly situated in the historical center of Trnava. You can find more information on this hotel and on Trnava on the hotel's [website](http://www.hotelbarbakan.sk/?&lang=en) (<http://www.hotelbarbakan.sk/?&lang=en>).

Parking is available in both hotels and is included in the price of the accommodation.



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### **Holiday Inn**

Single room 75,00 EUR/ night

Double room 90,00 EUR/ night

### **Barbakan**

Single room 58,00 EUR/ night

Double room 78,00 EUR/ night

*Please note that both hotels will charge a local tax of 0,66 EUR/person/night. This will be added to the final amount.*

In case you would like to share the room with anybody, please provide the name of this person upon registration. The system will then automatically divide the full price of the double room by two.

Breakfast will be served in your individual hotels and is included in the price of the room. Lunches and dinners will be served in the form of a buffet in the Holiday Inn Hotel and will include a bottle of mineral water. You will be able to book your meals together with your accommodation upon registration. If you decide not to book the meal package you will need to organize your own lunches and dinners (except for the dinners on 28<sup>th</sup> and 29<sup>th</sup> which will be sponsored by the Ministry of the Environment of the Slovak Republic). You will find many restaurants offering different cuisine, cafes and bars in close proximity of the hotel, mainly in the historical centre of Trnava.

### **Payment of hotel accommodation and meals package**

It is anticipated that participants will pay for their meals and/or hotel booking at the **Holiday Inn** by credit card. After filling in the registration form you will receive a confirmation email with the total amount according to your booking.

**Please note** that you will need to fill in the [Payment Card Authorization Form](#) if you have decided to book meals at the Holiday Inn Hotel and/or if you have booked your room at this hotel. Please send this form **until 7<sup>th</sup> September** the latest to [matej.fujka@holidayinn-trnava.sk](mailto:matej.fujka@holidayinn-trnava.sk) in order to finalize your booking and payment process.

The Holiday Inn Hotel will charge your credit card according to the amount of your booked services, but not before 22<sup>nd</sup> September.

**If you have not submitted your payment details by this date your booking for meals and accommodation at the Holiday Inn Hotel will be cancelled.**

Participants that have chosen to stay at hotel **Barbakan** will pay for their accommodation at the hotel after their arrival. However, if you have chosen to stay at Hotel Barbakan AND have booked the meal package, you will need to fill in the [Payment Card Authorization Form](#) in order to pay for your meals in advance.



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**PLEASE NOTE:** The Holiday Inn Hotel will charge the following cancellation fees for both, accommodation and meals:

Cancellation until 20<sup>th</sup> September: 0%

Cancellation until 21<sup>st</sup> September: 50%

Cancellation until 22<sup>nd</sup> September: 100%

These cancellation fees relate to the total amount of your final booking.

### Currency and Money

The official currency used in Slovakia is the EURO. Up-to-date exchange rates are available [here](http://www.xe.com/ucc/) (<http://www.xe.com/ucc/>). You will be able to exchange money in exchange offices at airports, in Bratislava train and bus station as well as in the city centre of Trnava. While there are also banks in Trnava where you can exchange money, the easiest way will be to withdraw money from an ATM using your credit or Maestro card.

### Electricity and Internet Access

Voltage in Slovakia is between 220 and 240 Volts AC in 50 cycles. Sockets have two round holes, as in most European countries. Free high-speed internet access is available throughout the Holiday Inn Hotel, if you bring your own laptop.

### Weather, Climate and Clothing in Trnava

The average temperature in late September is about 21°C with night temperatures around 10 °C. However, it is recommended to bring a few warm clothes and possibly also a rain jacket as it is the beginning of autumn.

### Excursion

A full day excursion by bus to the Trilateral Ramsar Site Floodplains of the Morava-Dyje-Danube Confluence will be part of the meeting and will take place on Thursday 29<sup>th</sup> September. A common dinner will be sponsored by the Slovak Ministry of the Environment to celebrate the 10 year anniversary of the Memorandum of Understanding for the Trilateral Ramsar Platform. Participants are advised to bring sturdy footwear and binoculars.



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### Meeting Documents

Meeting documents will be made available on the Ramsar Convention website [here](http://www.ramsar.org/COP11-regional-europe/) ([www.ramsar.org/COP11-regional-europe/](http://www.ramsar.org/COP11-regional-europe/)) from *August 10<sup>th</sup>* onwards. Please check this site before travelling to Slovakia and **download** all those documents you would like to have with you at the meeting. Unfortunately, there will be no possibility to distribute paper copies at the conference venue.

### Posters and Exhibitions

Please confirm your intention to put up a poster or exhibit in the registration form. Please also indicate the title, space needed, etc. there. You are requested to install your poster during Monday 26<sup>th</sup> September or in the morning of Tuesday 27<sup>th</sup> September before the opening of the Meeting. You will also be responsible to take it down again on Friday, 30<sup>th</sup> September after the closing of the Meeting.

### Insurance

Please make sure that you have adequate individual health, accident and travel risk insurance cover as this will not be covered by the organisers. By registering for this meeting each participant confirms his/her own responsibility for providing such insurance.

### Further Questions and Help

Should you need any additional information or advice, please contact Ms Kati Wenzel at the Ramsar Secretariat ([europa@ramsar.org](mailto:europa@ramsar.org), office phone: +41 22 999 01 78; mobile: +41 79 414 45 85).

In case you have any questions regarding the registration and booking process, please contact: [lucia.kralova@ukh.sk](mailto:lucia.kralova@ukh.sk)



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### REGISTRATION

- 1) Please fill in the [Online Registration Form](#) by **31<sup>st</sup> August 2011**.
- 2) Your hotel accommodation and meal package will be booked for you upon registration. You will receive a confirmation email indicating the final amount of your booking. Please pay for your hotel accommodation (Holiday Inn) and meals **BEFORE** the meeting until **7<sup>th</sup> September 2011**. After this date your booking will be cancelled if you have not yet transferred the money.

### Ramsar Sponsored Delegates

For those participants that request financial assistance:  
Please fill in the registration form and indicate the kind of assistance you would like to request.

**If you request such financial support, you will need to register by 12<sup>th</sup> August the latest.**

**We are looking forward to seeing you in Trnava!**