

6th Regional Meeting of Small Arms and Light Weapons (SALW) Commissions

5-6 December 2016
Hotel Splendid, Budva
Montenegro

ACCOMMODATION

- Reservations have been made for all registered participants at the *Hotel Splendid* for the period 04-07 December 2016.

Address: Hotel Splendid,
85315 Bečići, Budva,
Montenegro

Phone: +382 33 774 300

E-mail: spa@montenegrostars.com

Website: <http://www.splendidspa-montenegro.com/web/index.php/en/>

- Participants will arrive in Budva on Sunday, 4 December 2016 in the afternoon/evening and return on Wednesday, 7 December 2016.
- Accommodation costs and ALL meals are covered by the organizer.
- Please note that the use of the room mini-bar as well as orders from the front desk, bar, and other hotel facilities are NOT covered by the organizer.
- For participants coming by private vehicle, there is parking space provided in front of the hotel.

TRAVEL

- SEESAC will cover all travel costs from participants' home countries to Budva and back.
- For participants traveling by plane, electronic tickets have been purchased and sent upon confirmation of the flight option (the most direct and economic flight has been chosen). **The organizer takes no responsibility for possible flight delays. It is always responsibility of the carrier to redirect passengers to another route or provide appropriate accommodation in case of long delays.**
- **Please keep your boarding passes as they are proof of travel. Please return them to the SEESAC office after the trip.**
- *Participants traveling by plane* are entitled to terminal expenses (to cover transfers from home/office to the airport in their home country and back).
- *Participants traveling by private car* are entitled to the reimbursement of the travel costs as per official UNDP rate per km (mileage will be calculated based on the Michelin calculated route).
- Travel entitlements will be disbursed in cash upon arrival in Budva.

ARRIVAL TO THE AIRPORT AND TRANSPORTATION

- The organizer will provide transportation accordingly from the airport in Podgorica /Tivat/Dubrovnik to the hotel and back. The driver will be waiting at the airport with the names of participants and will transfer participants to the hotel.

MEETING VENUE

- The Sixth Regional Meeting of SALW Commissions will take place at the conference room of *Hotel Splendid* from 5-6 December 2016.
- Participants will receive working materials upon registration in front of the conference room.

LANGUAGE

- The official language of the Sixth Regional Meeting of SALW Commissions will be English.
- Simultaneous translation to/from Albanian, BCMS, Macedonian and Romanian will be available.

MEALS & SOCIAL EVENTS

- An informal Welcome cocktail will be organized in the Hotel Splendid on Sunday, 4 December starting at 19:30h.
- Lunches on 5 and 6 December will be organized in the hotel's restaurant.
- Official Dinner on Monday, 5 December 2016 will be organized at a local restaurant starting at 20.00h. Meeting participants should gather at the reception at 19.00h.
- Coffee breaks will be served in front of the Conference Room.
- For all other meals, part of the DSA will be paid.

DAILY SUBSISTENCE ALLOWANCE (DSA)

- Since all travel, accommodation, and meals are covered, participants will be provided with the official UNDP daily subsistence allowance (DSA) for pocket money (pocket money is to cover all costs and activities that are not organized by the organizer – taxi charges, beverages, and food that are not included in the organized meals etc).
- DSA will be disbursed in cash to each participant at the meeting venue on the first day of the meeting by Jelena Dinov Stevanović, SEESAC Programme Assistant.

DRESS CODE

- Working session – business attire
- Dinners – casual

We look forward to welcoming you!

If you have further questions, please do not hesitate to contact Ms. Jelena Dinov Stevanović at:

+381 11 4155360 or jelena.dinov.stevanovic@undp.org