

8th Regional Meeting of Small Arms and Light Weapons (SALW) Commissions

20-21 November 2017
Holiday Inn Hotel, Skopje

ACCOMMODATION

- Reservations have been made for all registered participants at the *Holiday Inn Hotel* for the period 19-21/22 November 2017.

Address: Holiday Inn Hotel
Filip Vtori Makedonski, 5
Skopje 1000
Phone: +389 2 329 2929
E-mail: hiskopje@holiday-inn.com.mk
Website: <https://www.holidayinn.com>

- Participants will arrive in Skopje on Sunday, 19 November 2017 in the afternoon/evening and return on Wednesday, 22 November 2017.
- 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 Skopje 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 travelling 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 Skopje.
- Please note that the Macedonian national currency is [Macedonian denar](#). While most of the places accept credit cards and debit cards, some might require only cash payment. Should you want to exchange money for your personal needs and purchases, you will be able to do so at the Hotel Reception, Bank, or at an Exchange Office nearby the Hotel.

ARRIVAL TO THE AIRPORT AND TRANSPORTATION

- The organizer will provide transportation accordingly from the airport in Skopje 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 Eighth Regional Meeting of SALW Commissions will take place at the conference room of *Holiday Inn Hotel* from 20-21 November 2017.
- Participants will receive working materials upon registration in front of the conference room.

LANGUAGE

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

MEALS & SOCIAL EVENTS

- An informal Welcome cocktail will be organized in the **Holiday Inn Hotel on Sunday, 19 November starting at 19:30h.**
- Lunches on 20 and 21 November will be organized in the hotel's restaurant.
- Official Dinner on Monday, 20 November 2017 will be organized at the ***Old House restaurant***, Boulevard Phillip the Second of Macedon 14, **starting at 19:30.**
- Coffee breaks will be served in front of the Conference Room.

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 Nenad Bošković, SEESAC Programme Assistant.

DRESS CODE

- Working session – business attire
- Dinners – casual
- Welcome Cocktail – smart casual

We look forward to welcoming you!

If you have further questions, please do not hesitate to contact Mr. Nenad Bošković at:
+381 11 4155359 or nenad.boskovic@undp.org