



Seminar on

CREATION OF THE NATIONAL VERSION OF THE ACQUIS

17-19 March 2015, Danilovgrad, Montenegro

GENERAL PRACTICAL INFORMATION SHEET

EVENT VENUE

The event will take place at the premises of the:

Regional School of Public Administration (ReSPA)
Branelovica bb
81410 Danilovgrad, Montenegro

HOTEL

Pursuant to the participants' travel schedule, room reservation will be made at the Hotel ReSPA Campus (Tel: 00382 20 817 200) for the period of their stay.

Please note that accommodation costs on the basis of full board (overnight, breakfast, lunches and dinners included) will be covered directly by ReSPA. Additional expenses (i.e. use of mini-bar, telephone, etc.) have to be settled with the hotel directly before departure.

TRAVEL

Depending on the place of residence and thus the acceptable modes of transportation, ReSPA will cover the participants' international air travel in economy class, organize and cover taxi transport or reimburse the costs of car travel by private vehicle (car sharing is a prerequisite for participants travelling from the same place of residence).

Exact information will be shared with the participants upon their confirmation of participation and agreement on the mode of transport.

MEALS:

Each meal (lunch, dinner) will include a non-alcoholic drink which will be directly invoiced to the ReSPA Hotel. Please note that any further drink has to be paid out of your pocket, unless otherwise informed.

DAILY ALLOWANCES:

In addition to ReSPA arranging and paying for the participants' accommodation and meals, each participant will receive a daily allowance of **€ 25 per each event day**, which will be paid on the final day of the event.

This allowance should cover all incidental costs incurred by the participants with regard to the event.

INSURANCE

Participants are individually responsible for obtaining and covering their own insurance. No such costs will be covered by ReSPA.

OTHER:

At all ReSPA events Kosovo* is represented with asterix and footnote "*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence*", in accordance with "Arrangements Regarding Regional Representation and Cooperation - Rev10 RC 23/02/2012".

All participants are kindly asked to follow that agreement.