INFORMATION TO PARTICIPANTS

DATE: The Workshop on Regional Response Capacity and Coordination for Major Oil Spill in the Mediterranean Sea (MEDEXPOL 2013) will be opened on Tuesday, 10 December 2013 at 09.00 hours and closed on Thursday, 12 December 2013 at 17.00 hours.

VENUE: The Workshop will be held at Radisson Blu Park Hotel in Athens, Greece (Tel No: +30 210 88 94506, Fax No: +30 210 8238420, E-mail: Anna.agrafa@rbathenspark.com).

REGISTRATION: Registration of participants who have not yet submitted their registration Form in advance will take place on Tuesday, 10 December 2013 between 08.30 and 09.00 hours. However participants are kindly requested to register in advance by completing and submitting their Registration Form. Registered participants will be issued badges which will allow them in the Conference Room. Participants are also requested to sign the attendance form at the Secretariat desk.

Participants are requested to return their name badges to the Secretariat after closure of the Workshop on 12th December 2013.

DOCUMENTATION: The Workshop’s documents as well as the programme of the Workshop will be available on REMPEC’s website: (www.rempec.org, page “News & events / “Forthcoming Meeting and Activities”).

ACCOMMODATION: Participants whose cost of participation will be covered by REMPEC as part of Daily Subsistence Allowance - DSA, will be accommodated at Radisson Blu Park Hotel in Athens. REMPEC will make reservations for these participants upon receipt of the official nomination.

Participants whose cost of participation will not be covered by REMPEC, interested to stay at the Radisson Blu Park Hotel, can make their own hotel reservation by completing the hotel reservation form and faxing/e-mailing the said form to Ms Anna Agrafa, Reservations Manager: (E-mail: Anna.agrafa@rbathenspark.com, tel +30 210 88 94506, fax +30 210 8238420) by not later than 8th November 2013.

OTHER HOTEL EXPENDITURES: Please note that the hotel may ask for your credit card details in order to guarantee any extra expenditure as per normal practice. All participants should settle their bills for other expenses (e.g.: laundry, drinks, telephone calls, additional meals, etc...) prior to their departure from the hotel.

DAILY SUBSISTENCE ALLOWANCE: REMPEC will provide the participants whose cost of participation is covered by REMPEC with a reduced Daily Subsistence Allowance (DSA).

The DSA will be paid by the Secretariat upon signature of the relative form and presentation of the flight ticket/boarding card.
LUNCH: On the Workshop dates, lunch will be offered by MOIG to all participants attending the Workshop.

VISA: All Participants should ensure that they are in possession of any necessary entry and transit visas prior to their departure. Whilst REMPEC will try to facilitate the issue of the relative visas, the final responsibility to obtain any required visa shall rest with the individual participants. **It is suggested that visa applications are filed as early as possible as the issuance of the relative visa might take a long time.** We would like to bring to your attention that Greece is part of the Schengen agreement and consequently travellers to Greece must be in possession of a Schengen visa. For further information, you can visit the website of the Ministry of Foreign Affairs in Greece.

TRAVEL INSURANCE: All participants are urged to ensure that they are covered by a travel insurance as REMPEC will not be responsible for lost luggage and/ or medical expenses.

TRANSPORTATION: IN ATHENS: Participants who would like to visit Athens (city Centre) can use the following ways of transportation:

**By bus:** Number 15, Bus stop opposite the Radisson Blu Park Hotel, time of journey: 15 minutes

**By metro:** Victorian Station (300 meters from the Radisson Blu Park Hotel) Stopping at second station named Monastiraki.

**By taxi:** Taxi fee is around € 5.00. Taxis booked from the hotel are more expensive.

TRANSFERS TO/ FROM THE AIRPORT: MOIG will cover the transfers of all participants from Athens international airport to Radisson Blu Park Hotel, Athens (upon arrival) and from the Radisson Blu Park Hotel, Athens to Athens International airport (before departure).

The transfers from the hotel to the airport will leave **two hours before the flight’s departure time.**

Non-sponsored participants are invited to communicate to REMPEC their itinerary to arrange their transfers.