

## ADMINISTRATIVE DETAILS

### **WORKSHOP VENUE**

The workshop will take place at the Hotel Hilton Sofia.

Address: 1, Evlogie Georgiev Blvd.

1000 Sofia

Bulgaria

T: + 359 2 9335000

F: + 359 2 9335015

E: [sofia.reservations@hilton.com](mailto:sofia.reservations@hilton.com) or [Alexandra.Yankulova@Hilton.com](mailto:Alexandra.Yankulova@Hilton.com)

Website: <http://www3.hilton.com/en/hotels/bulgaria/hilton-sofia-SOFHIH/index.html>

### **WORKSHOP DATES**

There will be a welcome reception for all participants at the Hotel Hilton Sofia on Monday, 12 May 2014 at 19:30h.

### **WORKSHOP REGISTRATION**

Please fill out the registration form and email it **by Tuesday, 01 April 2014 to:**

Contact person: **Ms. Nataša Uršič, ITF**

Email: [Natasa.Ursic@itf-fund.si](mailto:Natasa.Ursic@itf-fund.si)

### **POINTS OF CONTACT**

For administrative and registration issues: **Ms. Nataša Uršič, ITF** Email: [Natasa.Ursic@itf-fund.si](mailto:Natasa.Ursic@itf-fund.si)

For program and agenda issues:

Contact person: **Mr. Pierre Gobinet, Small Arms Survey**

Email: [pierre.gobinet@smallarmssurvey.org](mailto:pierre.gobinet@smallarmssurvey.org)

For information on the RASR initiative and on previous workshops: [www.rasrinitiative.org](http://www.rasrinitiative.org).

### **TRAVEL**

Participants are responsible for arranging their travel to and from Sofia, Bulgaria.

The organizers will provide for the participants transportation from the airport in Sofia to the hotel and back. The participants are asked to put their arrival and departure time and the flight number on the registration form in order to facilitate organization of the airport shuttle transportation. Participants who elect to take a taxi for convenience or because they arrive at the airport or depart from the airport at a time when the shuttle is not available will be responsible for paying for the taxi.

### **VISIT OF EXPAL DEMILITARIZATION PLANT IN GABROVO**

On Thursday 15 May 2014, the participants can take part in the optional visit **to the private ammunition demilitarization plant in Gabrovo** (for non-commercial organizations only). The transport will be provided by Expal Bulgaria. The participants who want to visit a private ammunition demilitarization plant in Grahovo should confirm their participation in registration form.



### **ACCOMODATION**

Accommodation will be provided in the Hotel Hilton, 1, Evlogie Georgiev Blvd., 1000 Sofia, Bulgaria. Hotel reservations will be done by ITF Enhancing Human Security when the registration forms are received.

Accommodation costs for a maximum of 2 government representatives from each member country of RASR as well as Kosovo and Hungary will be provided by the U.S. Department of State/State's office of Weapons Removal and Abatement via ITF Enhancing Human Security.

**Rooms will only be funded if reservations are made before April 01, 2014.**

All other participants are responsible for their own lodging expenses. A block of rooms has been set aside at the Hotel Hilton Sofia at a daily rate of **90 EUR** (single bed), including breakfast.

### **VISAS**

Participants are responsible for obtaining their own visas for entry into Bulgaria.

### **INTERPRETATION**

The workshop presentations and discussions will be in English. The simultaneous translation will be provided to Bulgarian and BCMS.

### **DRESS CODE**

The dress code for the workshop is business attire (**no uniforms**) for all participants.

