

Regional Committee for Europe

EUR/RC68/DIV/1

68th session

Rome, Italy, 17–20 September 2018

14 June 2018

180397

ORIGINAL: ENGLISH

Information note on practical details for the 68th session of the WHO Regional Committee for Europe

Meeting venue

Auditorium della Tecnica

Viale dell'Astronomia, 30

00144 Rome

Italy

Registration process

Online registration is required for the 68th session of the WHO Regional Committee for Europe (RC68). Registration can be initiated by going to the following website:

URL: <http://extranet.who.int/bpmext/meetingregistration.aspx>

Username: eurouser

Password: EuroRC2016

Instructions for online registration for RC68 participation and for submission of credentials using the Governing Bodies Meeting Registration System are available on the website of the World Health Organization at <http://apps.who.int/gb/gov/registration.html>.

Part of online registration involves entering the names and titles of participants and uploading a copy of their credentials; in addition, participants are required to complete information about travel, hotel accommodation, dietary requirements, accompanying persons, side event participation and so on through the above-mentioned link.

Each participant should complete his or her own personal and travel details and hotel preference before the registration deadline. **Online registration should be completed no later than 10 September 2018.**

Credentials

Credentials should be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health or an appropriate authority, such as a permanent mission or a senior government official.

In addition to the copy of credentials submitted through the online registration system, Member States will be required to deliver the original credentials to the WHO Regional Office Secretariat (Regional Governance Unit) prior to the opening of RC68.

In accordance with Rule 1 of the Rules of Procedure of the Regional Committee for Europe, no more than two representatives may be nominated by each Member State; however, alternates and advisers may accompany representatives.

Visas

Obtaining a visa to enter Italy takes time. Please check whether members of your delegation require a visa and advise participants to submit visa requests to the appropriate embassy or consulate in a timely manner.

Hotel reservations

Room reservations at preferential rates have been made at two hotels close to the venue:

Sheraton Roma Hotel & Conference Center 4*

Viale del Pattinaggio, 100
00144 Rome

Single room per night: €217
Double room per night: €245

Hotel Aran Mantegna 3*

Via Andrea Mantegna, 130
00147 Rome

Single room per night: €120
Double room per night: €140

All delegations and participants are requested to make their reservations using the following link: <https://www.delegia.com/who-rome-2018>.

If you are not yet in a position to make a reservation (and to be charged for the room), you may send advance information on the size of your delegation and your preferred hotel to eurorc68@who.int.

Working languages and documentation

The working languages of Regional Committee sessions are English, French, German and Russian. Statements made in any of these languages will be interpreted simultaneously into the other three languages.

Documentation for RC68 will be available on the Regional Office website (<http://www.euro.who.int/en/about-us/governance/regional-committee-for-europe>) six weeks before the session. Advance copies of some documents will be available in English from July.

Please note that, as in recent years, the Secretariat will not distribute printed copies of RC68 documentation. Participants are kindly requested to bring their own copies of documentation with them to the session.

Contact

In the event that you have any questions, please do not hesitate to contact the Secretariat of the WHO Regional Office for Europe by email at eurorc68@who.int.

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