



**Advanced Course on Health Information
and Evidence for Policy-making
Bohinj, Slovenia
28 May–1 June 2018**

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**5 April 2018
Original: English**

INFORMATION CIRCULAR

Dear participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

1. Site of the meeting

Bogatin hall / Bohinj ECO Hotel

Address: Triglavskata cesta 17, 4264 Bohinjska Bistrica, Slovenia

Tel.: +386 8 200 40 00

Web site: www.bohinj-eco-hotel.si

2. Language

The working language of the workshop will be English.

3. Registration, opening session and closure

Registration of participants will take place from 08:30 on 28 May at the meeting venue, and the workshop will begin at 09:00. It is expected that the workshop will close at 18:15 on 1 June.

4. Working hours

The working hours will be from 09:00 to 18:00 with 15-20 minute breaks for refreshments in the mornings and afternoons and one hour lunch break.

5. Documentation

Presentations and background material will be provided on memory sticks or via remote web-based storage after the meeting.

6. Accommodation and meals

Single rooms (incl. breakfast) have been provisionally reserved from the day of your arrival to the day of your departure at the:

Bohinj ECO Hotel

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Tel.: +386 8 200 40 00

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WHO will cover costs for your accommodation (incl. breakfast) at the hotel. **Please settle your bill directly with the management of the hotel for any other charges (laundry, room service, bar bills, telephone calls etc.).** The hotel accepts major credit cards.

Lunch and coffee-breaks will be provided at the workshop venue every day of the workshop and will be also covered by WHO. There will be a reception dinner on 30 May 2018 provided and covered by WHO. Details on hospitality arrangements provided and covered by the Ministry of Health of Slovenia will be confirmed later, closer to the date of event.

7. Transport to the venue

WHO will provide your flight details to the Kompas d.d. company that will organize the transfers between Ljubljana International Airport and the meeting venue. The transfer service costs will be covered by WHO.

8. Useful information

Emergency numbers:

112 Emergency call centre – emergency medical assistance, fire-fighters, rescue units

113 Police – emergencies

Currency and banking:

The national currency of Slovenia is EURO (EUR). There are Automated Teller Machines (ATM's) at the airport.

Electricity: voltage and plug system:

Electricity in Slovenia is 230 V, with a frequency of 50Hz, and **sockets** take the standard European dual round-pronged plugs.



9. Contacts

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any queries however, please do not hesitate to contact Ms Olga Fradkina (fradkinao@who.int, mob. tel: +45 20 16 80 76), WHO Regional Office for Europe.

Useful tourist websites for Slovenia

<https://www.slovenia.info/en>

<http://www.slovenia.si/>