

Nino Kochiashvili

From: RAMAJO HUELAMO, Alberto <ramajoal@who.int>
Sent: 07 February, 2017 17:50
To: Nino Berdzuli
Cc: MEDDEB, Meriem; Nino Kochiashvili; JAKAB, Melitta Zsuzsanna; IVANUSA, Marijan
Subject: RE: IMPORTANT: Arrangements for your participation to the 5th Annual Inter-Country Technical Meeting of the EU/LUX-WHO UHC Partnership (Bedford Hotel, Brussels, 21-23 March 2017)...

Importance: High

Dear Dr Berdzuli,

The confirmation of your attendance to our forthcoming **5th Annual Inter-Country Technical Meeting of the European Union/Luxembourg-World Health Organization Universal Health Coverage Partnership (Bedford Hotel, Brussels, 21-23 March 2017)** is noted with many thanks. Time being of the essence to adequately plan all logistic arrangements pertaining to your participation, you are kindly requested to take a few minutes to go through our instructions below:

A) TRAVEL:

Your travel costs (flights, accommodation, transport to hotel) will be covered by WHO. To this effect, you are kindly requested to **contact ASAP our Travel Agent, Carlson Wagonlit Travel (CWT)**, through the following link: www.cwt-trip-order.com/cto/rest/obr/auth/standalone/sessionStartup/WHOStandalone-8365 **and book your preferred itinerary**. Please add to your request the name of Ms Meriem Meddeb (meddeb@who.int) as your travel arranger, and then forward to her a copy of your planned itinerary.

Should you find any difficulty in booking your flights through the above link, you may also contact CWT on +41 22 791 40 71 (08:30h-17:30h, local Geneva time, also on GPN extension 14071) or who.int.ch@contactcwt.com.

When making your reservations, please bear in mind that you should arrive in Brussels by 20 March, and then return on the first available flight after the meeting ends (evening of 23 March, or 24 March).

Please be reminded that, as per WHO Travel Policy, your tickets will be booked in Economy class in the cheapest and/or most direct route. **Your tickets will be provided through CWT only.**

B) HOTEL/VENUE:

The meeting will take place at **Bedford Hotel** in Brussels, Belgium, exact address as follows:

Bedford Hotel & Congress Centre
Rue du Midi, 135
1000 Brussels
Belgium
Tel.: +32 2 507 00 00
Fax: +32 2 507 00 10
www.hotelbedford.be

We have made a **block booking** in Bedford Hotel for our participants, so **by default and unless you state your wish to the contrary, we will consider that you will be booked in there. If you would rather make your own bookings elsewhere, please let us know before we submit your Travel Request** (see following section, "Per Diem"). However, if this is the case, please be advised that a large medical congress will be taking place in

Brussels during the exact same week, and finding hotel rooms will prove much more difficult (and expensive) than usual.

C) PER DIEM:

Your travel expenses being covered by WHO, you will receive a Per Diem for every day of your stay in Brussels, equivalent to the official WHO Per Diem rate for Brussels at the time of issuing your travel request –minus 10%, as lunch will be provided by the organizers (currently, EUR279/day). Please note that **all participants will be expected to settle their own hotel bills upon check-out.**

D) VISAS:

If you need a visa to enter Belgium, urgently send a copy of your national passport to Ms Meriem Meddeb (meddeb@who.int) so that she can prepare a Schengen visa support letter for you. Please note that **you will be responsible for timely making your own visa applications.**

Lastly, **you are kindly urged to take your promptest action on all of the above.** Your collaboration and understanding are greatly appreciated.

Looking forward to welcoming you in Brussels, please receive our kindest regards,

Alberto RAMAJO
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