

14/12/2015

REGIONAL SEMINAR ON DANGEROUS OFFENDERS

PRACTICAL INFORMATION

19-20 January 2016
Yerevan, Armenia

www.coe.int/dangerous-offenders

■ **DATE AND PLACE**

The Regional Seminar on Dangerous Offenders will take place in the “**Tufenkian Hospitality**” **Hotel**, starting at 13:30 on Tuesday 19 January, and closing at 17:00 on Wednesday 20 January 2016.

Address:
“**Tufenkian Hospitality**” **Hotel**
48 Hanrapetutyan st., Yerevan 0010, Armenia

■ **WORKING LANGUAGES**

The working languages of the Seminar will be English and Russian with simultaneous interpretation.

■ **DOCUMENTS**

All important documents for the Seminar will be available on the Seminar website, which will be regularly updated:

www.coe.int/dangerous-offenders

■ **ACCOMMODATION**

- **Participants covered by the Council of Europe**

Hotel reservations will be made by the Council of Europe. Participants whose expenses are covered by the Council of Europe will benefit from accommodation at the “**Tufenkian Hospitality**” **Hotel** for **three nights** (18, 19 and 20 January 2016). The daily allowances will be reduced in accordance with the Rules for reimbursement of the Council of Europe.

Please note that **all extra hotel costs** (for example telephone calls, dry cleaning, mini bar etc.) **will be borne by the occupant of the room** during all his/her stay.



“Tufenkian Hospitality” Hotel (Yerevan)

48 Hanrapetutyan st.,
Yerevan 0010, Armenia

Tél.: +374 10 52 09 11

www.TufenkianHeritage.com

The accommodation is for individual use with breakfast included. Those participants who wish to have a double bedroom for two people should contact Ms Hasmik Arshakyan (hasmik.arshakyan@coe.int) and indicate this as there will be economic implications (at the expenses of the occupant).

■ **TRAVEL TO / FROM YEREVAN**

The travel costs of the participants covered by the Council of Europe will be covered by the Council of Europe in conformity with the Rules of the Council of Europe. The Secretariat of the Council of Europe can organise prepaid electronic tickets if requested.

Participants who prefer to organise their travel themselves are asked to do it in the most economical manner possible. Please take note that travel costs will only be reimbursed by a bank transfer after the Seminar on presentation of documentary proof of the total sum paid:

- ▶ **if an invoice is supplied**, it has to be the original document delivered by the travel agency or Airline Company;
- ▶ in the case of the **purchase of an electronic ticket**, a confirmation of the online reservation which gives the total cost of the ticket has to be supplied, as well as proof of payment (invoice, credit card receipt, monthly bank statement).

Proof of the amount spent and the relevant travel ticket (plane, train, etc.) has to be attached to the completed request for reimbursement.

If the journey is made by car, the travel costs will be reimbursed under Article 6 of the Rules for reimbursement.

■ **TRANSPORT TO / FROM THE AIRPORT**

Zvartnots International airport is situated 14 km from the hotel. Transfer from/to the airport **will not** be provided by the organisers.

The hotel can be reached by taxi.

- **Taxi**

Taxis are available at the airport at cost (for 4 seated taxi) around 12 Euros.

<http://aerotaxi.am/>

■ **VISAS**

The participants are invited to check if they need a visa for Yerevan. Participants who do need a visa should request a support letter for their visa from the Secretariat of the Council of Europe by filling in this [form](#). Please note that you will still need to follow the procedure indicated by your Consulate.

■ **MEALS**

The cost of the lunches on 19 and 20 January and the dinner on 19 January will be covered by the Council of Europe for all participants of the seminar.

Participants covered by the Council of Europe: Please also note that your daily allowance will be reduced accordingly.

■ **INSURANCE**

Certain specific travel risks are covered by the Council of Europe's travel insurance policy CHARIS (number 2.004.761), which offers cover to people until their 76th birthday. The telephone help line CHARTIS 24 hour assistance can be called if needed: (32) 3 253 69 16.

It is not necessary to take out an additional insurance policy and such a policy will not be reimbursed by the Council of Europe.

■ **CURRENCY EXCHANGE**

There are a number of currency exchanges at the airport and in the city. Please note that near the hotel there is a bank having cash dispenser ATM.

■ **WEATHER**

For the weather forecast check: <http://www.accuweather.com>

■ **CONTACTS**

For any further information relating to this Seminar, please contact:

Mr. Oscar ALARCÓN JIMÉNEZ

Secretary of the Seminar
Co-Secretary of the European Committee on Crime Problems
Action against Crime Department
Directorate General of Human Rights and the Rule of Law
Council of Europe
Tel.: +33 (0)3 90 21 46 74
Email : oscar.alarcon@coe.int

Ms Hasmik ARSHAKYAN

Assistant
Criminal Law Division
Action against Crime Department
Council of Europe
Tel.: +33 (0)3 88 41 20 73
Mob. : +33 (0)6 50 39 29 32
Email : hasmik.arshakyan@coe.int