



CHAIRMANSHIP OF **DENMARK**
Council of Europe
November 2017-May 2018

PRÉSIDENCE DU **DANEMARK**
Conseil de l'Europe
Novembre 2017-Mai 2018

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Seminar on awareness raising for persons with disabilities

13-14 December 2017

Eigtved Pakhus

Copenhagen, Denmark

Practical Information

Table of contents

Participation.....4

Travelling from and to Copenhagen.....4

Accomodation4

Getting to the hotels from Copenhagen airport.....5

Getting from the hotels to the seminar venue6

Meals6

Reimbursement of travel and per diem expenses.....6

Useful information and telephone numbers7

Participation

Participation in the seminar is upon receipt of a personal invitation letter via e-mail. Also, personal assistants accompanying participants having any kind of impairment should also have received a personal invitation letter. All participants are registered in the list of participants which are kindly requested to sign upon their arrival on the first day of the seminar.

Travelling from and to Copenhagen

Copenhagen is a Schengen Area member state. If your country is not a member state of the Schengen Area, a visa is required to travel to Denmark. Participants are requested to make their own arrangements for issuing their visa on time. You can find more information on the Schengen Area member states [here](#) and on the countries requiring visa [here](#).

Countries represented in the seminar and needing a visa to enter Schengen Area

1. Azerbaijan
2. Armenia

For more information on visa arrangements and requirement, please consult the [Danish Ministry of Foreign Affairs](#)

Accommodation

Accommodation is provided by the Council of Europe. Hotel rooms for 2 overnight stays (12 and 13 December) including breakfast have been booked at the hotel [Radisson Blu Scandinavia Hotel](#). For persons with impairments, rooms with special arrangements have been booked, as requested.

The hotel has an access ramp for persons with mobility impairments.

If you wish to stay extra nights on your own expenses, please make sure that you have already communicated that to the Secretariat of the Rights of Persons with Disabilities

Unit of the Council of Europe (evrydiki.tseliou@coe.int) in order that your booking to be made accordingly.

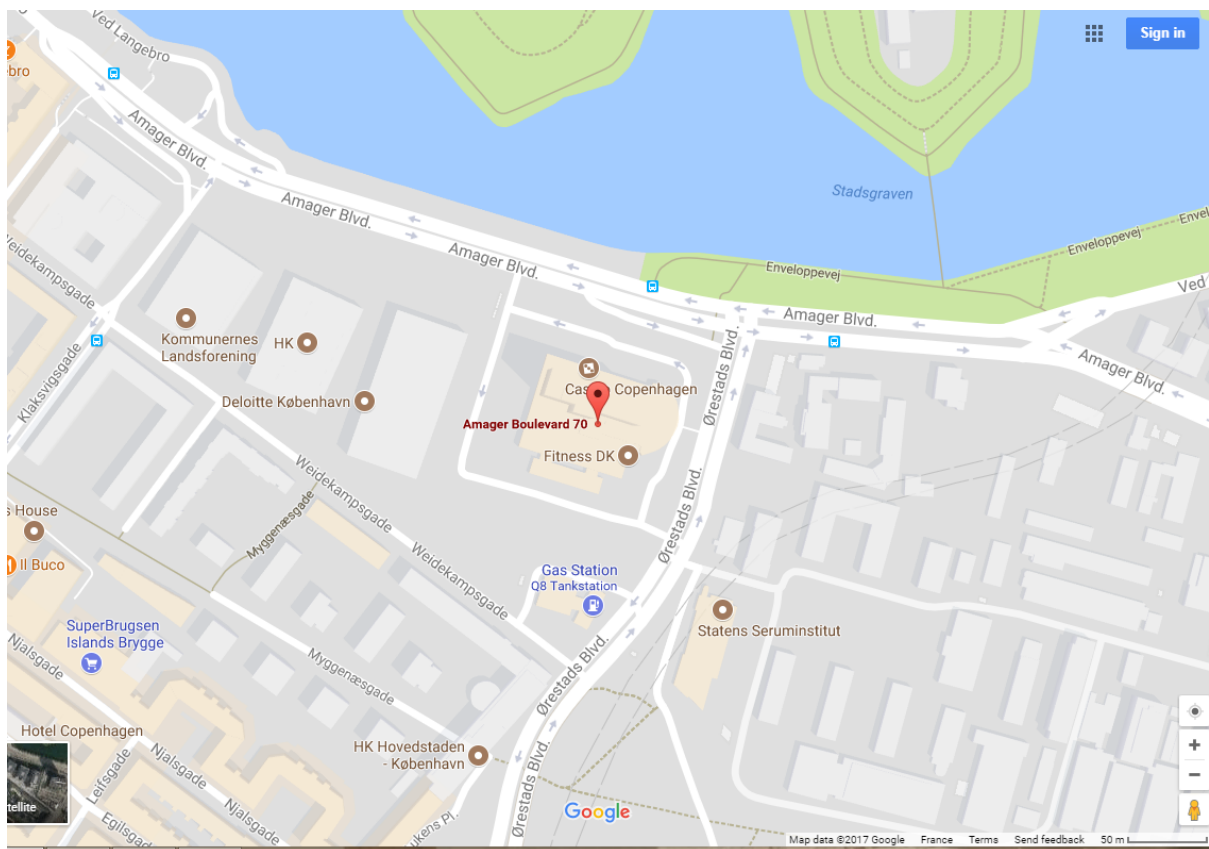
Radisson Blu Scandinavia Hotel

Amager Boulevard 70

2300 Copenhagen, Denmark

E-mail: info.cphza@radissonblu.com

Tel: +45 3396 5000



Getting to the hotel from Copenhagen airport

Radisson Blu Scandinavia Hotel

Metro

Enter the metro station from Terminal 3. Take the metro M2 to Christianshavn Station, where you change to metro M1. Get off at Islands Brygge Station. The hotel is a 5 minute walk away.

Bus

Take bus 5A towards Husum Torv and get off at Ørestads Boulevard. The trip will take approximately 30 minutes from the airport.

Taxi

Private taxis are widely available right outside the airport. The trip by taxi takes approximately 15 minutes but allow more time during rush hour.

NB: Please consider that taxis are not reimbursed. The per diem/daily allowances are provided to you in order to allow you to meet your daily expenses (transport, meals, etc.) during your stay in Copenhagen.

In case you need special assistance for your transport from the airport to the hotel, please let the Secretariat know it in advance by e-mail (evrydiki.tseliou@coe.int)

Danish authorities will provide a special transport for only persons with disabilities and their accompanying persons from and to the airport.

Bus and metro tickets

City Pass

The City Pass gives you unlimited access to buses, trains, metro and harbour buses in zones 1 - 4, which includes the centre of Copenhagen and to and from the airport. An adult 24-hour City Pass costs DKK 80 and an adult 72-hour City Pass costs DKK 200 Single tickets

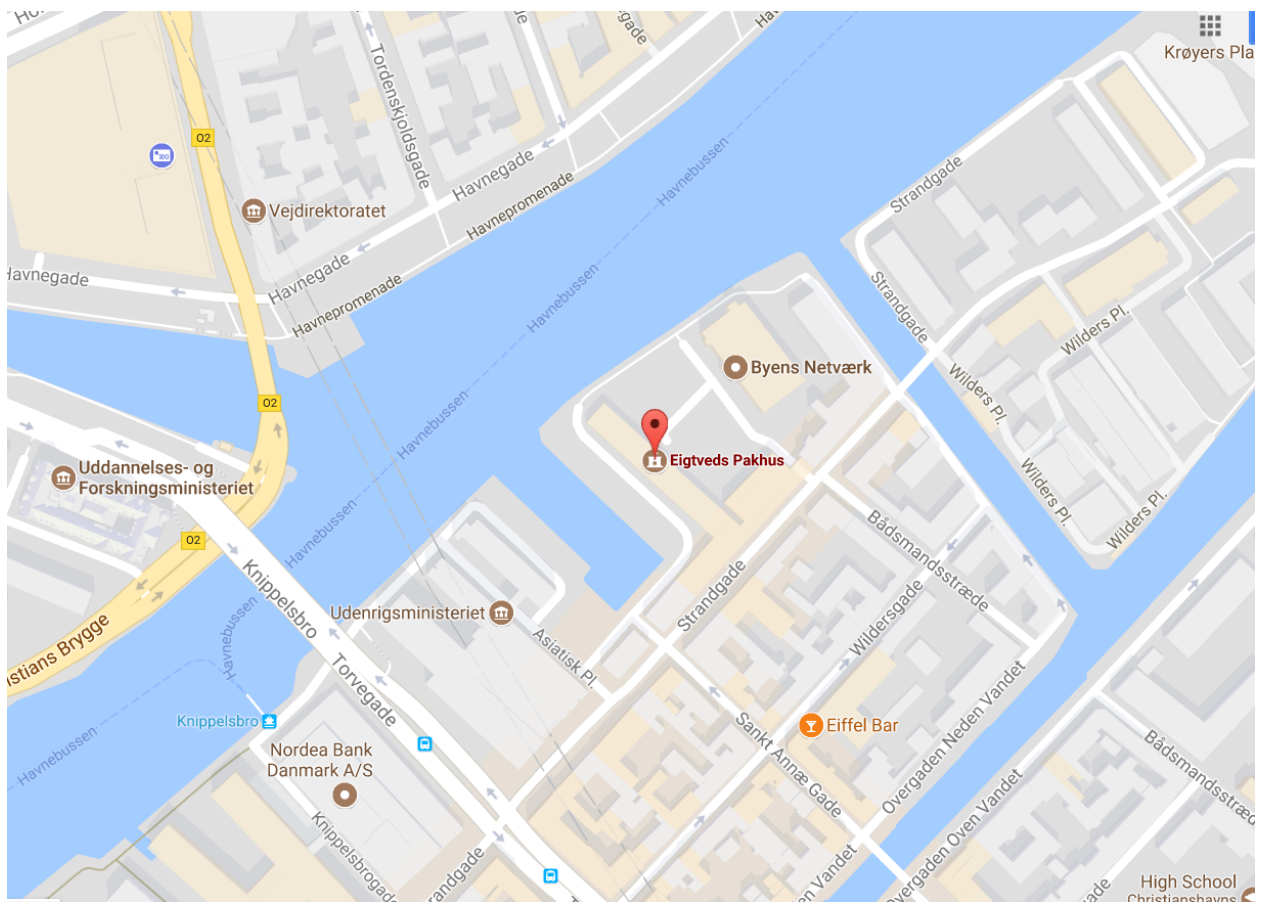
Zone tickets cost between DKK 24 (for 2 zones) and DKK 108 (for all zones). 2 zones will cover most travel in Copenhagen city centre, whereas an all zone ticket will get you to Elsinore,

Roskilde or Frederikssund in the capital region. 2 and 3 zone tickets are valid for one hour. 4, 5 and 6 zone tickets are valid for an hour and a half. 7, 8 and 9 zone tickets are valid for two hours. Please find more information about Copenhagen city transport [here](#)

Getting from the hotels to the seminar venue

The seminar will take place at the Eigtved Pakhus (Strandgade 25G, 1401 København K, Denmark), a venue run by the Danish Ministry of Foreign Affairs.

Danish authorities will provide buses and special transport for persons with disabilities to and from the venue of the seminar.



Meals

Lunch will be provided to the participants during the lunch break of the first day of the seminar. Moreover, at the end of the first day, the Danish Ministry for Children and Social Affairs is pleased to invite you for cocktails and dinner at the seminar venue.

In case of dietary preferences or food allergies, please inform the Secretariat as soon as possible.

Reimbursement of travel and per diem expenses

Prepaid tickets have been booked for the participants. In case of personally booked tickets, participants are kindly requested to send by e-mail to the Secretariat (the confirmation e-mail received from the airline company or travel agency upon the booking of their ticket as well as their travel information). The travel expenses will be reimbursed via bank transfer to the indicated bank account that participant provided to the Secretariat.

Per diem expenses will also be reimbursed via bank transfer to the indicated bank account that participant provided to the Secretariat and they are calculated according to the working period (dates of seminar) and the arrival and departure dates and hours of the participant from and to his/her home address to the seminar venue. In case of experts, the daily allowance is an already fixed amount.

Attention: For the reimbursement of the travel and per diem expenses, all participants should have provided their banking details to Secretariat (via e-mail) by filling in the special form already sent to them and to sign in the list of presence at the first day of the seminar.

Moreover, participants are kindly requested to forward back via e-mail the attached OM reimbursement forms that will be sent to them with the mention "I agree".

Please provide to the Secretariat all required information for the reimbursement of your travel and per diem expenses as soon as possible, in order that reimbursement will be arranged accordingly.

Useful information and telephone numbers

[Copenhagen International Airport](#)

Customer service: +45 32 31 32 31 or via the [available on-line form](#)

Available services for persons with disabilities

[Assistance Centre:](#)

- Waiting room for PRMs in transit or waiting for assistance.

- Toilet facilities (toilet, wash basin, shower, bench)
- Rest cabin

Please find more information on available services [here](#)

Emergency numbers

Police:

112 is the national emergency number to be used if:

- An accident, a serious crime or a fire has occurred
- There is a danger to life, property or the environment
- There is an urgent need for policing, ambulance, fire services or environmental preparedness.

114 is the police service number to be used if:

- You want to report a crime where there is no urgent need for police raid
- You need information or guidance on eg. permits or similar issued by the police
- You have information or tips to the police about a crime or the like

Medical Service/First aid

112 is the national emergency number to be used if:

- An accident, a serious crime or a fire has occurred
- There is a danger to life, property or the environment
- There is an urgent need for policing, ambulance, fire services or environmental preparedness.

Taxis

Taxa 4x35 – +45 35353535

Dantaxi – +45 48484848

Venue

Eigtved Pakhus (Strandgade 25G, 1401 København K, Denmark)

Tel: +45 33 92 16 01

General Information

Time zone: Central European Time (GMT+1)

Average temperature in Copenhagen in December: 0-4 °C.

Languages: Danish but also majority of population speaks English

International dial code for Denmark: +45

Currency: DKK

If you need to exchange currency, then we recommend doing so upon arrival in Copenhagen airport. The Nordea Bank and Danske Bank both have branch offices in the airport those offer currency exchange.

Other exchange points in the airport can be found [here](#):

Credit cards: All credit cards are generally accepted everywhere

Contact – Council of Europe

If you require any further information, please contact the Secretariat of the Rights of Persons with Disabilities Unit

Evrydiki Tseliou

Administrative Assistant

evrydiki.tseliou@coe.int

+33 3 88 41 21 07

URL: <https://www.coe.int/en/web/disability>

Contact – Ministry for Children and Social Affairs

Anne Martha Malmgren-Hansen

ammh@sm.dk

+45 41 85 12 21

Anton Hammershøy

ahhy@sm.dk

+45 41 85 11 82