



02/03/2015

**INTERNATIONAL HIGH-LEVEL CONFERENCE  
ON  
THE FIGHT AGAINST TRAFFICKING IN HUMAN ORGANS**

25-26 March 2015  
**Santiago de Compostela, Spain**

**PRACTICAL INFORMATION**

## ■ DATE AND VENUE

The High-level International Conference on the fight against Trafficking in Human Organs will take place in the **Palacio de Congresos e Exposicions de Galicia**, starting at 9:30 on Wednesday 25 March, and closing at 13:00 on Thursday 26 March 2015.

### Address:

#### **Palacio de Congresos e Exposicions de Galicia**

Rua de Miguel Ferro Caaveiro s/n – San Lázaro  
15707 Santiago de Compostela (ES)



## ■ WORKING LANGUAGES

The working languages of the Conference will be English, French, Russian and Spanish with simultaneous interpretation.

## ■ REGISTRATION

Each participant in the Conference has to register using the online registration form: [www.coe.int/santiagodecompostela2015](http://www.coe.int/santiagodecompostela2015)

## ■ DOCUMENTS

All relevant documents for the Conference will be available on the Conference website, which will be regularly updated: [www.coe.int/santiagodecompostela2015](http://www.coe.int/santiagodecompostela2015)

## ■ 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 **NH Collection** for **two nights** (24 and 25 March 2015). The daily allowances will be reduced in accordance with the Rules for reimbursement of the Council of Europe.



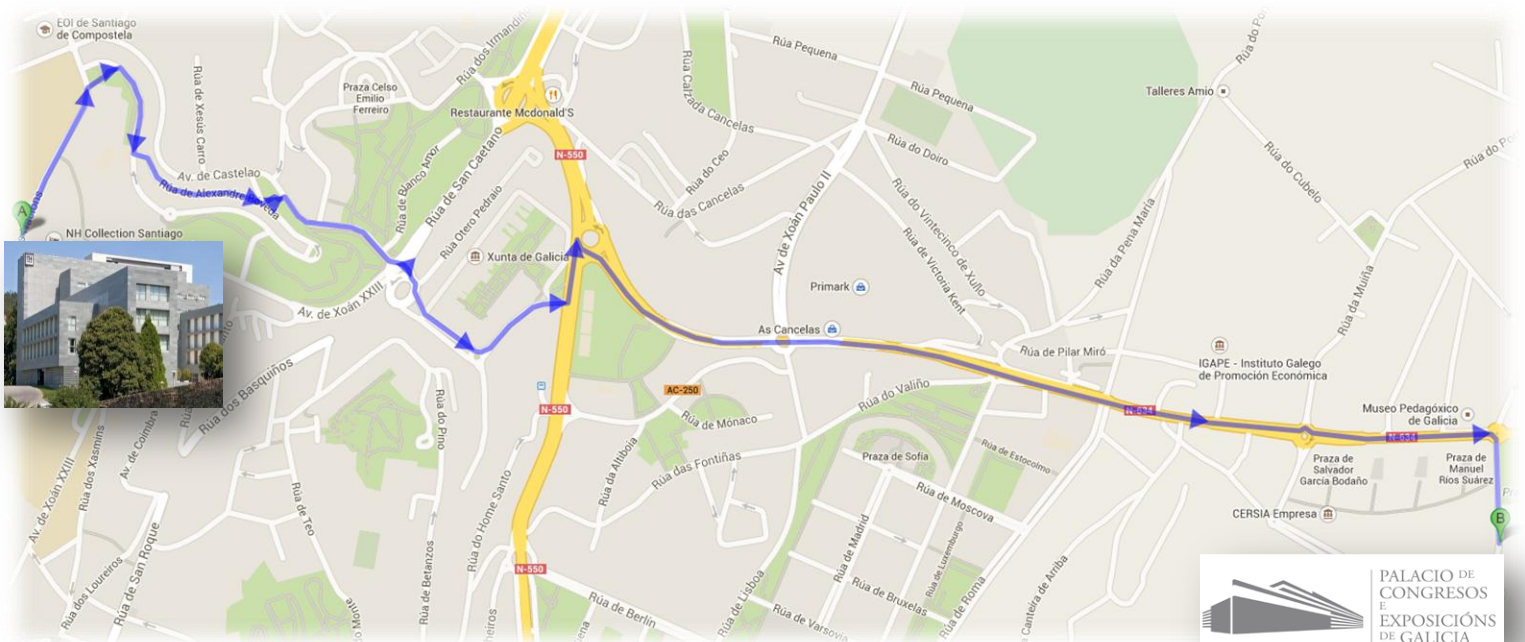
### **NH Collection (Santiago de Compostela)**

Campus Norte / Galicia Auditorium  
Avenida Burgo das Nacións s/n.  
15705 Santiago de Compostela

Tél.: +34 98 1558070

<http://www.nh-hotels.fr/hotel/nh-collection-santiago-de-compostela>

The accommodation is a double bedroom **for individual use** with breakfast included. Those participants who wish to have a double bedroom for two people should indicate this in the online registration form as there will be economic implications (at the expenses of the occupant).



Where the return journey cannot be taken until 27 March, the Council of Europe will cover an extra night (26 March) at the same (or similar quality) hotel depending on availability.

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.

### **Transfer from/to Hotel to/from Conference venue:**

Return transportation from the hotel to the Conference venue will be provided by the Council of Europe to the participants whose expenses are covered by the Council of Europe.

#### **- Participants not covered by the Council of Europe**

The other participants whose accommodation costs are not covered by the CoE are required to do their own hotel booking or ask the Service Provider ([maricarmen@viajes-rolmar.com](mailto:maricarmen@viajes-rolmar.com)) of the Conference to do it on their behalf.

#### **■ TRAVEL TO / FROM SPAIN**

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 Conference 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**

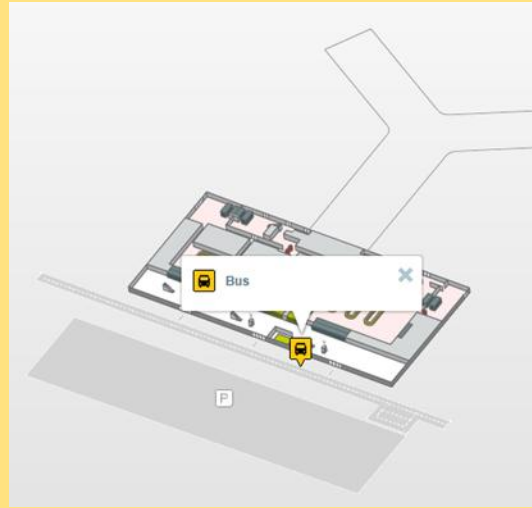
Santiago airport is situated 10km from the city centre. Transfer from/to the airport will not be provided by the organisers.

The hotel can be reached by bus or taxi.

## - Bus

The bus line is called “Freire” and can be found when you exit the airport. This bus will bring you to the bus station where you transfer to the Line 15 (a **one-way bus ticket** costs €1.00 and is purchased directly from the driver) and stop in “Avda/Burgo das Nacions” where you will see the NH Collection (for further information please visit the [website of the Hotel](#)).

### Stop at the airport



#### **Tariff airport bus**

Single ticket: €3.00.  
Return ticket: €5.10.

#### **Running hours**

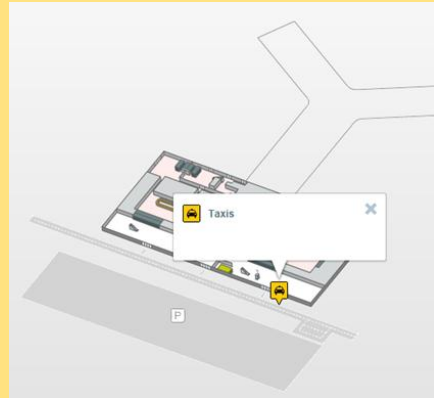
From the airport, 7 a.m. to 11.30 p.m., departing every half hour. From Santiago, 6 a.m. to midnight, every half hour.

#### **Contact**

+34 981 563 238

## - Taxi

### Stop at the airport



There is a **flat rate fare of € 21.00** to and from the airport.

In addition, there is a €0.50 supplement for each suitcase or piece of luggage and €3.20 for bicycles or booking the service.

None of these supplements may be charged when night-time rates are applied.

### **Urban taxi fares:**

#### • **Weekdays:**

- From 07:00 to 22:00: minimum fare: €3.70; km travelled €0.95; waiting time: €19.30
- From 22:00 to 7:00: minimum fare: €5.00; km travelled €1.40; waiting time: €28.80

- **Saturday, Sunday and holidays:** minimum fare: €4.25; km travelled: €1.18; waiting time: €23.80
- **Contact**  
Euro Taxi (Adapted): +34 981 535 154; Radiotaxi: +34 981 569 292

#### ■ VISAS

The participants are invited to [check](#) (link in English and Spanish) if they need a visa for Spain. 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 lunch on 25 March will be covered by the Council of Europe for all participants of the Conference. Please note your dietary requirements on your registration form.

**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 76<sup>th</sup> 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, in the departure hall and in arrivals. The airport also has a number of cash dispensers (ATMs).

#### ■ WEATHER

The month of March is characterised by rising daily temperatures, with daily highs of around 14°C throughout the month, exceeding 21°C or dropping below 9°C only one day in ten. For the weather forecast check: <http://www.accuweather.com>

■ **CONTACTS**

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

<p><b>Mr Oscar ALARCÓN JIMÉNEZ</b> Secretary of the Conference 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 : <a href="mailto:oscar.alarcon@coe.int">oscar.alarcon@coe.int</a></p>	
<p><b>Ms Hasmik ARSHAKYAN</b> Assistant Criminal Law Division Action against Crime Department Council of Europe Tel.: +33 (0)3 88 41 20 73 Email : <a href="mailto:hasmik.arshakyan@coe.int">hasmik.arshakyan@coe.int</a></p>	<p><b>Ms Dominique WULFRAN</b> Assistant to the Head of Department Action against Crime Department Council of Europe Tel. : +33 (0)3 90 21 50 35 Email : <a href="mailto:dominique.wulfran@coe.int">dominique.wulfran@coe.int</a></p>