



REPUBLIC OF CYPRUS

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

04/11/2015

## 4<sup>TH</sup> REGIONAL CONFERENCE ON MEDICRIME CONVENTION

### PRACTICAL INFORMATION

10-11 November 2015  
**Larnaca, Cyprus**

[www.coe.int/medicrime](http://www.coe.int/medicrime)

■ **DATE AND PLACE**

The 4<sup>th</sup> Regional Conference on MEDICRIME Convention will take place in the ***Palm Beach Hotel***, starting at 9:30 on Tuesday 10 November, and closing at 13:00 on Wednesday 11 November 2015.

Address:  
**Palm Beach Hotel**

P.O.Box 40394, CY 6303, Larnaca, Cyprus



■ **WORKING LANGUAGES**

The working languages of the Conference will be English and Arabic with simultaneous interpretation.

■ **DOCUMENTS**

All important documents for the Conference will be available on the [Conference website](#), which will be regularly updated.

■ **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 **Palm Beach Hotel** for **two nights** (9 and 10 November 2015). Where the return journey cannot be taken on 11 November, the Council of Europe will cover an extra night (11 November) at the same hotel. 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.



**Palm Beach Hotel (Larnaca)**

P.O.Box 40394, CY 6303, Larnaca, Cyprus

Tél.: +357 24 846600

[www.palmbeachhotel.com/](http://www.palmbeachhotel.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](mailto:hasmik.arshakyan@coe.int)) and indicate this as there will be economic implications (at the expenses of the occupant).

## ■ TRAVEL TO / FROM CYPRUS

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

Larnaca International airport is situated 13km from the hotel. 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 n°425 can be found when you exit the airport. This bus will bring you to the bus station near the Hotel. Please note that there is no name for the bus station and you need to inform the driver that you would like to get off at the Palm Beach Hotel (a **one-way bus ticket costs €1.50 and is purchased directly from the driver**) (for further information please click [here](#)). Please find attached the [bus schedule](#).

### - Taxi

Taxis are available at the airport at cost (for 4 seated taxi) around 25 Euros.

#### **Urban taxi fares:**

- \* 4 seated taxi - Euro 25.00
- \* Long taxi (4-6 persons) -Euro 40.00
- \* Mini Bus (7-12 persons) - Euro 60.00

Taxi "24 Hours Service": Tel: +357 96 69 10 04, email: [itaxicy@gmail.com](mailto:itaxicy@gmail.com)

## ■ **VISAS**

The participants are invited to [check](#) if they need a visa for Cyprus. 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**

- a) The cost of the lunch on 10 November will be covered by the Council of Europe for all participants of the conference.
- b) The cost of the dinner on 10 November will be covered by the Government of Cyprus for all participants of the conference.

**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 CHARTIS (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**

The currency of Cyprus is Euro.

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

■ **WEATHER**

For the weather forecast check: [www.accuweather.com](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)6 63 89 39 26 Email : <a href="mailto:hasmik.arshakyan@coe.int">hasmik.arshakyan@coe.int</a></p>	<p><b>Ms Ingrida KRUOPSTAITE</b> Assistant Criminal Law Division Action against Crime Department Council of Europe Tel.: +33 (0)6 50 39 29 32 Email : <a href="mailto:ingrida.kruopstaite@coe.int">ingrida.kruopstaite@coe.int</a></p>