

Regional Committee for Europe
67th session

EUR/RC67/DIV./1

Budapest, Hungary, 11–14 September 2017

23 June 2017
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ORIGINAL: ENGLISH

Information note on practical details for the 67th session of the WHO Regional Committee for Europe

Meeting venue

Budapest Congress Center

Jagelló út 1–3
1123 Budapest
Hungary
<http://www.bcc.hu/>

Registration process

Online registration is required for the 67th session of the WHO Regional Committee for Europe (RC67). Registration can be initiated by going to the following website:

URL: <http://extranet.who.int/bpmext/meetingregistration.aspx>

Username: eurouser

Password: EuroRC2016

Instructions for online registration for RC67 participation and for submission of credentials using the Governing Bodies Meeting Registration System are available on the website of the World Health Organization at <http://apps.who.int/gb/gov/registration.html>.

Part of online registration involves entering the names and titles of participants and uploading a copy of the credentials; in addition, participants are required to complete information about travel, hotel accommodation, dietary requirements, accompanying persons, side event participation and so on through the above-mentioned link.

Each participant should complete his or her own personal and travel details and hotel preference before the registration deadline. **Online registration should be completed no later than 28 August 2017.**

Credentials

Credentials should be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health or an appropriate authority, such as a permanent mission or a senior government official.

In addition to the copy of credentials submitted through the online registration system, Member States will be required to deliver the original credentials to the WHO Regional Office Secretariat (Regional Governance Unit) prior to the opening of RC67.

In accordance with Rule 1 of the Rules of Procedure of the Regional Committee for Europe, no more than two representatives may be nominated by each Member State; however, alternates and advisers may accompany representatives.

Visas

Obtaining a visa to enter Hungary takes time. Please check whether members of your delegation require a visa and advise participants to submit visa requests to the appropriate embassy or consulate in a timely manner. More detailed information about visa requirements for Hungary can be obtained online from the website of the Ministry of Foreign Affairs and Trade of Hungary (<http://konzulizsolgalat.kormany.hu/how-to-apply-for-visa>; <http://konzulizsolgalat.kormany.hu/visa-waiver-agreements>).

Hotel reservations

Room reservations at preferential rates have been made at the hotels listed in the Annex. The number of rooms available in each hotel is also indicated.

All delegations and participants are requested to submit fully completed forms to the hotel of their choice in line with the guidance provided in the Annex **no later than 31 July 2017** in order to reserve rooms at the preferential rates.

Working languages and documentation

The working languages of Regional Committee sessions are English, French, German and Russian. Statements made in any of these languages will be interpreted simultaneously into the other three languages.

Documentation for RC67 will be available on the Regional Office website (<http://www.euro.who.int/en/about-us/governance/regional-committee-for-europe>) six weeks before the session. Advance copies of some documents will be available in English from July.

Please note that, as in recent years, the Secretariat will not distribute printed copies of RC67 documentation. Participants are kindly requested to bring their own copies of documentation with them to the session.

Contact

In the event that you have any questions, please do not hesitate to contact the Secretariat of the WHO Regional Office for Europe by email at eurorc67@who.int.

Annex. List of hotels with preferential rates

Hotel contact information	Rate per night, including breakfast and taxes	Distance to venue	Booking deadline
Hilton Budapest (5*) (25 rooms reserved) Hess Andras ter 1–3 1014 Budapest Tel: +36-1 889 6600 Booking link: http://eventsathilton.com/show/594bc2290120971ee869c03d Website: www.budapest.hilton.com	Superior single room € 260.00 Superior double room € 280.00	4.9 km	31 July
Novotel Budapest City (4*) (150 rooms reserved) Alkotás u. 63 1123 Budapest Tel: +36-1 372 5400 Email: h0511-re2@accor.com Website: www.accorhotels.com/0511	Standard single room € 145.18 Standard double room € 158.60	At the conference venue	31 July
Novotel Budapest Danube (4*) (25 rooms reserved) Bem rkp. 33–34 1027 Budapest Tel: +36-1 458 4900 Email: h6151-re2@accor.com Website: www.accorhotels.com/6151	Standard single room € 141.62 Standard double room € 155.80	4.2 km	31 July
Mercure Budapest Buda (4*) (50 standard rooms and 10 privilege rooms reserved) Krisztina krt. 41–31 1013 Budapest Tel: +36-1 488 8100 Email: h1688-sb1@accor.com Website: www.accorhotels.com/1688	Standard single room € 108.58 Standard double room € 120.78 Privilege single room € 128.10 Privilege double room € 140.30	2.1 km	31 July
Booking guidance for all hotels: Delegates should complete the electronic reservation form and submit it to the hotel as indicated on the form.			