



Logistics Note

Workshop on Building collaboration and confidence between NCPs and stakeholders in CEE: Understanding each other's challenges and building on opportunities

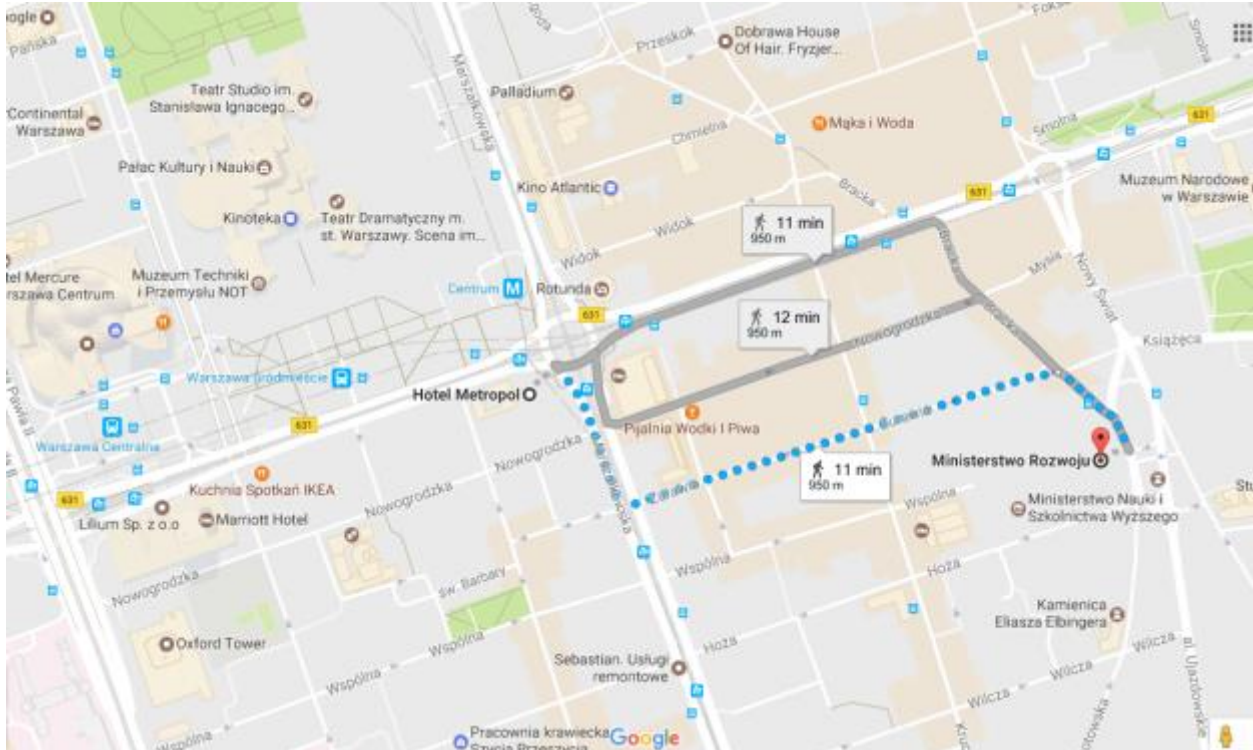
18 – 19 May, 2017

Ministry of Economic Development, Plac Trzech Krzyży 3/5, Warsaw, Poland

WORKSHOP// VENUE AND DATE

The workshop will be held at the Ministry of Economic Development of the Republic of Poland (Ministerstwo Rozwoju, Plac Trzech Krzyży 3/5, Warsaw) in between May 18 – 19, 2017.

The Ministry is located 11 minutes by foot from the Metropol Hotel.





Please note that:

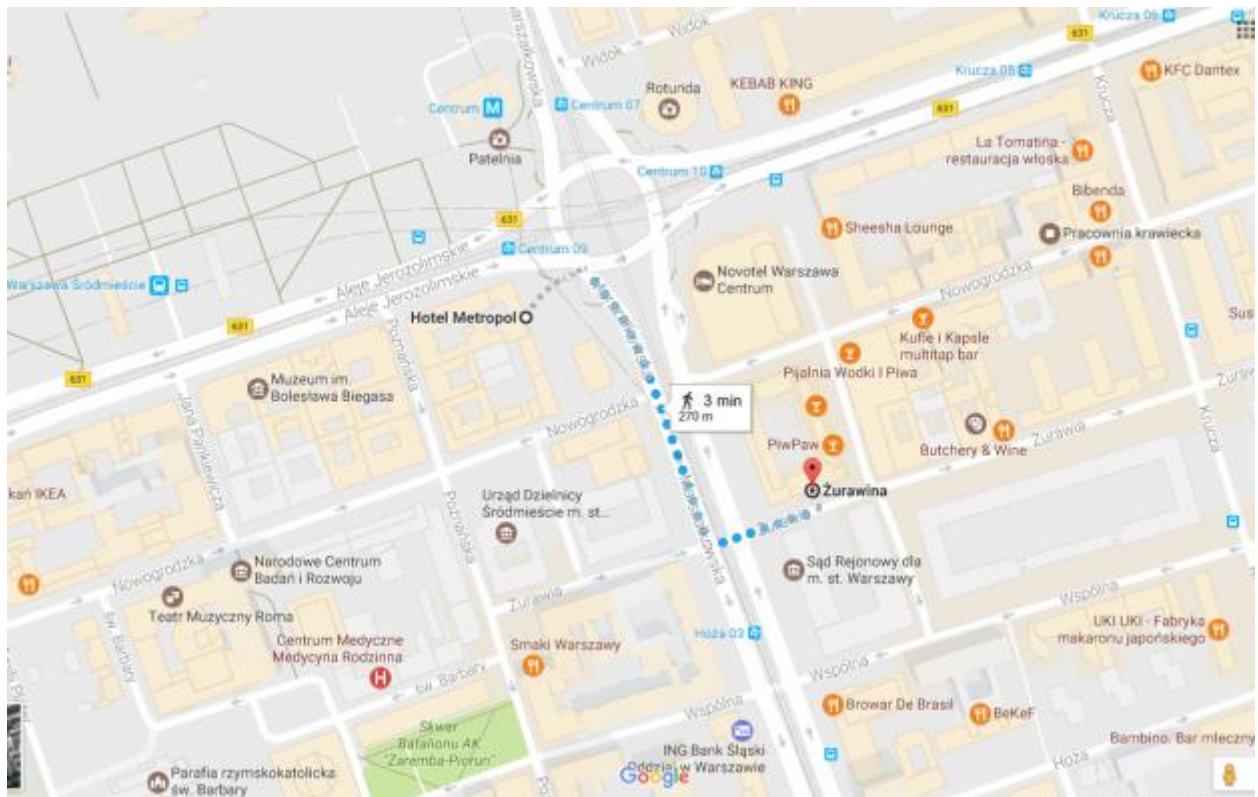
- on both days the workshop is scheduled to start at 9:00 am;
- the participants are requested to make their own way to the venue on both days;
- the hotel is walking distance from the venue, walking to the workshop is recommended.

DINNER// VENUE AND DATE

A dinner for all the participants will be held on Thursday, May 18th at 7:00 pm at Żurawina Restaurant (<http://zurawina.eu/en/>)

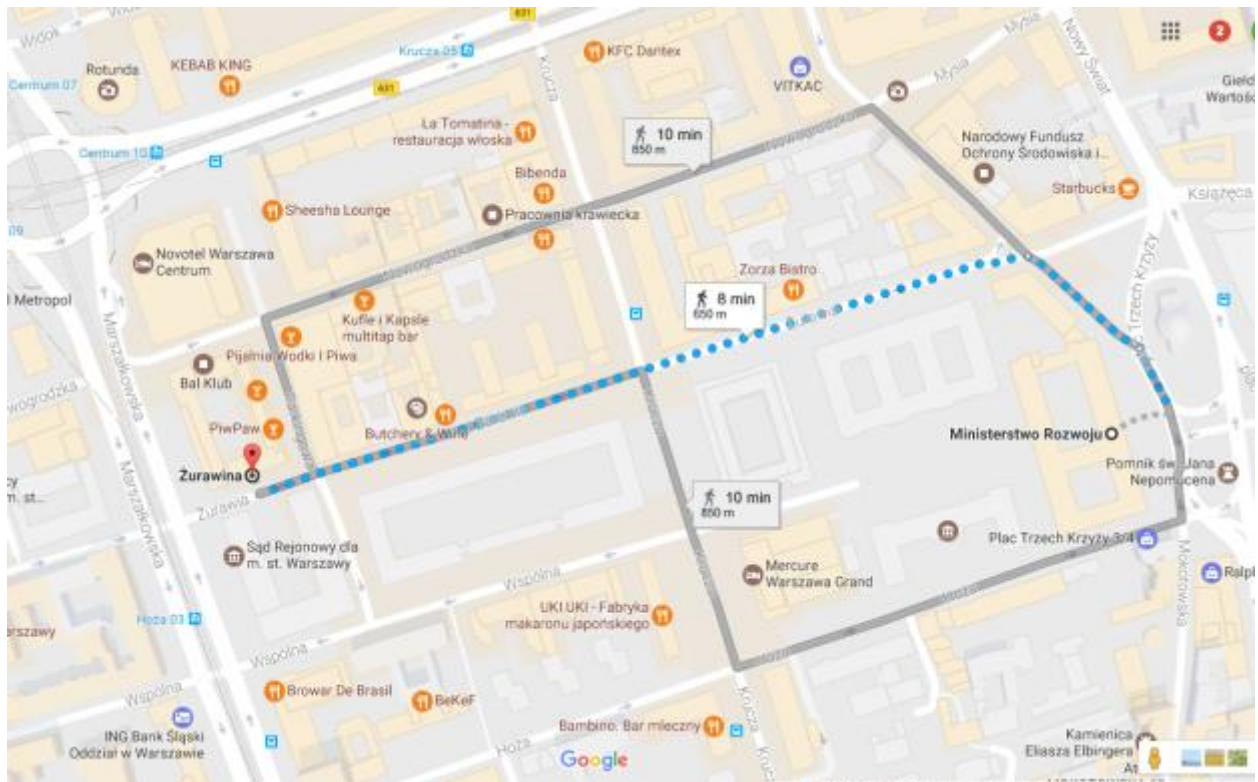
The restaurant is located at 32 Żurawia Street, that is:

- 3-5 minutes by foot from the Metropol Hotel;





- or 8-10 minutes by foot from the Ministry of Economic Development.

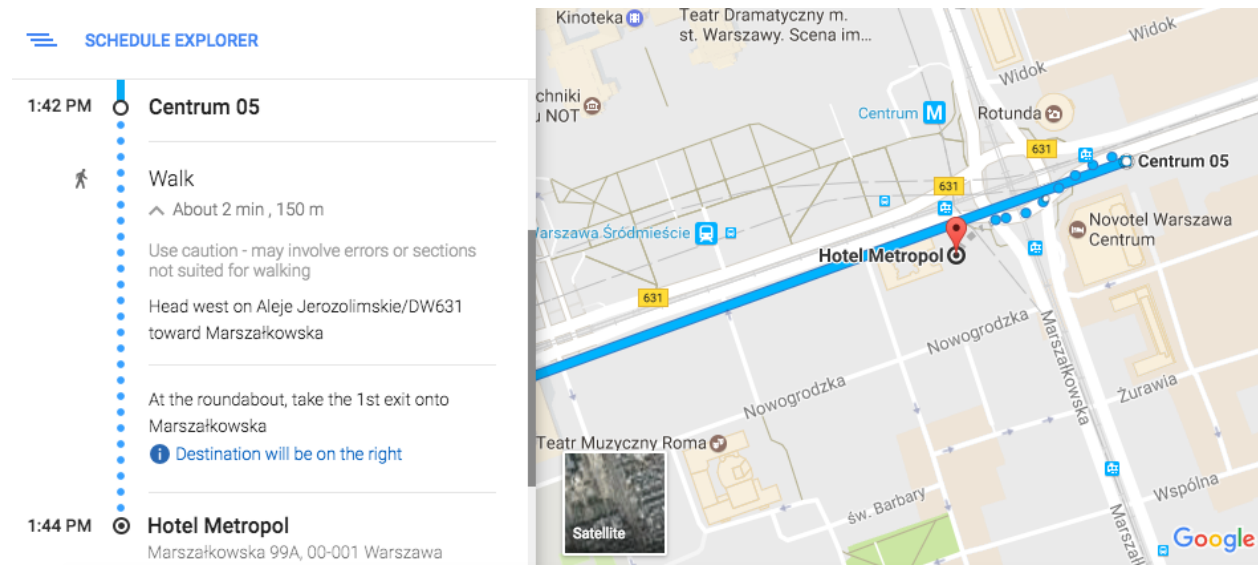




TRANSPORTATION TO AND FROM THE AIRPORT

There is a direct bus connection from the airport to the Metropol Hotel.

Bus nr 175 departs just from outside of the terminal. For Hotel Metropol you need to get off at the busstop Centrum. Travel time is approximately 30 min (18 stops) and the bus leaves from the airport every 20 min. From the bus stop CENTRUM there is just approximately 2-3 min walk to the hotel (see the map below). Bus ticket costs 4,40 PLN (around 1 USD).



You may also choose to take a taxi or Uber from the Airport – the trip lasts approx. 20-25 minutes and costs approx. 30 PLN (which is around 8 USD).

Taxi services are located just outside the Arrival Hall at the Airport.



ACCOMMODATION & MEALS

The accommodation will be arranged at:

METROPOL HOTEL

99a Marszałkowska Street

00-693 Warsaw

tel.: +48 22 32 53 100

<http://www.hotelmetropol.com.pl/en/default.html>

The accommodation at Metropol Hotel includes Wi-Fi and breakfast (breakfast buffet at Hotel's Restaurant: Metro Jazz Bar & Bistro). Any additional expenditures such as room service, alcoholic beverages, minibar, national and international calls or laundry are at the guest expenses.

Hotel check-in time is 2:00 pm, check-out time is 12:00 pm.

The PIHRB is providing lunch and coffee breaks during the workshop and dinner for all the participants on the first day of workshop, i.e. Thursday, May 18th.

INTERPRETATION SERVICE

No interpretation will be available. The workshop will be held entirely in English.

EMERGENCY CONTACTS

For **logistics and meetings issues**, please contact *Ms. Beata Chrostek, Project Coordinator*

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