INFO PACKAGE

Training of Trainers Workshop for the Implementation of the Sendai Framework

Conference Venue
The event will take place from 17 to 19 January 2017 in Sofia, Bulgaria at Arena di Serdica Hotel, located at 2 Budapeshta Street.

Registration
All participants are kindly requested to apply via Registration Form, available at www.cmdrcoe.org not later than 9 December 2016. The maximum number of participants is 30.

As the workshop is provided by the UNISDR Office for Northeast Asia and Global Education and Training Institute (GETI) there will be no fee for the event.

Point of Contact (POC)
The POCs for this event are:

- MAJ Stoyan STOYANOV (BGR A), CMDR COE Education and Training Branch  
  email: stoyan.stoyanov@cmdrcoe.org, office number: +359 2 92 24718

- Mr. Philip SPASSOV, CMDR COE Education and Training Branch  
  email: philip.spassov@cmdrcoe.org, office number: +359 2 92 24737

Accommodation
Rooms at Arena di Serdica Hotel will be booked by CMDR COE Administration office upon participants’ request stated in the Registration form and they will be at the attendees’ expense.

If you have other accommodation preference, please inform the points of contact listed above.

Transportation
Participants are responsible for their own transport arrangements to/from the workshop venue.

A valid passport is required for entry in Bulgaria for some non-EU countries. For further information and visa requirements, please contact the Embassy/Consulate of the Republic of Bulgaria in your respective country. Participants from EU countries can use their ID cards.
There are direct flights to Sofia from most of the major European airports. Generally, the international flights arrive at Terminal 2 of Sofia Airport. The drive from there to the downtown takes 20-30 minutes.

The taxi services in Sofia are cheap and reliable and there are a small percentage of frauds. All taxis should be colored in yellow and operate by meter – it’s worth checking if the meter is on. The CMDR COE strongly recommends the services of companies such as OK Supertrans, GreenTaxy, Eurolease, Yes and Yellow333. Their cabs are recognizable by their call-centers always well shown on vehicle’s sides. It is recommended to check the prices before you enter the car to avoid overcharge. At the airport use the official taxi booth inside and out of the Terminal 2.

A taxi ride to the central parts of Sofia should not be more than 20-25 BGN. The payment should be made in Bulgarian currency only. You can exchange currency at the airport or use the ATM.

**Dress Code**
The attire for the event is business (suit and tie).

**Language**
The workshop will be conducted in English and interpretation services will not be provided.

**Meals and Ice-breaker**
An ice-breaker will be hosted by the CMDR COE Director on 17 January at Arena di Serdica Hotel.

Breakfast is provided for all guests of Arena di Serdica Hotel. Lunch and dinner are not hosted. Several restaurants are located near the hotel and it will be pleasure for our team to help in choosing the most proper bistro for you.

**Classification**
Security Clearance is not required.