



ROMANIA
MINISTRY OF INTERNAL AFFAIRS
General Inspectorate for Emergency Situations



Disaster Preparedness and Prevention Initiative
for South Eastern Europe

ELSEDIM 2018 – 12TH INTERNATIONAL CONFERENCE ENVIRONMENTAL, SAFETY ENGINEERING AND DISASTER MANAGEMENT

Romania, Cluj-Napoca 17-18 May 2018

Administrative Information

VENUE AND ACCOMODATION

The Conference will be held at Babes-Bolyai University (<http://www.ubbcluj.ro>) Cluj-Napoca, Romania.

Accommodation will be arranged at West City Hotel (www.westcityhotel.ro), in single rooms for all participants, but only upon registration to the point of contacts (please see further in the document).

TRAVEL

Arrival by plane: Cluj-Napoca Airport (<http://www.airportcluj.ro>); transportation to/ from the airport will be provided by host country for all participants arriving by plane.

Taxi or rental car costs will not be reimbursed.

Note: The participants are expected **to arrive on 16th May and to depart on 18th May** after conference hours.

FINANCIAL ARRANGEMENTS

In accordance to DPPI SEE Reimbursement policy, travel, accommodation and meals for 2 participants per DPPI SEE signatory country will be covered by the DPPI SEE budget.

If a participant from any DPPI SEE signatory country will not be able to attend the event, his or her sending authority will have to reimburse any advanced amounts to the DPPI SEE sub-account.

TRAVELING BY PLANE

The sending authority is obliged to timely make booking of the flight ticket upon receipt of the Invitation to the event or otherwise, address the booking request to the DPPI SEE Secretariat who will arrange the ticket with the local travel agency in BiH. For bookings arranged by the sending authority, request for payment of the ticket, i.e. reimbursement of costs, should be addressed via email to the DPPI SEE Secretariat while attaching the invoice issued by the respective travel agency and the beneficiary's bank account details (the DPPI SEE Secretariat shall timely provide a relevant Bank Transfer Form to be completed by the beneficiary).

TRAVELING BY CAR- Costs reimbursement

Costs reimbursement for car travel shall be made based on original and reasonably priced fuel bills (please note that issue dates on the bills must match those of travel to/ from the venue of the event). To request cost reimbursement upon the event, the following documents should be submitted to the DPPI SEE Secretariat via email: scanned copies of the bills, the specification of the costs based on the fuel bills and the beneficiary's bank account details (the DPPI SEE Secretariat shall timely provide a relevant forms to be completed by the beneficiary).

The above-mentioned documents need to be sent to the DPPI SEE Secretariat via regular postal service to the address: DPPI SEE Secretariat, Branilaca Sarajeva 34 Str, 71000 Sarajevo, Bosnia and Herzegovina (please do not send it via reference mail).

VISA ARRANGEMENTS

Participants are requested to make their own arrangements with regard to valid travel documents. The participants who need an official letter of invitation for obtaining visa for Romania, please indicate this in the registration form and at least 15 days before travel, contact Host country (Ms. Lucrina STEFANESCU, e-mail elsedima@ubbcluj.ro or lucrina.stefanescu@ubbcluj.ro and LTC Rares PETRE, e-mail rares.petre@igsu.ro).

INTERNET ACCES

Wireless Internet is available free of charge in the hotel.

SOCIAL ACTIVITIES

Official dinner is scheduled for Thursday, 17th May from 19.00-22.00 at restaurant of Grand Hotel Napoca <http://www.hotelnapoca.ro>

LANGUAGE

The official language of the conference will be English.

Points of Contacts:

DPPI SEE Secretariat

Mrs.Vildana Bijedic

Phone: +387 33 218 558

Mob: +387 63 892 486

E-mail: vildana.bijedic@dppi.info

Host country:

Ms. Lucrina Stefanescu

Phone: +40 264 583378

Mob: +40 723232543

E-mail: elsedima@ubbcluj.ro or
lucrina.stefanescu@ubbcluj.ro

General Inspectorate for Emergency Situations

LTC Rares PETRE

Phone +4021 232. 95.86

Fax +4021.232.20.21

rares.petre@igsu.ro