

Practical Information Guide

Dates

The GEC will be held **from Monday 2 July to Friday 6 July 2012**. Arrival and departure days will be Sunday 1 July and Saturday 7 July respectively.

Location

This camp will take place in Plitvice, Croatia, in the Plitvice Lakes National Park.

Venue: Hotel Plitvice 53231 Plitvička Jezera

Phone: +385 (0)53 751 100 Fax: +385 (0)53 751 165 E-mail: iriscroatica@gs.t-com.hr



Travel

By plane

The most convenient international arrival and departure point is Zagreb Airport. COST has organised a bus shuttle transfer on arrival and departure days between Zagreb Airport and the hotel and you are requested to choose the transfer time that best suits your travel schedule in the registration form. The journey takes approximately 2 hours. Please note that no other transfers will be arranged.

Shuttle departure times between Zagreb Airport and the hotel:

- Arrival day (Sunday 1 July 2012): 16:00 and 18:30
- Departure day (Saturday 7 July 2012): 9:30

When planning your travel and transfers, please keep in mind the extra time you will need at the airport upon arrival (e.g. to collect your baggage, change currency, find the bus pick-up point, etc.), as well as on the departure day (passengers are advised to check in at the airport no later than 120 minutes before the scheduled flight departure time for international services and no later than 90 minutes on domestic services).

The Croatian National Tourism Board's website and Zagreb Airport's website (links at the end of this document) provide useful information to prepare your travel (travel documents, custom regulations, etc.)

By train

There are no train connections around or near the National Park area. The nearest train stations are Josipdol and Plaški, although no direct bus connection from these train stations to the lakes exists, so you would need to arrange your transfer at your own expense (taxi or bus).

If you travel by train to Zagreb town, you would have two options to continue. You could either take a taxi to the airport at your own expense and from there take the free shuttle bus to Plitvice Lakes provided by COST, or you could take a bus at your own expense to Plitvice Lakes. The lakes can also be easily reached by direct bus lines from Zadar or Split (links at the end of this document).

For railway international connections please visit DB Bahn's website (link at the end of this document).

By bus

Zagreb Bus Station Information department provides you with departure and arrival information from and to Zagreb Bus Station as well as other European cities. Information and reservation for calls outside the Republic of Croatia: +385 1 6112 789.

The lakes can be easily reached by direct bus lines from Zagreb, Zadar or Split (links at the end of this document).

By car

The fastest north-south road connection within Croatia, the highway A1 Zagreb–Split is distanced about 50 km (31 mi) west of the National Park and thus circumvents the protected area. Plitvice Lakes National Park can be reached from Karlovac exit in the north, from Otočac exit in the west or Gornja Ploča exit in the south.

Location: Nacionalni park Plitvička jezera, Lika-Senj County, Karlovac County, Croatia

Coordinates: 44 °52′50″N 15 °36′58″E

Roadside Help: 987 (+385 1 987 from a foreign mobile phone)

Accommodation



Please refer to your official invitation e-mail for details on accommodation and booking instructions including important deadlines.

A block booking has been made at two hotels at the national park (Hotel Jezero and Hotel Plitvice) at a negotiated rate of **72 EUR** for a standard single room per night, breakfast and taxes included. You can choose between these two hotels upon availability. Reviews of both hotels and additional information can be found at http://www.np-plitvicka-jezera.hr/en/ > Accommodation.

In order to book your room, you will have to:

- Complete the Accommodation Reservation Form (the link and password will be provided in the official invitation) and send it to the travel agency.
- Pay the total (i.e. 432 EUR for 6 nights) by bank transfer to the travel agency as soon as possible so as to confirm your booking. The agency must receive your payment by the deadline mentioned on the form. Please note that all extras (e.g. telephone calls, Internet connection or minibar consumptions) will have to be paid by you upon check-out to the hotel directly, using either credit card or cash (kuna or euro) and that these expenses are not eligible to be reimbursed.

Booking requests received after the deadline may not be guaranteed accommodation at the venue.

Note: If you encounter any technical problems with the password-protected downloads on the event webpage, please go to the Options of your browser and clear the browsing history.

Registration

The registration deadline is **25 May 2012**. By this date you need to fill in and submit the event's **Registration Form** (http://forms.cost.eu/gec). You are kindly requested to provide your travel information about arrival and departure. Please make sure the details you provide are correct, as we will use the time details to confirm your transfer and meals. Also, please let us know any special dietary requirements you may have.

Reimbursement

Travel, accommodation and meals

A summary of the reimbursement rules is given below and also on the back of the **Travel Reimbursement Form** (http://www.cost.eu/download/GecTRR, password provided to you in the official invitation). Please note that any deviation from the reimbursement rules is possible only if approved by the COST Office (Claudia.NTAMPAKA@cost.eu) prior to the event.

Travel

- All transport tickets must indicate the total price, departure and arrival dates as well as the departure and arrival city. If the tickets do not show the price you paid, please attach a copy of the detailed travel agency invoice attesting the amount of your ticket(s).
- Plane tickets must mention the departure and arrival time, the ticket number (not the booking confirmation), the booking class or 'economy' and the name of the passenger. Business Class tickets are not an eligible expense. Tickets exceeding 1200 EUR need prior approval from the COST Office (Claudia.NTAMPAKA@cost.eu).
- For local transport expenses no receipts are required if the total amount of the trip is under 25 EUR for the entire trip; for expenses exceeding this limit receipts must be added to the Travel Reimbursement Form.
- If you travel by car, please attach proof of the distance travelled (printout from e.g. Google Maps, Via-Michelin, Maporama, Mappy) to your Travel Reimbursement Form and indicate the address of your departure travel point on the form. The use of a car is reimbursed at 0.2 EUR per kilometre.

Accommodation

Accommodation will be reimbursed at the flat rate of **72 EUR** for a standard single room with breakfast included for up to 6 nights (i.e. arriving on 1 July and leaving on 7 July).

Telephone calls, Internet connection or minibar consumptions are not an eligible expense.

Meals

Meals on the two days of travel are reimbursed at a flat rate of 20 EUR for both lunch and dinner unless provided by the organiser (depending on travel times, you could be eligible for up to three meals: lunch on Sunday 1 July, and lunch and dinner on Saturday 7 July).

Next steps with regards to reimbursement

Before the meeting:

- Register your bank details on https://e-services.cost.eu. Registered members should check and update their bank and contact details by using their username and password in order to enable COST to reimburse them after the event without delay.
- Fill in, ideally electronically, the Travel Reimbursement Form (http://www.cost.eu/download/GecTRR, password provided in your official invitation).
- Make legible copies of your plane/train tickets.

During the meeting:

- Hand in the completed and signed original Travel Reimbursement Form along with all relevant copies of tickets.
- Sign the COST attendance list at the venue on all days of the event.

After the meeting:

Please return remaining travel receipts to Ms Claudia Ntampaka (fax: +32 (0)2533 38 90, e-mail: <u>Claudia.NTAMPAKA@cost.eu</u>) up to two weeks after the meeting (i.e. by 23 July 2012). Please mention your full name and GEC as reference in all correspondence.

Note: If you encounter any technical problems with the password-protected downloads on the event webpage, please go to the Options of your browser and clear the browsing history.

Country Information

Weather & Clothing

During the summer months the average midday temperature is 24° C, while the highest does not go over 36° C, not even in the hottest days. Days with temperature over 30° C are only one or two a month. Sunny weather is prevailing. The lowest average temperature is about 9° C, even in July and August. The wind is weak, except on rainy days, and its direction is mostly south-west. On the average, eight days a month it rains in a form of a shower, abundantly but not for long.

Please make sure you take walking shoes and walking trousers with you. From June to the end of August very light summer clothing for the day is a must and summer apparel and long sleeved tops or light iackets for the evening and some mornings are recommended.

Time

Croatian time during the event will be GMT +2h (DST).

Language

Croatian is the official language. In the north, the second spoken language is likely to be German while along the coast, it is likely to be Italian. Tri-lingual Croatians are not rare. English is widely (although not universally) spoken. Anyone working in the tourist business in any way will have mastered some English.

Currency

The official currency in Croatia is the kuna (1 kuna = 100 lipa). Foreign currency can be exchanged in banks, exchange offices, post offices and in the majority of tourist information offices, hotels and campsites.

Credit cards (Mastercard, Visa, American Express and Diners) are accepted in almost all hotels, marinas, restaurants, shops and cash machines.

The hotels have a currency exchange office.

Electricity

The electricity supply is 220 V, frequency: 50 Hz. Croatia uses the standard European 2 point plugs.



Communications

In order to make a phone call to Croatia from abroad, dial 00385 or +385 followed by the local phone number.

Mobile phone communications in the National Park area are not always available.

The hotels offer free Internet access, Wi-Fi in the lobby and cabled in the rooms.

Emergency Numbers

In case of emergency call 112 wherever you are in the country.

Ambulance: 94

Fire: 93 Police: 92

Roadside Help (when travelling by car): 987 (+385 1 987 from a foreign mobile phone)

Leisure & Tourism

Croatia's first National park established in 1949 covers 296.85 km² of breath-taking natural splendour becoming with it the largest among the eight national parks of the country. Ranging in altitude from 367 m (Koranski most) to 1279 m (Seliški vrh) above sea level. The park was inscribed on the UNESCO's World Heritage List in 1979, in recognition of its "outstanding natural beauty and undisturbed production of travertine (tufa) through chemical and biological action". The park represents a phenomenon of karst hydrography.

Plitvice Lakes National Park harbours a grand collection of waterfalls, gallery of lakes, forest and diversity of animal life. The lakes are renowned for their distinctive colours, ranging from azure to green, grey or blue. The colours change constantly depending on the quantity of minerals or organisms in the water and the angle of sunlight. The sixteen lakes which are formed by natural dams of travertine are separated into upper and lower lakes. About eight km of pathways and wooden walking trails around lakes are accessible to visitors. Trails are descending from an altitude of 636m to 503m above sea level.

Insurance

The COST Office does not provide insurance and do not take any responsibility for accidents or illnesses that might occur during the camp or in the course of travel to or from the camp venue. It is therefore the responsibility of participants to check their health insurance requirements.

Useful Links

GEC Website http://www.cost.eu/events/gec Plitvice Lakes National Park http://www.np-plitvicka-jezera.hr/en/ Zagreb Airport http://www.zagreb-airport.hr/ Croatian National Tourism Board http://croatia.hr/en-GB/Homepage DB Bahn http://www.bahn.de/i/view/DEU/en/index.shtml Eurolines buses Croatia http://www.eurolines.com/countries/croatia/ Autotrans buses Croatia http://www.autotrans.hr/index.php?lan=1 Zagreb bus connections http://akz.hr/default.aspx?id=261 Split bus connections http://www.ak-split.hr/EN/vozni.red/index.html Zadar bus connections http://www.liburnija-zadar.hr/index.php

COST Contact

For any practical questions regarding the GEC please contact: events@cost.eu