

Regional Core Group of the OIE Commission for Europe
Eighth Meeting (RCG8)
29 – 30 April 2019 – Madrid, Spain

Information Sheet

(Please read this note carefully and carry a copy during your travel to the meeting)



Thank you to Spain for kindly hosting the RCG8

1. CONTACT PERSON

For any query on the organisation, please contact Dr Fabien Schneegans (f.schneegans@oie.int, landline +32 2 211 8341, mobile phone +33 7 50 15 87 82), at the OIE Sub-Regional Representation in Brussels, Belgium.

2. REGISTRATION AND TRAVEL ARRANGEMENTS

Registration

Registration of all participants is compulsory and shall be done on-line through the following link, **no later than 25 March 2019**:

http://oie.int/securise/rr/2019/Madrid_29-30_04/register.asp

OIE Funded participants:

The OIE will cover travel costs (economy class with most direct route) for OIE funded participants. The OIE will purchase air tickets and send all relevant details to the e-mail address provided by participants in their on-line registration form.

Any funded participant having his/her travel arrangements made by the OIE must compulsorily send a scanned copy of his/her passport to events_secretariat@oie.int.

Please note that, by accepting their flight/train itinerary, participants agree to cover any charges and fees resulted from modifications requested for personal reasons after the issuance of the ticket.

Any funded participant wishing to purchase - for exceptional reasons - his/her air/train ticket by him/herself, must compulsorily inform the OIE in advance, providing the provisional booking/invoice before confirming the flight/train reservation, in order to know the maximum amount that he/she will be reimbursed by the OIE. In this case, and in addition to the prior formal agreement of the OIE, the original of both ticket invoice and flight/train ticket will be required for reimbursement of the fare agreed, in addition to the submission of boarding pass(es).

Self-funded participants are required to purchase their own flight/train tickets and cover all their expenses for the duration of the meeting.

3. VISA REQUIREMENTS

All participants are responsible to enquire on the visa and/or transit visa required and make the necessary arrangements to obtain it/them for the full round trip. The OIE will reimburse its/their cost to OIE-funded participants if duly substantiated by receipts.

Spain is part of the Schengen area, which visa policy is described at https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy_en. When necessary, the participants are requested to contact the Spanish Consulate or Embassy in their country to make all necessary arrangements.

Countries from which a visa might be required	Contact details
Republic of Kazakhstan	<p>Consulate of Spain Ulitsa Kenesary 47. Dep.25. 010000 Astana. Kazakhstan. Tel.: +7 7172 201535 /36 Email: emb.astana@maec.es</p> <p>BLS Spain Visa Application Centre https://kz.blsspainvisa.com 14, Beibitshilik street, BC Marden, office 404, 4th floor Astana, Kazakhstan 010000 Email: info.tse@blshelpline.com</p>
Russia	<p>General Consulate of Spain Stremyanny Pereulok, 31/1, Moscow, Russia, 115093 Tel.: +7 495 234 22 97 / 98 Email: cog.moscu.vis@maec.es</p> <p>BLS Spain Visa Application Centre https://blsspain-russia.com/moscow/english/index.php Kaluzhskaya square, 1,Build. 2, Moscow, 119049. Trade centre “Europe”. Ground floor. Tel.: +7 499 504 28 07 , +7 495 134 45 68 , +7 499 350 83 10 Email: info.dme@blshelpline.com</p>

4. PER DIEM

All funded participants will be provided with an ad hoc per diem for the duration of the stay required for the meeting taking into account all expenses directly covered by organisers.

5. ACCOMMODATION – BOOKING AND PAYMENT

All participants will be accommodated at the Hotel Miguel Ángel, which is 8 minutes walking distance from the meeting venue.

Hotel Miguel Ángel

Calle de Miguel Angel, 29-31,
28010 Madrid
Phone +34 914 42 00 22

Email: hotel.miguelangel@grupobluebay.com, Website: www.hotelmiguelangel.com

A group booking has been made for all participants. The negotiated rate is 119€ per night (single occupation, including breakfast).

The participants should confirm the reservation of their room directly to the hotel until 30.03.2019 at the latest.

Please follow the instructions below.

Access link <http://www.hotelmiguelangel.com/booking-prestige-list/>

RESERVAS ONLINE

OFERTAS ESPECIALES
CONDICIONES DE RESERVA

BOOK NOW FLEXIBLE DATES

1 Choose > 2 Confirm > 3 Credit Card

change language
English

Euro (€) ▾

Arrival
 14 ▾ February 2019 ▾

Departure
 15 ▾ February 2019 ▾

CHECK AVAILABILITY

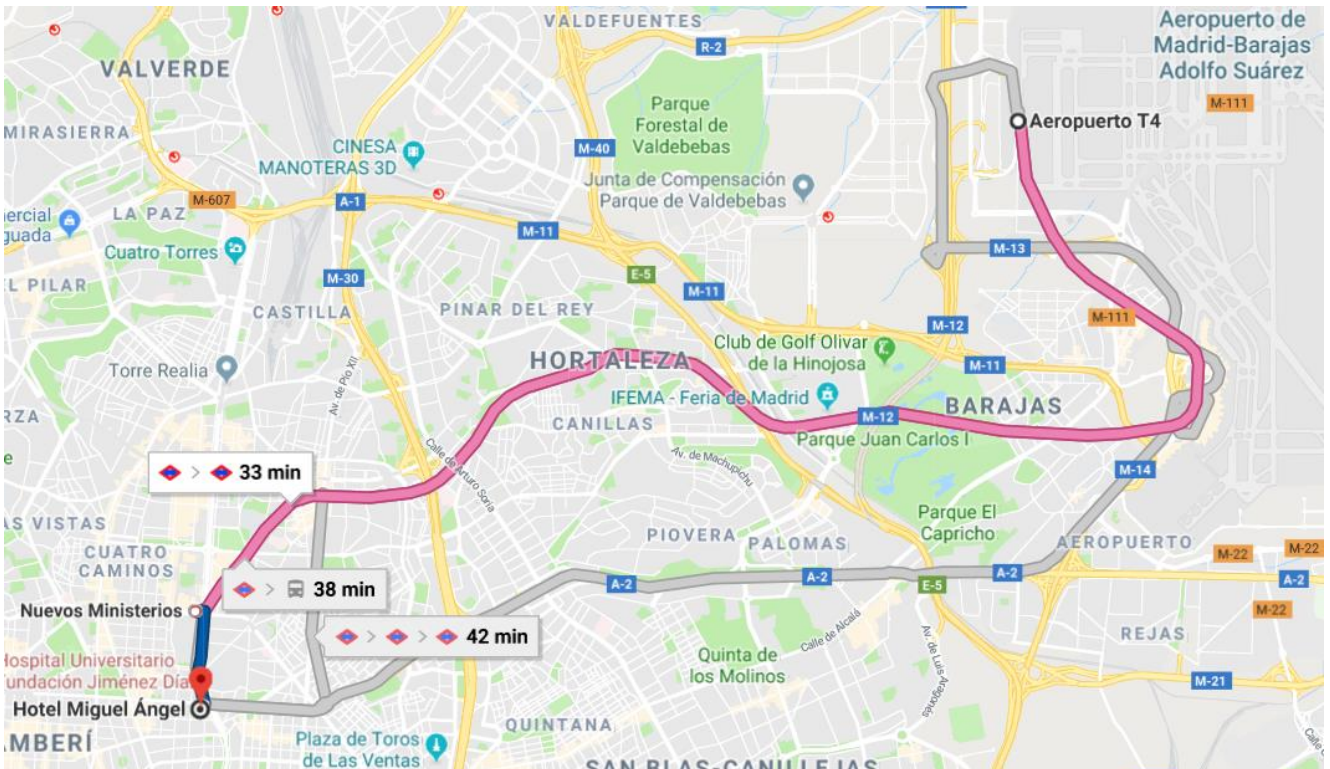
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APPLY

- Choose language
- Select Arrival and Departure dates
- Enter voucher/promo code **OIECG9** in the text box
- Click Apply and make your reservation.

6. TRANSFERS

Spain will **not organize transfers** at arrival and departure. Hotel Miguel Ángel is easily accessible by public transport from Madrid airport (4,5-5€). The OIE will reimburse the cost of airport transfer to funded participants if duly substantiated by receipts.



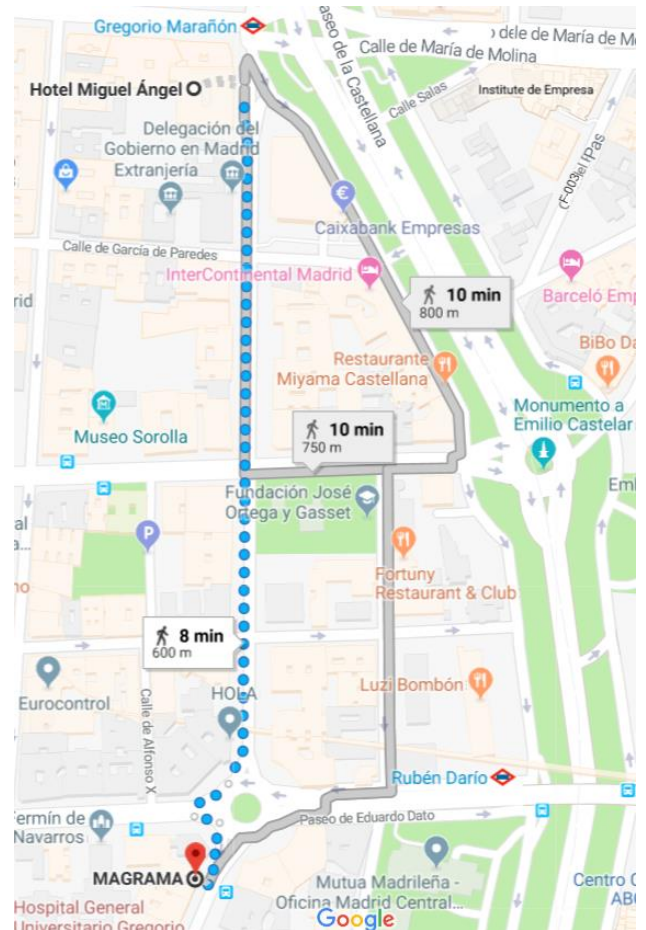
7. MEETING VENUE

The meeting will be held at the Spanish Chief Veterinary Officer's premises (Please see map below).

Meeting venue address:

General Directorate for Agricultural Production Health
Ministry of Agriculture, Fisheries and Food.
Calle Almagro 33
28010 Madrid, Spain

Getting to the meeting venue from the Hotel Miguel Ángel is easy - 8 minutes walk



8. MEALS

The Spanish hosts will kindly offer the coffee breaks during the meeting (29-30 April), as well as a dinner on 29 April evening and a lunch on 30 April. More details about the place of lunch and dinner will be provided in due time. Dietary or other special requirements should be mentioned to f.schneegans@oie.int.

9. LANGUAGE

The meeting will be carried out in English.

10. CURRENCY

The local currency in Spain is Euro.

11. INSURANCE

Insurance terms, when relevant, are specified in the respective invitation letter.