



International Federation of Liberal Youth
1, Whitehall Place, London SW1A 2HD, United Kingdom
Phone: +44 207 871 0940 • Fax: +44 207 100 8159 • office@iflry.org

TECHNICAL INFORMATION

IFLRY Seminar

Youth empowerment: learning and participating

December 9th to the 13th, 2007

Hotel Hollywood
Sarajevo, Bosnia and Herzegovina





Technical Information

*Please read carefully and bring the necessary documentation with you to the seminar.

DATE: The seminar runs December 9-13th.

Please be advised that you should arrive on the December 8th. IFLRY sign up desk will be open from 18:30 - on Saturday. The evening will have some light snacks with an informal welcome session. For those who arrive after the registration is closed, you should proceed to the main conference room in the morning to start the programme. You will be registered officially during the break or lunch.

The programme will begin on the Sunday. Departure is set for Sunday, December 16th, if you are attending the statutory events. If you do not wish to attend the EC/GA, you are free to leave after programme closing on the 13th.

ENROLMENT FEE: Each participant must pay an enrolment fee of **150 EUR** for the Seminar/EC/GA or **100 EUR** for just the Seminar.

The participation fee of the seminar includes accommodation and food during the duration of the seminar. Participants are responsible for social activities at night and their free time in the city.

The participation fee has to be paid in advance unless prior arrangements are made. The fee can be paid via bank transfer. This amount will be deducted from the reimbursement of participant's travel expenses if need be.

To make a transfer payment to IFLRY:

Account no. 430-0285381-95

IBAN : BE76 4300 2853 8195

BIC : KREDBEBB

Bank Address: KBC Bank NV Arenbergstraat 11, 1000 BRUSSEL Belgium

Please put in subject line: Pax fee **NAME/or MO** Sarajevo Sem/EC/GA



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LANGUAGE: English will be the working language for this seminar.

CANCELLATION A cancellation fee of 50 EUR is applied if cancellation is 2 weeks prior, after 2 weeks, 100 EUR. No cancellation fee will be charged if it can be proven that the cancellation is due to a rejection of the visa application. It will be established if a replacement participant can be accommodated, as often there is a waiting list for other participants. Please contact the office as soon as possible to avoid being charged a fee.

MEALS AND ACCOMMODATION: IFLRY covers meals and accommodation for the duration of the activity. All participants will be staying at the Hotel Hollywood, Sarajevo, Bosnia and Herzegovina.

For those staying just for the seminar, accommodations are reserved for Saturday night to Thursday night. For those staying for the whole event, accommodations are reserved for Saturday night to Saturday night.

If you have meal requirements, please alert the seminar team as soon as possible.

TRAVEL DETAILS: Please submit your flight information (arrival/departure date & time and flight number) to the IFLRY office at the latest by 4th of December, 2007. Please be aware that if this information will not be submitted or submitted too late, IFLRY and hosting organization will not take responsibility if there will be no lodging arranged upon your arrival.

*Please note that accommodations are made for the Saturday night to the Saturday night. If you require additional stay due to your travels, arrangements must be made on your own accord.



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WHAT TO BRING: You will be a representative of your political organization, so please come prepared to discuss the topic. Please consider familiarizing yourself with information on your organization and party, your government, and your region's view and actions on the subject.

- Please bring warm clothes because we're expecting low temperatures in Sarajevo. There is great possibility that it will be snowing but also raining, so please bring an umbrella, hat, gloves, and appropriate shoes. The Hotel has a swimming pool, wellness centre and bowling hall, so if you want to use it in free time you should bring swimming gear and some sporty clothes. The dress code for the duration of the seminar will be smart casual.
- Hotel has internet bar where you can use internet. Also there will be wireless in seminar and congress rooms, in case you want to bring a laptop.
- Please bring information on your organisation. In previous cases, many people bring cards, buttons, and poster that they swap with others.
- Participants will have an opportunity to present their culture. We ask that everyone bring a sampling of their favourite national foods, snacks, or alcohol. This evening event will be an opportunity to display your country and all the fun stuff it has to offer. Please note that you do not need that much material and that there are no cooking facilities.
- If you are staying for the gala dinner on Saturday night the 15th, please bring a set of formal clothes.



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HOW TO GET TO THE HOTEL: Plane – Bus – Train

Please write down the address of the hotel:

Hotel Hollywood
Dr. Pintola 23, Ilidza
71000 Sarajevo
Bosnia and Herzegovina
Tel: +387 61 773 100
Fax: +387 33 773 145

www.hotel-hollywood.ba

In case of emergency, you can call or SMS :
MLBiH – Majda Zeherovic 0038761811058
IFLRY – Sarah Wong 0044.7842893871

A delegation of MLBiH members will be waiting for you at the airport, bus station and train station and transfer them to the hotel, **but only if you send information about your arrival to IFLRY office**. People that do not deliver information on time will have to arrange transportation to hotel by themselves. You can find guidelines on how to get to the hotel by plane, bus or train below.

WHEN ARRIVING BY PLANE: The Hotel is situated very close to the airport. The best way to get from there to the hotel is by taxi. We're not recommending Airport taxi because the price is higher than in regular one. You can ask the people at the tourist information desk on arrival hall to call you:

ZUTI taxi (+387 33 663 555) or CRVENI taxi on (+387 33 15 16)

The taxi ride should not cost you more than 5€. Please ask for a receipt to qualify for a travel refund.



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WHEN ARRIVING BY BUS: There are two bus stations in Sarajevo.

From the main bus station in the city centre: If you're arriving there you have two options how to get to the hotel.

1- First option is by tram :

-You should take tram nr 4 that is stopping in front of train station (go from the bus terminal in opposite direction of the station – direction of taxi stand, at the end of building go left for few meters. Big building that you're going to see is train station).

-You should leave at last stop. Ride will last approximately 30 min. From there you'll see sign of Hotel Hollywood on your left side. It's approximately 100 meter from tram station.

2-Other option is to take taxi in front of bus station. The price should not be more then 10• .

Tram ticket cost 1,8 KM (approximately 1• and you can buy it from tram driver).

From bus station in Lukavica: the best option is to take taxi because you would need to change few public transportations to get to the hotel. Taxi ride should not cost more then 6•

WHEN ARRIVING BY TRAIN: Take the tram nr 4 that is stopping in front of train station and leave on the last stop. From there you'll see sign of Hotel Hollywood on your left side. It's approximately 100 meter from tram station.

Another option is taxi. The ride should not cost more then 10• .

*Keep all receipts and buy return fairs when possible, to qualify for a refund.



REIMBURSEMENT OF TRAVEL EXPENSES: You are eligible for a travel refund for a maximum of 70%** of the cheapest available transportation to the seminar. Return tickets must be purchased before the start of the journey. It is obligatory to bring a bill/invoice for the tickets with the price listed if the price is not on the ticket. Please bring copies if you wish to keep the originals.

IFLRY will not reimburse insurance expenses. Electronic tickets will only be considered as acceptable on proof of payment and on presentation of the boarding pass for the outward journey.

Travel refunds will be made by bank transfer, unless other arrangements have been made with the Secretariat BEFORE the seminar. Please, be aware that the IBAN number and the BIC code are mandatory requirements for EU participants in order to receive their travel refunds by bank transfer.

Travel refunds to organizations that have outstanding membership fees will be deducted from this debt unless alternate arrangements have been made in advance.

****Reimbursement will be up to 70% of the travel cost up to a maximum of:**

-up to 300 Euros for those living within the Council of Europe

-up to 600 Euros for those living outside the Council of Europe

Expenses will be calculated and reimbursed in Euro.

The participants should be present for the entire session to qualify for a travel refund. If portions of the seminar are missed, their travel refund may not be processed due to the strict grant funding regulations.



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SUPPORTING DOCUMENTS: PLEASE note that there will be NO refund without the proper receipts! You will be given a travel claim form at the beginning of the activity. Please complete it carefully and attach to it photocopies of all your travel tickets - including an invoice/receipt as proof of payment.

Accordingly, on arrival in Sarajevo, participants should attach copies of their tickets showing the price paid to their travel claim. For expenses claimed in other currencies than Euro, the conversion will be carried out on the basis of the official exchange rate on the date of settlement.

For bank transfers, participants should clearly indicate the name and address of the bank, the IBAN, swift code and name of the holder of the account. Please note that you have to submit your travel forms and all the necessary documents during the course.

The cost of the visa is reimbursed upon presentation of a receipt. Agency fee or visa service fee is not reimbursed.

If you have any questions, please do not hesitate to contact the IFLRY office

Email: office@iflry.org

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Fax: +44.207.100.8159

Skype: iflryoffice