



REPUBLIC OF SLOVENIA
MINISTRY OF FOREIGN AFFAIRS



REPUBLIC OF SLOVENIA
MINISTRY OF AGRICULTURE, FORESTRY AND FOOD



ORGANISATIONAL MODALITIES

ASEM Meeting on Sustainable Management and Use of Forests in Policy and Practice in Slovenia

Ljubljana, 24–26 May 2015

BASIC INFORMATION

The Ministry of Foreign Affairs of the Republic of Slovenia, in co-operation with the Ministry of Agriculture, Forestry and Food of the Republic of Slovenia, is organising the ASEM Meeting on Sustainable Management and Use of Forests in Policy and Practice in Slovenia between 24 and 26 May 2015.

REGISTRATION

Delegates are requested to kindly fill out the attached registration form for the seminar and email it to asem.mzz@gov.si by no later than **24 April 2015**. Registration forms will only be accepted by **previous nominations of the delegates by their respective ministries or institutions** (i.e. by note verbale or official document). Please note that the meeting may be attended by two delegates per country.

VENUES

The evening reception on 24 May 2015 will take place at Vila Podrožnik in Ljubljana. The seminar on 25 May will take place in the Grandis Hall of the Brdo Congress Centre (36 km from Ljubljana; 11 km to Ljubljana Jože Pučnik Airport). The evening reception will take place in the Crystal Hall at Brdo Castle. On 26 May, there will be an excursion to the Karst region.



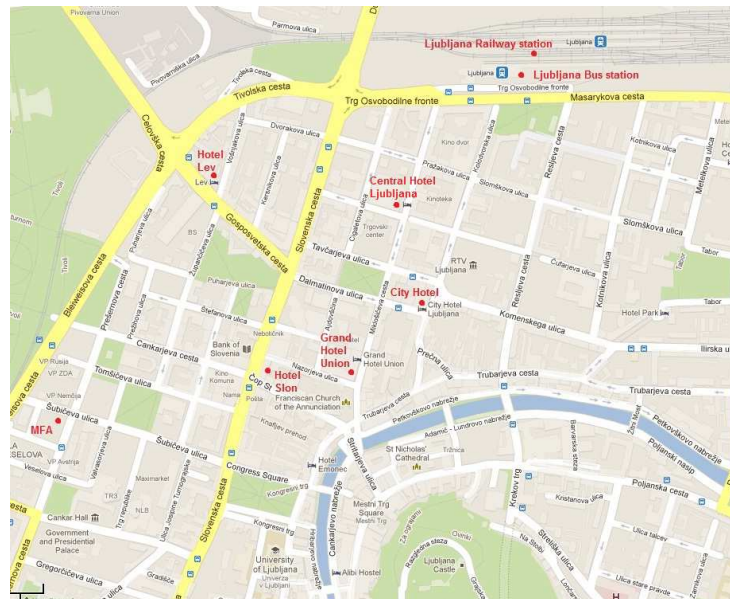
WORKING LANGUAGE

The working language of the conference is English.

TRANSFERS

Participants are requested to make their own travelling arrangements to get to Ljubljana. They can get to Slovenia by plane, train, bus or car. The Ljubljana Jože Pučnik Airport is 26 km away from the city centre. The transfer from the Airport to the centre of Ljubljana takes approximately 30 minutes. There are shuttle, bus and taxi stands in front of the Airport terminal. Shuttles charge approximately EUR 9.00 for the transfer, taxis approximately EUR 40.00; both can take passengers directly to their hotel. Bus tickets are sold at approximately EUR 4.50 and can be purchased on the bus. The bus takes passengers to the Ljubljana Bus and Railway Station.

The Ljubljana Bus and Railway Station is situated about 10–15 minutes walking distance from most hotels in the city centre. There are taxi stands along the bus terminals.



Slovenian hosts will provide bus transfers during the programmed event only. The timetable and other relevant information will be provided in due course.

VISA INFORMATION

Slovenia is a member of the Schengen Area, which has no internal borders.

Visa-free regime

Citizens of a number of countries can enter the Schengen area with a valid travel document and without a visa. Regulation (EC) No 539/2001 lists nationals of third countries who are exempt from the visa requirement:

eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2001R0539:20110111:EN:PDF

Holders of a valid Schengen visa

Foreign nationals holding a valid visa issued by any Schengen state may also enter Slovenia; they only need to take into account the Schengen visa restriction limiting a holder's stay to up to 90 days within a period of 180 days. Third country nationals who are holders of a valid residence permit or a long-stay visa of any Schengen state are also allowed to enter Slovenia without additional visas.

Visa regime

If you are not in possession of a valid Schengen visa (or other documents referred to above), you can apply for it at the relevant Slovenian diplomatic mission or consular post, or at missions of other Schengen states with which Slovenia has concluded agreements for issuing short-stay visas. There are more than 140 such missions all over the world:

http://www.mzz.gov.si/en/travel_and_visa_information/visa_information/useful_links.

In some countries, there is no Slovenian embassy, nor has a visa agreement been concluded with other Schengen states, which means that the applicant needs to apply for a visa at the nearest Slovenian diplomatic mission or consular post.

Visa fee

Regular visa fee is EUR 60.00. Based on the agreements between the EU and certain third countries, a reduced visa fee of EUR 35.00 or even an exemption from the fee can be applied for.

Visa procedure

The visa procedure is usually concluded within 15 working days, provided that all required documents have been submitted. The application can be filed up to three (3) months in advance, but no later than four (4) weeks in advance of the planned trip.

General visa information is available at the following links:

www.mzz.gov.si/en/travel_and_visa_information/visa_information

www.mzz.gov.si/en/travel_and_visa_information/visa_information/general_information

More information on the required documents is available at:

www.mzz.gov.si/fileadmin/pageuploads/Konzularne_informacije/vizne_informacije/visa_info_english/Short.doc

Should you have any questions on how to obtain a visa, please contact the Ministry of Foreign Affairs of the Republic of Slovenia at the following e-mail: asem.mzz@gov.si. **To obtain visas on time, we recommend applying as soon as possible, by 20 April 2015 at the latest.**

Please note that the Ministry cannot guarantee that visas will be issued and cannot act as mediator in visa procedures.

CONTACT INFORMATION

Should you have any additional questions about the seminar, please do not hesitate to contact us at asem.mzz@gov.si.

USEFUL INFORMATION

Time

Slovenia is in the Central European Time Zone (CET: GMT+1).

Currency

Currency in Slovenia: Euro (€).
Major credit cards are accepted at most points of sale.

Credit cards

The most widely used credit cards in Slovenia are MasterCard, Visa, American Express, and Diners Club.

Electricity

The electricity supply in Slovenia is 220-240V.



For more information about Slovenia, please visit www.slovenia.si and www.slovenia.info, more information about Ljubljana is available at www.ljubljana.si/en.

USEFUL ADDRESSES AND LINKS

Ljubljana Jože Pučnik Airport

Aerodrom Ljubljana
Zg. Brnik 130 a, SI-4210 Brnik-aerodrom

T: +386 4 206 1981 (information for passengers)

T: +386 4 206 1000

F: +386 4 202 1220

E: info@lju-airport.si

W: <http://www.lju-airport.si/en/Main>

Ljubljana Bus Station

Avtobusna postaja Ljubljana
Trg OF 4, SI-1000 Ljubljana

T: +386 1 234 4600 (information about bus ticket prices)

T: +386 1 234 4600

F: +386 1 234 4601

E: avtobusna.postaja@ap-ljubljana.si

W: <http://www.ap-ljubljana.si/eng/>

Ljubljana Railway Station

Slovenske železnice
Kolodvorska 11, SI-1506 Ljubljana

T: +386 1 29 13 3322

E: potnik.info@slo-zeleznice.si

W: <http://www.slo-zeleznice.si/en/passengers/slovenia>