

### LOGISTICAL NOTE

#### 2<sup>nd</sup> Regional EUWI+ Steering Committee Meeting 15 November 2018, Tbilisi, Georgia

### MEETING VENUE

All participants are invited to a networking **cocktail** immediately after the close of the SEIS II Steering. This is estimated to be from 5:30 pm on Tuesday **14 November 2018** and it will be opened by Georgian Vice-Minister and DG NEAR at the Holiday Inn Tbilisi (address: 1, 26 May Square, Tbilisi 0171; phone number: +995 322 30 00 99).

The Regional Steering Committee meeting starts at **9:00 a.m.** on **15 November 2018** in the conference **room Adjara** at Holiday Inn.



### VISA

Most nationalities are exempted from Georgian visa. Please check [here](#) if you need visa for your travel and please let us know if you wish to receive a formal invitation letter for visa



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purposes. If yes, please provide necessary information and a **copy of your passport** for issuing the invitation letter.

### ACCOMMODATION

The EaP participants will receive the lump sum to cover their accommodation expenses in Tbilisi. The hotel is to be booked directly by the participants.

We kindly ask all participants to book their hotel rooms in advance.

Please note that traffic in Tbilisi is dense, ensure to take the taxi in advance to get from your hotel to Holiday Inn.

### REIMBURSEMENT OF TRAVEL EXPENSES

The OECD on behalf of EUWI+ provides financial support to the invited participants from EaP countries (pre-paid economy class air ticket and a lump sum to cover hotel accommodation, meals, airport transfer and other incidental expenses). In order to be reimbursed, please send original acceptance letter, visa receipt (if applicable) and invoice for eligible expenses to Maria Dubois (maria.dubois@oecd.org). The reimbursement of your travel expenses will be made in Western Union on the spot. Please note that any eligible expenses will not be reimbursed if they were not notified in advance.

### MEETING DOCUMENTS

Relevant documents will be uploaded on the web site. A limited number of printed copies will be available in the meeting room. Participants are encouraged to bring their own copies of the relevant documents.

### TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE CONFERENCE

The meeting language is English. Simultaneous interpretation in Russian language will be provided. The OECD will not be able to arrange copies of documents provided by other organisations or meeting participants, so countries/institutions should ensure that they bring with them sufficient number of copies.

### MEALS

Cocktail on 14 November and buffet lunch and coffee breaks on 15 November will be offered to all registered meeting participants.

### LIABILITY AND INSURANCE

The OECD will not take any responsibility for injuries or damages involving persons or property during the meeting. Participants are advised to take their own personal insurance prior to coming to Tbilisi.

### GETTING TO TBILISI FROM THE AIRPORT

Airport transfer will be not provided. For your information, here are your basic options for getting from the airport to Tbilisi and minimum time:





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### By Taxi

Taxis between the airport and the city cost 30 GEL (about 10 EUR). Standard rates are listed on a board by the taxi rank as you exit the airport, on the right hand side. Taxis in Tbilisi are not metered, so you must negotiate before you get in the car. Please ensure to take official taxi.

### By Bus

The cheapest way to travel to Tbilisi from the airport is by bus.

Bus #37 and #137 leaves from the right corner of the arrival area every 15-30 minutes, to the city centre. The trip to the city centre can take over 50 minutes. The fare is 0.50 GEL (0.20 EUR). Make sure you have exact change since the bus only takes coins and the driver does not carry money. Do note that stops are not announced and that there isn't much room for luggage.

### By train

There is a new and very bling train station serving Tbilisi Airport and conveniently dropping you at the main train station. Trains from the airport to the main train station cost GEL0.50 and travel time is 30min. The train runs only twice a day in each direction (from main station at 07:55 and 17:20, from the airport at 08:45 and 18:05).

For any logistical questions please contact Maria Dubois at  
Tel: (+33) 1 45 24 98 18 (land line)  
E-mail: [maria.dubois@oecd.org](mailto:maria.dubois@oecd.org)

***WE ARE LOOKING FORWARD TO SEEING YOU IN TBILISI!!***

