



3rd GLOBAL FORUM ON MIGRATION & DEVELOPMENT
Civil Society Days (CS Days)
2-3 November 2009, Astir Palace Resort
Athens, Greece

GENERAL INFORMATION

Conference Venue

Astir Palace Resort
40 Apollonos Str. Vouliagmeni 16671, Athens-Greece.
www.astir-palace.com

The Registration Desk and Plenary Hall will be located in the Westin Athens hotel. All other meeting rooms will be located in both the **Westin and Arion hotels**. Both hotels are located in the Astir Palace Resort area and the walking distance between them is less than 3 minutes (~ 300 meters).

Accommodation

(The following information applies only for the participants whose accommodation expenses are covered by the organizing committee)

We have reserved rooms in both the **Westin and Arion Hotels** from November 1st to 4th. Hotel check-in time is at **14.00** and check-out time is at **12.00 p.m.** The CSD organizers will cover the cost of the room and the breakfast. All other additional expenses such as drinks from the bar, coffees and SPA usage, will be charged to the Delegate's personal account. An imprint of your credit card or a cash deposit (refundable) of **100 € per day** will be required upon your check in as a guarantee for the payment of your extra expenses.

Each room has air conditioning with individual climate control, safety deposit box, plasma TV, satellite TV programs, phones with international direct-dialling, voice mail, data port, high speed internet service, hairdryer, iron/ironing board, separate bath and shower, bathrobes & slippers.

Internet access in guest rooms will be provided free of charge.

Air Tickets

Please note that if your air ticket is sponsored by the GFMD organizers, it is **OBLIGATORY** to provide us with the **BOARDING PASSES** for both **Arrival** (Upon your check in at the Forum's Secretariat) and **Departure flight** (Send by postal mail after your return home).

Electric Current

The standard in Greece is 230V AC (50Hz). Appliances from North America require a transformer and British ones an adaptor.

Hotel Check-in

Hotel check-in will be done at the front desk of each hotel. Front desks will be open all day long and delegates will check-in by giving their name or by providing a copy of their final confirmation letter. Confirmation letters will be sent from ERA to all delegates before their arrival in Athens, including details regarding all services that have been booked for them (name of the hotel, transfers, social events, details for the meeting etc).

Breakfast

Breakfast is included in the room reservation. Breakfast will be served at **the Kymata restaurant** for those who stay at the Westin Hotel and at the **Alia Brasserie** for those who stay at Arion Hotel.

Breakfast will be served from 7 a.m. to 11 a.m.

Social Events

Delegates are invited to attend the following events:

A Welcome Reception-Cocktail at the Astir Palace Resort (20.00-21.30, November 1st)

A guided visit to the New Acropolis Museum, Tour and Dinner (19.30-23.00, November 2nd)

The Farewell Reception – Greek Night, at the Astir Palace Resort 19.30-22.00, November 3rd)

A special menu has been prepared for those with dietary restrictions. Delegates are required to indicate such restrictions in their registration form.

Arrivals & Departure Transfers

A Shuttle Bus Service and Hospitality Desk will be provided in the airport between Oct 31st and Nov 4th.

Details of scheduled times of departure from the airport will be communicated to you during the last week of October.

Conference Kit and Badge.

The conference kit containing all the conference materials will be given to delegates upon their registration at the Secretariat Desk. An ID badge is included in the conference kit. Delegates are advised to wear their ID badges at all times during the conference. Access to session rooms will be denied to non-accredited individuals. The badges are personal and cannot be exchanged.

Lost ID badges should be reported immediately to the Civil Society Days Secretariat.

Language

The main conference language will be in English. Simultaneous interpretation will be available in Spanish, French and Greek.

Reimbursements

Reimbursements will be provided by the Forum Secretariat on the 2nd and 3rd of November during secretariat operating hours.

Please prepare to show all the relevant documentation which has been requested from ERA (copy of the ticket and boarding passes).

Dress Code

National dress or business casual attire is recommended.

Forum Secretariat

The Global Forum Secretariat will be at the lobby of the WESTIN HOTEL and will be open during the following dates and times:

Sunday, November 1	13.00-20.00
Monday, November 2	08.00-19.00
Tuesday, November 3	08.00-19.00
Wednesday, November 4	08.00-14.00