



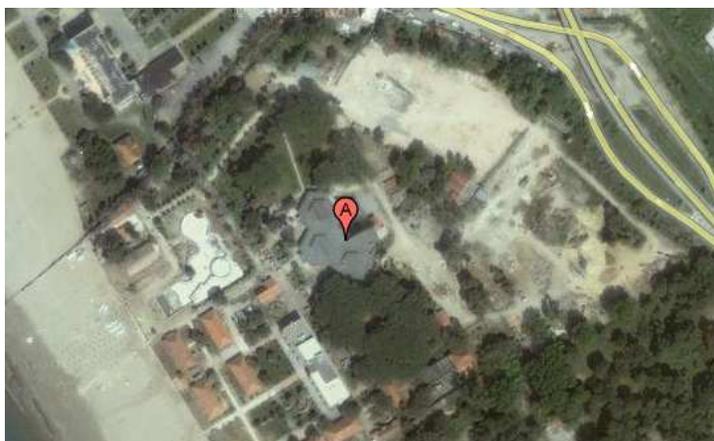
**UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE and
THE MINISTRY OF ECONOMY, TRADE AND ENERGY OF ALBANIA**
in cooperation with the
**United Nations Conference on Trade and Development and
Albanian Customs Administration**

**4th SEE CONFERENCE ON TRADE FACILITATION, THE SINGLE WINDOW AND
DATA HARMONIZATION**
Durres, Albania, 27-28 Sept. 2010

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The 4th SEE Conference on Trade Facilitation, the Single Window, and Data Harmonization will be held on **27-28 Sep. 2010** in **Durres, Albania**, at
Hotel Tropical Resort
Lagja 13, Plepa Durres, Albania
<http://www.albania-hotel.com/welcome.aspx?cmd=selecthotel&hotelid=80>
Administrator of the hotel (Mr Bledi) cell phone: +355692064023



Hotel accommodation

2. Hotel accommodation will be reserved for participants at “**Tropical Resort**” **Hotel complex**, located at Lagja 13, Plepa Durres, Durres, Albania, Phone:
GPS coordinates - latitude N 41 17.423 longitude W 19 30.500
geograph. Coords - Latitude 41.290383 Longitude 19.508328

Registration

3. Registration of participants will take place at the venue of the Seminar starting from 9:00 prior to the opening of the Seminar on 27 September 2010.

Participants are requested to provide their travel information to Ms. Migena Kalthi, Dorijan Matlija, Ms Pranvera Kastrati (migena.kalthi@mete.gov.al, dmatlija@yahoo.com, pkastrati@mete.gov.al fax +355 4 2226143) and Mr. Mario Apostolov (mario.apostolov@unece.org fax: +41 22 9170037). Transfer from the airport is arranged by our local partner.

For more concrete enquiries, you may approach our contacts in:

Geneva – Mr. Mario Apostolov Tel: +41229171134

Tirana – Mr. Dorian Matlija, Tel: +355 4 2241881, +355 692053564 e-mail: dmatlija@yahoo.com,

or Ms. Erleta Kastrati, e-mail: elakastrati@yahoo.com

or Ms. Pranvera Kastrati Tel: +355 4 22 22245

Visa requirements

4. Information from the web site <http://www.albania-hotel.com/welcome.aspx?cmd=visa>

Passports: A valid passport is required to enter in Albania. Identity cards are not accepted.

Visas: By a Decision of the Prime Minister of the Republic, the citizens of the following countries do not need a visa to enter in Albania:

E.C. Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxemburg, the Netherlands, Portugal, Spain, Sweden, United Kingdom, Poland, Estonia, Lithuania, Latvia, Czech Republic, Slovakia, Hungary, Slovenia, Malta, Cyprus

EFTA Countries : Norway and Switzerland

OTHER : U.S.A., Canada, Turkey, Israel, Japan, South Korea, San Marino, Singapore, Australia and New Zealand, Croatia, Malaysia, Bulgaria, Romania.

The citizens of other countries may obtain visa at any entry point by payment: Saudi Arabia, FYR Macedonia, Bahrain, Sultanate of Oman, Qatar, Kuwait, Egypt and United Arab Emirates.

The citizens of other countries are required to obtain visas in the embassies of the Republic of Albania or Albanian Consulates in their respective or neighboring countries.

During the summer tourist season, between 1 of June until 30 of September, the Albanian Government provides the following incentives.

All foreign citizens of Albanian nationality can enter in Albania without visa. In such a case identity cards are accepted as valid. Do not need visa for this period of time the citizens from Serbia, Montenegro and Bosnia- Herzegovina.

Local transportation

5. We are organizing transfer from the airport for the international participants in the seminar arriving by airplane. In case you have further questions, you may contact Mr. Dorian MATLIJA, Tel: +355 4 2241881, +355 692053564 e-mail: dmatlija@yahoo.com,

Meals

6. Meals are covered during the seminar. They are included in the price of the rooms for those participants who pay their stay at Tropikal Resort.

Languages

7. English will be the working language of the Seminar.

Currency

8. Albanian currency is Albanian Lek. Current exchange rate: 1 US\$ = 109 Albanian Lek.

Weather

9. During the period of the meeting, the temperature in Durres is expected to be around 22C°.

For further information concerning the arrangements for the meetings, please contact:

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