



**“INSTITUTE OF PUBLIC ADMINISTRATION”
Sofia, Republic of Bulgaria**

**8th European CAF Users’ Event
“Leading Quality into the Future: Consensus,
Competitiveness, Cohesion and Culture”**

12 April 2018, Sofia, Bulgaria

PRACTICAL NOTES

The “8th European CAF Users’ Event “Leading Quality into the Future: Consensus, Competitiveness, Cohesion and Culture” take place on 12 April 2018 in Sofia, Bulgaria.

Venue

The 8th CAF Users’ Event will take place at Boyana Residence.

It was built as the governmental complex for the State Council of the People’s Republic of Bulgaria in 1974. It is situated 10 km south of Sofia center in the foot of Vitosha Mountain and encompasses around 60 hectares of land. The governmental residence is a prime example of the leading trend in the 1970s, displaying a close-to-nature architecture. Despite the existing symmetry of both design and façade, the buildings appear perfectly blended with the environment. Specially designed window openings make the Vitosha Mountain a dominant element in the interiors and let nature “flow inside”.

Nowadays it is a state complex consisting of several villas immersed in a luxury green park area. It is used as the official residence of the President of the Republic of Bulgaria and the Council of Ministers of the Republic of Bulgaria.

Currently Villa 1 houses the National Historic Museum and Villa 2 is a hotel and a congress center.

Registration and Accreditation

The Bulgarian Presidency has implemented an online registration system for all meetings. The Delegate Accreditation Officer (The National CAF Correspondent) or the participant himself/herself will receive an invitation that will give access to the accreditation process via a link. The Delegate Accreditation Officer or the participant can view the accreditation status in the system. Once the process is complete, accredited participants will be issued with a badge that will grant them access to the venue hosting the relevant events. Participants will not be admitted to the venue without the badge. Accreditation is personal and non-transferable.

Please be aware that the badge would allow you to use the special Presidency Lane at Departure's Hall at Sofia Airport. For that reason, we encourage you to keep it with you until you leave Bulgaria.

All other participants would receive their badges by the respective representatives of the Bulgarian Institute of Public Administration or at the Registration Desk which will be available at Boyana Residence. In cases when the delegates obtain their badges from the Registration Desks an identification document must be shown at the check points.

Accommodation

The Bulgarian Presidency is collaborating with a number of hotels for the events during the Presidency.

A number of hotels with preferential rate (per room per night) have been chosen for every event. Information about the recommended hotels and their rates can be found in the accreditation system.

In order to make the reservation, all participants should follow the link after the name of the hotel in the Accommodation section of the accreditation system.

The recommended hotels for this event are:

1. **Holiday Inn** <https://www.hisofiahotel.com/>
2. **Downtown** <http://hotel-downtown.net/en/>
3. **Festa** <http://www.festahotels.com/hotels/hotel.php?id=9>
4. **Marinela** <http://www.hotel-marinela.com/>
5. **Hilton** <http://www3.hilton.com/en/hotels/bulgaria/hilton-sofia-SOFHIHI/index.html>

All delegates are kindly asked to cover the costs of their own accommodation.

Kindly note that any individual expenses such as telephone, bar drinks, room minibar, laundry, extra paid TV, etc. are not included in the room rate. Therefore, you are kindly asked to make sure such bills are settled before departure.

Travelling and Transfers

Each delegation is kindly requested to cover its costs for transportation to Bulgaria.

The delegates are kindly asked to organize their own transport to and from Sofia International Airport.

Information about the means of transportation to and from the airport can be obtained at the information desk of the Bulgarian Presidency located at arrivals hall.

Buses are available from Terminal 1 and 2 and Sofia Metro (railway) is available from Terminal 2.

Single trip card for metro and public transport: 1,60 lv.

The card for metro is issued by Transport Documents Machine at the entrances of the metro or by a cashier at the cash-desks of "Metropolitan" and is validated at the validator located on the barriers to the metro entrance. The card can be used for entrance to the metro up to 30 minutes after its issuance.

Single trip cards for bus lines 84, 184 and 384 can be purchased from the ticket offices of Sofia Urban Mobility Center, located in the Arrivals Hall of Terminal 2 or from the ticket machines at Terminal 1 of Sofia International Airport. Please perforate your single trip card after boarding the vehicle.

Further information can be found on the website:

<https://www.sofia-airport.bg/en/passengers/and-airport/public-transport>

<https://www.sofiatraffic.bg/en/common>

<http://www.metropolitan.bg/en/>

Taxis are available directly outside the Arrivals Hall at Sofia International Airport 24 hours a day. A taxi service booth is situated in the Arrivals Hall.

Further information can be found on the website:

https://www.oktaxi.net/onlineorder_en.php

Special shuttle services by 15 electric cars by Renault-Nissan Bulgaria are available at Arrivals hall upon request at the information desk of the Bulgarian Presidency, marked with the logo.

Transportation to and from the Venue

Transport arrangements will be made available throughout the official meeting programme with collective transfer by coaches from the recommended hotels to the venue **on 12th of April 2018 at 07:30 a.m.** and back, as well as for the **Welcome dinner on 11th of April 2018 at 07:00 p.m. and back at 09:30 p.m.**

Delegates not staying at the recommended hotels but intending to use the transfers from the recommended hotels are advised to inform the Bulgarian Presidency in the accreditation system at the remarks field below the accommodation part in the registration form.

Facilities and Services at the Meeting Venue

Free Wi-Fi, computers, monochrome photocopying and scanning facilities will be available at the meeting venue.

Dinner

A **Welcome dinner** for the participants will take place on 11th of April 2018 at the authentic Bulgarian restaurant “Chevermeto” (Address: Sofia, NDK- Pronoto, 1 Bulgaria Blvd) from 19:30 h to 21:30 h. The dinner will be hosted by the Bulgarian Institute of Public Administration.

Please, confirm your attendance by filling in the file with the name “Dinner and Parallel Sessions Confirmation Form 8th CAF Users Event”

Languages

The working language for the meeting on 12 April 2018 would be English.

Documents

As Bulgaria wishes to be a paperless presidency, there will be no printed documents at the meeting venue. All relevant information would be available in the accreditation system.

Other Practical Information

Important Numbers

Emergency calls 112

Time Zone

GMT/UTC + 02:00 hour (March-October)

GMT/UTC + 03:00 hour (October-March)

Currency

The currency in Bulgaria is the Lev (1BGN = 1.95583 Euro)

Country Code

In order to make an outgoing international call to Bulgaria, the country code is +359.

Using Money in Bulgaria

Money can be exchanged in banks and change bureaus. Ask your liaison officer or at the hotel reception to recommend a bank or bureau nearby. Visa, Mastercard, American Express and Diner's Club cards are accepted at almost every establishment that accepts payment by credit card. If any of the following logos appear on your card: MasterCard, VISA, AMEX, Diners Club or Discover you will be able to withdraw money from the ATMs in Sofia. It is important to check whether your home bank has authorized your card for international use if you plan on using a debit card.

Power Supply

220V \pm 10% electrical supply. Supply frequency is 50Hz

Plug socket in use is the two-pinned Type F, also known as "Schuko"

Climate

Bulgaria is located in Southeast Europe, in the northeast part of the Balkan Peninsula. It falls within the southern part of the temperate climate zone with subtropical influence. Its location on the transition line between two climate zones influences the climate, soils, vegetation and animal species. All of them are characterized by great diversity.

The country's geographic position also determines the relatively wide angle of sunlight that falls on the country, making the country predominantly sunny. The Black and the Aegean Sea also influence the country's climate.

The average winter temperatures are around -2/-3 degrees C and the average summer temperatures are around +24/+25 degrees C.

Tourism

Bulgaria is proud of its pristine nature and amazing biodiversity, which is preserved in the mountains, parks and nature reserves. The country occupies only 2% of Europe's territory but with more than 40 000 cultural monuments and artefacts, it is in third place in Europe. Seven of them are included in the UNESCO List of World Cultural Heritage Sites. This includes prehistoric artefacts, Thracian and Roman heritage, historical monuments from the First and the Second Bulgarian Kingdoms, and architectural landmarks from the Age of Bulgarian Renaissance. As a recognition of its ancient cultural heritage, Plovdiv was selected as 2019 European Capital of Culture.

Traditionally known for its sun, sand and sea, the Bulgarian seaside also offers hiking, biking, golf, yachting and visits to natural, cultural and archaeological sites. The country is one of the most popular skiing destinations in the Balkans with its major ski resorts Bansko, Borovets and Pamporovo.

The healing power of mineral springs has been used since the time of the Thracians and the Romans. With more than 600 healing mineral thermal spas, healing climate and curative mud, Bulgaria is a competitive and medical spa destination. Mineral springs located in the southern part of the country are influenced by the Mediterranean climate, other springs are also found in mountain regions and along the Black Sea coast.

You are welcome to discover and share Bulgaria as a four-season tourist destination.

www.tourism.government.bg

<http://bulgariatravel.org>

<https://ilovebulgaria.eu>

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