

Brussels, 21/11/2014

**Mr Sekulic Nebojša<sup>2</sup>**

Specializing in Epidemiology in the Centre for Disease Control and Prevention  
Institute of Public Health

Dzona Dzeksona bb  
81000 Podgorica

Subject: **Multi-Country Workshop on the application of EU surveillance measures for invasive mosquitos  
on 04/12/2014 09:00 - 05/12/2014 14:00 Brussels**

**Reference code: INT MARKT 56605**

**Dear Mr Sekulic,**

This event is being organised by the European Commission's DG Enlargement within the framework of the TAIEX Instrument. Thank you for agreeing to participate. All logistical arrangements have been made by IBF International Consulting which can now confirm to you the following details:

#### **Venue**

The event will take place at :  
Please see the agenda.

**For workshops please note that per TAIEX requirements, you will be asked to sign the attendance list TWICE a day: once at registration in the morning, and once at the start of the afternoon session. We appreciate your cooperation in this matter.**

#### **Hotel Arrangements**

Accommodation has been reserved for you at the following hotel:

Check-in	Check-out	Hotel	Comment
03/12/2014	06/12/2014	<b>NH Brussels City Centre Hotel**** Chaussée de Charleroi, 17 BE - 1060-Brussels +32-2-214 07 55 +32-2-537 90 11</b>	

#### **Travel Arrangements**

Unless otherwise specified, flight tickets have been paid by TAIEX and are electronic tickets (NOT paper tickets). Please proceed to the check-in-desk of the respective airline at your airport of departure to collect your boarding passes.

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<sup>2</sup>Your personal data will be processed in accordance with the TAIEX privacy statement (<http://taiex.ec.europa.eu/PrivacyStatement>) and in compliance with Regulation (EC) N°45/2001

Your flight details are as follows:

Departure	Date	Arrival	Date	Flight No.
TGD - PODGORICA	03/12/2014 16:35	LJU - LJUBLJANA JOZE PU	03/12/2014 17:50	JP0853
LJU - LJUBLJANA JOZE PU	03/12/2014 18:25	BRU - BRUSSELS	03/12/2014 20:10	JP0394
BRU - BRUSSELS	06/12/2014 07:10	VIE - VIENNA SCHWECHAT	06/12/2014 08:50	OS8172
VIE - VIENNA SCHWECHAT	06/12/2014 10:50	TGD - PODGORICA	06/12/2014 12:05	OS7061

In case of urgent problems with flight tickets please contact your case handler at our external service provider (IBF International Consulting, details are listed below). Should the problem arise outside of office hours, please contact the IBF TAIEX Emergency Service on +32-471-852 223. Please note all calls are recorded for training and quality assurance purposes.

Unless stated otherwise, hotel accommodation and flights are pre-paid. For the hotel only, bed and breakfast are covered; phone calls, room service, minibar etc... are your responsibility. If you are requested to make any additional payment for either the hotel or flight, please contact IBF immediately.

Unless stated otherwise, you will need to arrange and pay the transfer between the airport and the hotel yourself.

#### Daily Subsistence Allowance

If you are a participant and eligible for a Daily Subsistence Allowance (DSA), detailed information on how to pick up your DSA from a Western Union office will be sent 4 days prior to departure by e-mail from our back office team (for further information, please send your request to [DSA.TAIEX@ibf.be](mailto:DSA.TAIEX@ibf.be)). If the event takes place in Brussels, your DSA will be given to you at the meeting venue.

DSA:	168.00
FAA:	0.00
Fee:	0.00
Total:	<b>168.00</b>

Bank Account:	
Sort code:	
S.W.I.F.T:	
IBAN:	
Bank Additional:	

If you are a speaker and eligible for a DSA/FAA/Fee, this will be wired by bank transfer after the event.

#### Cancellation

If you need to cancel your participation in this event, please let IBF know immediately so that any bookings held in your name can be cancelled.

#### Contact Numbers

If you have any questions you may contact IBF directly quoting the reference code for this event

**INT MARKT 56605.**

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BE - 1050 Brussels  
Belgium

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Fax: +32 2 644 35 94

Email: nova@ibf.be

We wish you a successful event and a successful journey, and look forward to your feedback.

Yours sincerely,

**European Commission  
DG Enlargement  
Institution Building Unit**