



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ  
REPUBLIC OF CYPRUS

MINISTRY OF FINANCE  
PUBLIC ADMINISTRATION AND PERSONNEL DEPARTMENT



## Practical Information

### EUPAN Extended DG Troika Meeting + Meeting with TUNED

16<sup>th</sup> November, 2012

#### 1. REGISTRATION

Registration will remain open until **2<sup>nd</sup> November 2012**. You are kindly requested to complete the registration online at <https://delegations.cy2012.eu>

The Username and Password for **your delegation** are the following:

**Username: DGTREUPAN.EUCOMMISSION**

**Password: vSoK3OVd**

In order to facilitate registration, we recommend that you appoint **one contact person** to register the entire delegation, since the system can accept only one registration at a time with the delegation code.

Your delegation **QUOTA** for this meeting is: **2**

In case you need to increase your delegation QUOTA, please notify us by **24<sup>th</sup> October, 2012** to the email address: [eupan@cy2012eu.gov.cy](mailto:eupan@cy2012eu.gov.cy) and we will try our best to accommodate your request.

If you have any inquiries concerning registration, please send an email to [eupan@cy2012eu.gov.cy](mailto:eupan@cy2012eu.gov.cy)

#### 2. MEETING VENUE

The meeting will take place at:

**Golden Bay Beach Hotel**

Dekeleia Road

P.O. Box 40741

6360 Larnaka, Cyprus

Tel.: +357 24645444

<http://www.goldenbay.com.cy>

The meeting venue is about 13 Km from Larnaka International Airport (LCA).

### 3. TRANSPORT FROM/TO AIRPORT

The legal points of entry to the Republic of Cyprus are the Larnaka International Airport (LCA) and the Pafos International Airport (PFO).

The Cyprus Presidency will **provide free transport** from Larnaka International Airport to the meeting venue (Golden Bay Hotel) **as early as two days** prior to the meeting. For this purpose buses will depart from the airport at specified intervals. The meeting point for the free transport is located close to the bus departure exit of the airport. You will collect your accreditation badge **from the registration desk at the Golden Bay Hotel** on the 16<sup>th</sup> of November.

Free transportation will also be provided from the meeting venue to Larnaka International Airport **after the end of the meeting and on the following day**.

If you prefer to take a taxi from Larnaka International Airport to the hotel, this will cost about €25 (daily rate) and €30 (night rate).

Please note that taxis with a sign bearing the Cyprus Presidency logo have recently passed a specific quality check (on top of the periodic technical test) from the Republic's Road Transport Department.

For delegates arriving at **Pafos International Airport**, staff members will provide information on the most convenient means of transport available.

**Upon having your flights confirmed**, you are kindly requested to **complete the details** at the relevant section of the **on-line registration** system of the Cyprus Presidency.

### 4. ACCOMMODATION

All relevant information can be found at the Cyprus Presidency online registration system <https://delegations.cy2012.eu>

When registering for the meeting you will see the hotels where you may choose to stay, with the corresponding prices for "bed and breakfast". You must complete the booking form attached to the registration system and send it via email directly to the hotel to make your reservation. Delegates can pay for their accommodation at the hotel. Please note that, the **"Event Code"** for this meeting required on the booking form, is **2FN09**. This should be noted along with the rest of the information before sending the booking form to the hotel.

The Cyprus Presidency has pre-booked rooms at Golden Bay Hotel, which is also the meeting venue. The price is **€108 for a single room** and **€140 for a double room**. However, please note that reservation will be made on a first come first served basis. If you intend to stay any extra days before or after the event, please inquire directly with the hotel for availability using the booking form.

Once you have sent in your hotel booking form, **you should expect confirmation** of your room booking by the hotel. **Upon confirmation** by the hotel, delegates are kindly requested to **complete their accommodation details** at the relevant section of the on-line registration system of the Cyprus Presidency. Please note that if the section is not completed, free transport from the hotel to the meeting venue cannot be guaranteed. It is therefore very important to make your own reservation no later than **2<sup>nd</sup> November 2012**.

## 5. INTERPRETATION

The working language of the meeting will be English. No interpretation will be provided.

## 6. CONTACT PERSONS

<b>Public Administration and Personnel Department, Ministry of Finance</b>		
Eliza Loizou Tel: +357 22601554 Fax: +357 22602763 Email: <a href="mailto:eloizou@papd.mof.gov.cy">eloizou@papd.mof.gov.cy</a>	Pavlina Mela Tel: +35722601570 Fax: +35722602763 Email: <a href="mailto:pmela@papd.mof.gov.cy">pmela@papd.mof.gov.cy</a>	Constantinos Michael Tel: +357 22601565 Fax: +357 22602763 Email: <a href="mailto:cmichael@papd.mof.gov.cy">cmichael@papd.mof.gov.cy</a>

## 7. GENERAL INFORMATION ABOUT CYPRUS

### Languages

Greek and Turkish are the official languages of the Republic of Cyprus. English is widely spoken.

**Local Time:** Cyprus Time is GMT +2.

### Climate & Weather

The island's climate is characterised by hot summers and mild winters. Temperatures reach their highest in July and August with temperatures ranging between 27°C and 36°C. However, in the warmest days of the summer you should expect higher temperatures during midday, especially inland (Lefkosia), where it might soar towards 40°C. From September, the temperature gradually drops yet it remains rather hot. October is still warm enough and sunny and the sea water is still comfortable for swimming. The evenings in June, especially in the beginning of the month and from the end of September could be a little chilly. In June and September rain is considered rather unusual and in July and August it would be a surprise especially at night. In the mountains it is pleasantly cooler during the day and, as expected, it is colder at night. In December the mean daily maximum temperature inland is 18°C and the mean daily minimum is 7°C.

**Currency:** The currency of Cyprus is the Euro.

### Currency Exchange

All banks operating in Cyprus offer foreign currency exchange services and quote the exchange rates of the Euro against all major foreign currencies daily. Foreign currency can also be exchanged at hotels.

### ATMs and Credit Cards

All major banks in Cyprus have automatic teller machines (ATMs) in most towns and in the majority of the large villages. All major credit cards are accepted almost everywhere.

### Electricity supply

The electricity supply in Cyprus is 230 volts, a.c. 50 Hz. Sockets are usually 13 amp, with 3-point plugs, square pin. Many hotels provide adaptors upon request from the reception.

### **Smoking**

Smoking is prohibited in all indoor public places and night clubs.

### **Opening hours**

Shops normally open around 09:00 and close around 19:00 except Wednesday afternoon (up to 15:00 hrs). During the summer period June 15th – August 31st there is an optional three hour afternoon break from 14:00 - 17:00. Shops in tourist areas, large shopping centres and department stores may stay open on weekends and public holidays as well.

Banks are open on workdays (Monday to Friday) usually between 08.30 and 13.30. From October to April they are also open on Monday afternoon between 15.15 and 16.45. Banks are closed on weekends and public holidays. Some banks in central tourist areas are open in the afternoon specifically to provide services to tourists.

Restaurants and cafes have varying opening hours, but lunch is most often served between 12:00 and 15:00. Dinner is served from 19:00 until late in the evening.

### **Driving Side**

Driving is on the left-hand side of the road. All the international road traffic signs are in use and placed on the left-hand side of roads and highways. On roundabouts, priority is given to the right side.

### **Public Holidays during the Cyprus EU Presidency**

15th August, 1st October, 28th October, 24th December, 25th December and 26th December.

### **Emergency Number**

Call 112, the EU-wide emergency number for police, fire department and ambulance.

**Dial Code for Cyprus:** +357

**Telephone Directory Assistance:** 11892, 11822, 11800, 11833, 11811

**About Cyprus and Larnaka** [www.visitcyprus.com](http://www.visitcyprus.com)  
[www.larnaka.com](http://www.larnaka.com)

**Airports** [www.hermesairports.com](http://www.hermesairports.com)