



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
REPUBLIC OF CYPRUS

MINISTRY OF FINANCE
PUBLIC ADMINISTRATION AND PERSONNEL DEPARTMENT



Practical Information

59th Directors General Meeting + Directors General Meeting with TUNED

5th - 6th December, 2012

1. REGISTRATION

Registration will remain open until **22th 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: DGEUPANTUNED.EUIPA

Password: OaVe66MU

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 **10th November, 2012** to the email address: 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

2. MEETING VENUE

The meeting will take place at:

Filoxenia Conference Center

Thrakis, 1311,

Nicosia, Cyprus

Tel.: +35722395000

3. TRANSPORT FROM/TO AIRPORT TO THE DESIGNATED HOTELS – TRANSPORT FROM DESIGNATED HOTELS TO THE MEETING VENUE

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 hotels that are designated in paragraph 4 below **as early as two days prior** to the meeting. For this purpose buses will depart from the airport at specified intervals.

More information can be found at the Cyprus Presidency info points at the airport.

Upon arrival at Larnaka International Airport, please go to the Cyprus Presidency Info Point situated before passport control to collect your badge (as early as two days prior to the meeting and up until 5.00am on the day of the meeting). **Wearing your accreditation badge** will enable you to have **free transport** from the airport to/from the designated hotels. The meeting point for the free transport is located close to the bus departure exit of the airport.

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

If you would like to make your own travel arrangements you can use the shuttle bus service or a taxi. Shuttle bus services run to and from Larnaka International Airport and Nicosia and tickets cost €8 each way (<http://www.kapnosairportshuttle.com/>). If you prefer to take a taxi from Larnaka International Airport to the hotel, this will cost about €50.

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.

The Cyprus Presidency will **also provide free transport** from/to the **designated hotels** to the meeting venue on the days of the meeting.

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 **2FN11**. 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 the following hotels:

- Hilton Hotel - the price is **€145 for a single room** and **€173 for a double room** (<http://www3.hilton.com/en/hotels/cyprus/hilton-cyprus-NICHITW/index.html>).
- Hilton Park Hotel - the price is **€130 for a single room** and **€153 for a double room** (<http://hiltonparknicosia.com>).
- Centrum Hotel - the price is **€94 for a single room** and **€115 for a double room** (<http://www.centrumhotelcyprus.com>).

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 **22th November 2012**.

5. INTERPRETATION

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

6. EXCURSION/DINNER

The EUPAN Cyprus team has organized an excursion to the Cyprus Archaeological Museum and Lefkara Village followed by a dinner at Dafermou Winery (<http://www.dafermouwinery.com>), on the 5th December, 2012, after the end of the meeting.

In case you wish to participate to the above events, please indicate this at the relevant section of the on-line registration system of the Cyprus Presidency.

7. CONTACT PERSONS

Public Administration and Personnel Department, Ministry of Finance		
Eliza Loizou Tel: +357 22601554 Fax: +357 22602763 Email: eloizou@papd.mof.gov.cy	Pavlina Mela Tel: +35722601570 Fax: +35722602763 Email: pmela@papd.mof.gov.cy	Constantinos Michael Tel: +357 22601565 Fax: +357 22602763 Email: cmichael@papd.mof.gov.cy

8. 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. However, the evenings from the end of September could be a little chilly. October is still warm enough and sunny and the sea water is still comfortable for swimming. In June and September rain is considered rather unusual. 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 Nicosia www.visitcyprus.com

www.nicosia.org.cy

Airports www.hermesairports.com