



**First Regional Consultation on Viral  
Hepatitis in the WHO European Region:  
Progress on the Way to Elimination  
Tbilisi, Georgia  
11–13 February 2019**

/6

**4 February 2019  
Original: English**

## **INFORMATION CIRCULAR**

Dear participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

### **1. Site of the meeting**

#### **Ballroom Meeting Room Hotel Courtyard Tbilisi**

Address: 4 Freedom Square, Tbilisi 0105, Georgia

Tel.: +995 32 277 91 00

Fax: +995 32 277 91 10

Web site: <http://www.marriott.com/hotels/travel/tbscy-courtyard-tbilisi>

### **2. Language**

The working languages of the workshop will be English and Russian. Simultaneous interpretation will be provided.

### **3. Registration, opening session, and closure**

Registration of participants will take place from 13:30 to 14:00 on 11 February 2019 at the meeting venue, and the meeting will begin with the opening session at 14:00. Registration of participants arriving on 12 February 2019 will take place from 8:30 to 9:00 on 12 February 2019. It is expected that the meeting will finish no later than 17:30 on 13 February 2019.

### **4. Working hours**

The working hours will be from 09:00 to 17:00 with 30 minute breaks for refreshments in the mornings and afternoons and one hour lunch break.

### **5. Documentation**

Presentations and background material will be provided on memory sticks or via remote web-based storage after the meeting.

### **6. Accommodation and meals**

Single rooms (incl. breakfast) have been provisionally reserved from the day of your arrival to the day of your departure at the:

#### **Courtyard Tbilisi**

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**For those whose accommodation is covered by WHO**

WHO will be covering costs for your accommodation (incl. breakfast) at the hotel. **Please settle your bill directly with the management of the hotel for any other charges (laundry, room service, bar bills, telephone calls etc.).**

**For those whose accommodation is not covered by WHO**

Please settle your bill directly with the management of the hotel for your accommodation and all other charges (laundry, room service, bar bills, telephone calls etc.).

Lunch and coffee breaks will be provided to all participants at the meeting venue on 12 and 13 February 2019 and will be covered by WHO. There will be a reception on 11 February 2019 and a dinner on 12 February 2019, hosted and covered by WHO.

**7. Transport to the venue**

Transfers from and to Tbilisi International Airport will be provided by Events International company. The service costs will be covered by WHO.

**8. Useful information****Emergency numbers:**

Police – 112

Fire Emergency – 112

Medical Emergency – 112

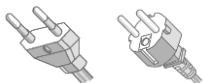
**Currency and banking:**

The national currency is Georgian Lari (GEL). Latest exchange rate can be obtained at the website of the National Bank of Georgia: <https://www.nbg.gov.ge/index.php?m=2&lng=eng>

Visa and Master Cards are accepted in hotels and supermarkets, though cash is preferable for payment in some places. According to Georgian law, all goods and services should be paid in local currency. Exchange facilities in Tbilisi are numerous and accept primarily US Dollars and Euros. ATM machines are available in all central districts of Tbilisi.

**Electricity: voltage and plug system:**

Electricity in Georgia is 230 V, with a frequency of 50Hz, and **sockets** take the standard European dual round-pronged plugs.

**9. Contacts**

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any queries however, please do not hesitate to contact Ms Olga Fradkina (fradkinao@who.int, mob. tel: +45 20 16 80 76), WHO Regional Office for Europe.