

WORLD HEALTH ORGANIZATION
REGIONAL OFFICE FOR EUROPE

WELTGESUNDHEITSORGANISATION
REGIONALBÜRO FÜR EUROPA



ORGANISATION MONDIALE DE LA SANTÉ
BUREAU RÉGIONAL DE L'EUROPE

ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО

WHO European Conference on Screening
UN CITY Copenhagen, Denmark

11-12 February 2020

20 November 2019
Original: English

INFORMATION CIRCULAR (2)

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

UN City
Marmorvej 51
2100 Copenhagen Ø / Denmark
Telephone: +45 45 33 7000
Web site: <http://www.euro.who.int>



2. Format of the Conference

The format of the Conference will be a combination of plenary and parallel sessions.

The meeting will be held in English and simultaneous translation/interpretation will be provided in Russian.

Guest WIFI will be available throughout the Conference at UN CITY.

3. Registration, opening session and closure

Registration of participants will take place at UN CITY from 08:00 on 11 February 2020. Name badges will be issued at registration.

The meeting will begin at 09:00 with the opening session. It is expected that the meeting will close not later than 17:15 on 11 February 2020. It is expected that the meeting will close not later than 17:00 on Wednesday, 12 February 2020.

4. Documentation

Documentation concerning the meeting will be disseminated prior to the meeting electronically. Please note that participants are requested to bring all documents to the session, as hard copies will be available **only by request** to make the Conference a “green” event.

5. Accommodation / Conference hotel.

Hotel accommodations have been pre-booked for **ALL** participants at Admiral Hotel Copenhagen / Toldbodgade 24-28 / 1253 Copenhagen K, Denmark
Telephone: +45 33 74 14 14 / www.admiralhotel.dk

- Participants are pre-booked at the Admiral Hotel where accommodation and breakfast will be covered directly by WHO. All other individual expenses such as food, drink and laundry will be the responsibility of the participants and the payments settled directly with the hotel prior to check-out.
- Reservation of hotel is made through the attached registration form, indicating your arrival and departure date.
- WHO will confirm your reservation directly with you;
- As there are many events happening in Copenhagen in February, we encourage participants to secure their hotel booking by returning the registration form as soon as possible.

6. Meals and Social event

A lunch buffet will be served at UN CITY each day, courtesy of the Regional Office and served in a special designated area (not the canteen). Special dietary requirements should be communicated on the attached registration form.

There will also be two refreshment breaks (morning and afternoon) each day.

A reception for all participants is being organized for Tuesday, 11 February 2020 after the closing session. More details of time and venue will be provided in due course.

Dress code is business casual for all occasions.

7. Travel tickets and subsistence allowance (for participants attending the meeting at the expense of WHO)

The airline travel for which WHO will pay will be the least expensive available economy class ticket by the least expensive route, with the condition that the travel time does not exceed the most direct itinerary by 4 hours or more. Please note that WHO will provide your ticket through CWT (Carlson Wagonlit Travel) only. **WHO must approve in advance any request to purchase your own ticket for subsequent reimbursement.**

In addition, you will receive a reduced per diem for meals not provided during the event.

8. Visa

It is your responsibility to obtain any visa including required transit visa(s) in case you are travelling through multiple destinations.

Visas to enter Denmark **are required for nationals of the following countries:** Albania *), Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina *), Georgia, Kazakhstan, Montenegro *), North Macedonia *), Republic of Moldova *), Russian Federation *), Serbia *), Tajikistan, Turkey *), Turkmenistan, Ukraine *) and Uzbekistan.

(* Possible exemptions depend on the type of passport held; please check at the New to Denmark website: https://www.nyidanmark.dk/en-GB/Words%20and%20Concepts%20Front%20Page/US/Visum/Must_have_a_visa_countries_and_countries_with_visa_exemption?anchor=63F86BF9BAE84296B40028C26E06EF02&callbackItem=E7DB3F82B9C14DCFAA314EB1A72DDEC5&callbackAnchor=7AE6F57AB5784B20BEE028BB58B3CC23

Participants should be aware that the processing of visas can take up to 60 days. **Please apply for your visa in a timely manner.**

The official WHO letter of invitation to participate in the meeting should facilitate the issuance of your visa and should accompany an application for a visa to any Danish embassy or consulate general where they are processed or to embassies that represent Denmark in visa matters. The Danish Ministry of Foreign Affairs will invite its diplomatic missions to facilitate the issuance of entry visas to Denmark upon presentation of the letter of invitation from WHO. Should you require an additional personal letter issued by the Regional Office to support your visa application, please send a request to euncd@who.int.

More information about visas for Denmark can be found on the Ministry of Foreign Affairs website: <https://um.dk/en>

9. Banks/exchange facilities

The currency of Denmark is Danish Kroner. Credit cards are widely accepted in Denmark. An ATM machine is in the UN City lobby area where Danish Kroner and EURO can be obtained.

10. Local Transport

Local transportation, to and from the Conference Hotel Admiral, and UN CITY is being provided by WHO. Buses will be available in the mornings and after the last session of the day.

For those who wish, bicycles can be rented from the hotel at the rate of 150 DKK per day.

Public Transportation (Train, Metro)

Transportation from the airport to the Hotel is the responsibility of each participant.

Copenhagen offers a good public transportation network; the city centre can be reached from the airport either by metro, train (metro and railway stations are located in Terminal 3 of Copenhagen Airport). Tickets for the metro and train are available from the DSB ticket office and ticket machines in the station area. The metro operates around-the-clock seven days a week.

There are trains / metro from the airport which will bring you close to the Admiral hotel, but walking will be required should you take this option. You can also take the metro from the airport to “Kongens Nytorv” and take a taxi from there, which is not far to the hotel. (see map at end)

Denmark has one of the most efficient and reliable public transportation infrastructures in the world. The Greater Copenhagen area is divided into zones. Travelling through these zones can be combined using train, metro, and bus if the ticket is valid. At the stations and bus stops you can find maps that will show you the different coloured zones. Even if you only travel within one zone, the minimum charge is for two zones. You need a ticket for 3 zones to reach the UN City from the Airport. Tickets may be bought at the airport, Terminal 3, train station ticket office or from automatic machines inside the station. Passengers not holding a valid ticket will be fined 750 DKK.

Tickets, travel cards and prices in the Copenhagen area

You can choose between different types of tickets and travel cards which are all valid for buses, trains and the Metro in the Greater Copenhagen area. Your choice depends on how much and how you wish to travel during your stay.

For further details, please refer to ‘Transport in and around Copenhagen’ at Copenhagen’s official website:

<http://www.visitcopenhagen.com/copenhagen/transportation/transport-and-around-copenhagen>
www.visitcopenhagen.com/copenhagen/transportation/getting-and-around-copenhagen

Taxis are easy to access in Copenhagen but expensive. Prices start at 40 kroner and increase by 8.5 kroner per kilometre travelled. Please note that the use of ride hailing services as Uber and Taxify are not permitted in Denmark.

11. Information and Security at UNCITY

Admittance to the UN City is through a security check-point. All hand luggage will be scanned upon entry. Participants are advised to arrive 45 minutes before the beginning of the session on the first day to allow for some delay. You will be greeted at the gates by our staff, who will check your identification. **Please have your passport or formal photo ID ready on arrival.**

After the initial security check, participants will be met at the reception desk and be provided with your name badge and receive an access card to facilitate their entrance on subsequent days. Please keep this **visibly displayed at all times.**

The access/swipe cards will allow access through all authorized ground floor doors in the building. When entering UN City at the external security gates, you will need to hold your card against the reader panel and then enter the 4 digit passcode – 5112. For internal gates / doors, simply hold the card against the reader panel and the doors will open.

To prevent injury please ensure **only one person passes through the gates at a time,** as the doors will close forcefully after one person passes through. You will need to **return your conference access card** when you leave UN City at the end of the event. If your access card is lost or stolen, please advise us immediately. We appreciate your understanding and cooperation, as these measures are taken both for your own safety and for the protection of our staff and UN

Colleagues.

UN City, which opened in April 2013, is the home of 10 United Nations agencies in Denmark. Approximately 1200 staff from 104 countries work there. The building is shaped like an eight-pointed star, reaching in all directions.

The building earned the European Commission's esteemed Green Building Award in 2012 and was the first United Nations complex to receive the platinum certificate for Leadership in Energy and Environmental Design (LEED). To be eligible for the prestigious platinum LEED, UN City had to satisfy several environmental criteria, including using sustainable building materials, reducing waste, minimizing impact on surrounding ecosystems, and promoting indoor air quality, energy efficiency and smart water use.

The wood used in the construction of UN City was harvested from sustainably managed forests located within 800 km of the building site to reduce emissions from transport. The building employs environmentally friendly technologies, such as the collection and use of rainwater for toilets, which contributes to a 60% reduction in water use; in addition, 1400 solar panels line the roof of the building, thereby reducing the electricity needed from the grid (which itself uses green electricity from windmills, thus contributing to sustainability). Taking advantage of the building's location in the harbour area, cold seawater is pumped into its cooling system, which further reduces electricity needs. Solar shades on the building's facade prevent overheating while maintaining natural light in offices and open areas. Vegetation covers 2% of the total surface. Because of these measures, UN City uses 55% less energy than other office buildings of a similar size. Recycling systems are in place to reduce and reuse waste and bicycling as a primary mode of transportation is encouraged, with 500 parking places made available for bicycles.

During the event, water will be served in bio-degradable packets; the coffee that will be provided originates from sustainable coffee plantations.

12. Social Media

Photographs and videoclips will be taken during the session, and images and footage of participants and proceedings may be posted on the Internet. Participants may opt out of photos and videos by indicating this in the registration form under the section "comments".

Participants are encouraged to engage in online Twitter chats about the sessions, using the Twitter hashtag #WHOScreening. We also invite you to follow the Regional Office's official social media accounts for coverage of the Conference throughout the Conference on our Twitter account or Facebook page:

Twitter: @who_Europe and @WHO_Europe_RU

Facebook: <http://www.facebook.com/WHOEurope>

Instagram: @who.europe

13. Electricity supply

The main electricity voltage is 220V and 50HZ. The central European-type wall socket (two-pin plug) is standard in Denmark.

14. Insurance

The WHO secretariat cannot accept liability for personal accidents or loss of /or damage to the private property of participants or accompanying persons during or indirectly arising from attendance at this Conference. Participants should make their own arrangements with respect to health and travel insurance.

15. Useful Contacts

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any questions regarding your attendance at this Conference, please contact: euncd@who.int.

