

## **PRACTICAL INFORMATION NOTE FOR DELEGATIONS**

European Migration Network – EMN

5 and 6 October 2021

Ljubljana, Slovenia



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## 1 General information

The Slovenian Presidency of the Council of the European Union is pleased to share the following practical information regarding the upcoming Conference of the European Migration Network on 5 and 6 October 2021 held at the Slon hotel in Ljubljana

The Conference is scheduled to start on 5 October at 9:30. The inauguration of the Conference will be carried out by Slovenian Minister of the Interior Mr Aleš Hojs and European Commissioner for Home Affairs Ms. Ylva Johansson, while head of the EMN Magnus Ovilius is expected to address the closing ceremony of the Conference.

*Please note that all information is subject to change.*

This **Practical Information Note** (PIN) provides general information on logistical and organisational aspects to help you prepare for the meeting and a timeline of steps we kindly ask you to take in advance.

All relevant documents for the meeting will be available on the **Presidency Portal for Informal Events** (PPI) in due time.

Checklist and timeline of steps to be taken	
10 September	Accreditation centre open for registration
by 17 September	Appoint Delegation Accreditation Officer (DAO) for delegation and sent email to <a href="mailto:eupisarna.mnz@gov.si">eupisarna.mnz@gov.si</a>
by 20 September	book <a href="#">accommodation</a> via the links provided
27 September	online accreditation closes
5 October	start of the event

## 1.1 COVID-19

The Slovenian Presidency will endeavour to host the planned events in person while ensuring the maximum safety of all delegations. In cooperation with the Ministry of Health and the National Institute of Public Health, the Presidency will do its utmost to secure the highest health standards at all events and venues.

At all times, please follow the recommendations below:

- wash or disinfect your hands frequently
- wear a facial mask when indoors (mandatory in Slovenia)
- maintain a minimum distance of 1.5 metres from other people, both indoors and outdoors
- refrain from attending the event if you have any symptoms of infection
- cover your mouth and nose with a tissue or sleeve when coughing or sneezing
- avoid touching your face



Image: National Institute of Public Health [www.nijz.si](http://www.nijz.si)

We kindly invite you to respect the measures in effect during the event. The Slovenian Presidency will pay special attention to ensuring that your stay in Slovenia is healthy and safe, and counts on your support in these efforts.

All passengers entering **Slovenia** via air (all flights, including private ones) or by sea (cruise ships only) are required to complete a digital Passenger Locator Form, prior to entering the country. The Slovenia digital Passenger Locator is part of the EU digital PLF system and can be accessed at <https://app.euplf.eu/#/form>.

Please note that special requirements for entry into Slovenia may apply and consult the [official website for updates](#). Entry into Slovenia is only allowed if you fulfil one category of the recovered/ vaccinated/ tested rule: digital green certificates or proof of vaccination, a negative test (rapid AG test not older than 48h or PCR test not older than 72h) or proof of recovery (not older than 6 months). According to national legislation currently in effect, participation in indoor congress events is only possible under the recovered/vaccinated/tested rule. The documents will be

checked upon arrival to Slovenia (Ljubljana Airport) and/or at the registration desk at the venue.

We kindly ask you to attend in-person events only if you are in good health and to refrain from travelling if you notice any signs of respiratory infection. If you start to feel unwell during your stay, contact the medical team, who will be available at the venue throughout the event.

If you need a rapid AG or PCR test during your stay in Slovenia or upon returning to your home country, the organisers will provide testing facilities. Prior appointment is required the evening before testing. All information will be distributed at check-in. You will need to pay for the tests, and the results will be provided within 24h at the latest.

## 2 Format and accreditation

In light of the current health situation, participation in in-person events organised by the Slovenian Presidency will be strictly limited. Delegations of EU Member States will include the Head of Delegation and one delegate.

Please note that all members of the delegation attending the event will have to be registered for the event through the Slovenian Presidency Accreditation Centre. Upon receiving the present Practical Information Note, delegations are kindly requested to appoint a Delegation Accreditation Officer (DAO) who will be responsible for registering all members of a delegation. Information on the accreditation procedure will be sent to the DAO.

Please have the DAO contact the Accreditation centre at [eupisarna.mnz@gov.si](mailto:eupisarna.mnz@gov.si) by 17 September 2021 with the subject of the email as "European Migration Network – EMN" and "Delegation". In the email DAO should state the number of participants.

Accreditation must be completed **one week (7 days) before the event** at the latest.

The delegation will receive their accreditation badges from the organizer at the event location. All accreditation badges are strictly personal and non-transferable.

Any last-minute accreditation issues may be resolved with the organiser.

Please make sure to wear your badges visibly at the meeting venue and other official programme venues. If you lose your badge, please contact the Accreditation Centre without delay at [accreditation-pseu21.mzz@gov.si](mailto:accreditation-pseu21.mzz@gov.si).

*Please note that all personal information obtained through accreditation procedures will be processed in accordance with the General Data Protection Regulation.*

## 2.1 Conference streaming

Due to limitations that were put in accordance with COVID-19 restriction measures, the conference will be recorded and streamed through online audio-video platform.

Link and all the information regarding conference streaming will be shared through EMN as well as SI NCP communication channels.

## 2.2 Digital tools

The Slovenian Presidency has pledged to reduce the use of paper as much as possible and use digital tools instead. The **Slovenian Presidency Accreditation Centre** is an essential online tool for registering participants (Heads of Delegation, delegates, journalists and experts), and also for managing logistical aspect of Presidency events.

After the accreditation is confirmed, delegates will be able to set up their access to the **Presidency Portal for Informal Events (PPI)** provided by the General Secretariat of the Council. The PPI is a secure online environment that offers central and easy access to documents, agendas, contact points and other information related to the informal events organised by the Slovenian Presidency.

As part of our sustainability and digital efforts, the Slovenian Presidency has developed an **app, EU2021SI (available for Android and iOS)**, giving all registered participants access to all the information and materials related to the events – at their fingertips.

### 3 Transportation

For the event, the Slovenian Presidency will provide transfers with vans or buses from Ljubljana Airport to the venue, and back to the airport for departure. Please enter the exact times of arrival and departure in the Slovenian Presidency Accreditation Centre when registering the delegation. Please note that the Slovenian Presidency can only ensure transfers within the territory of Slovenia.

The following information is essential:

- for delegations arriving by car: date and time of arrival (parking will be provided by the hotel)
- for delegations arriving by plane to Ljubljana Airport:
  - scheduled flight: flight number and airline; or
  - special flight: airline and aircraft registration number;
  - date and time of arrival and departure.

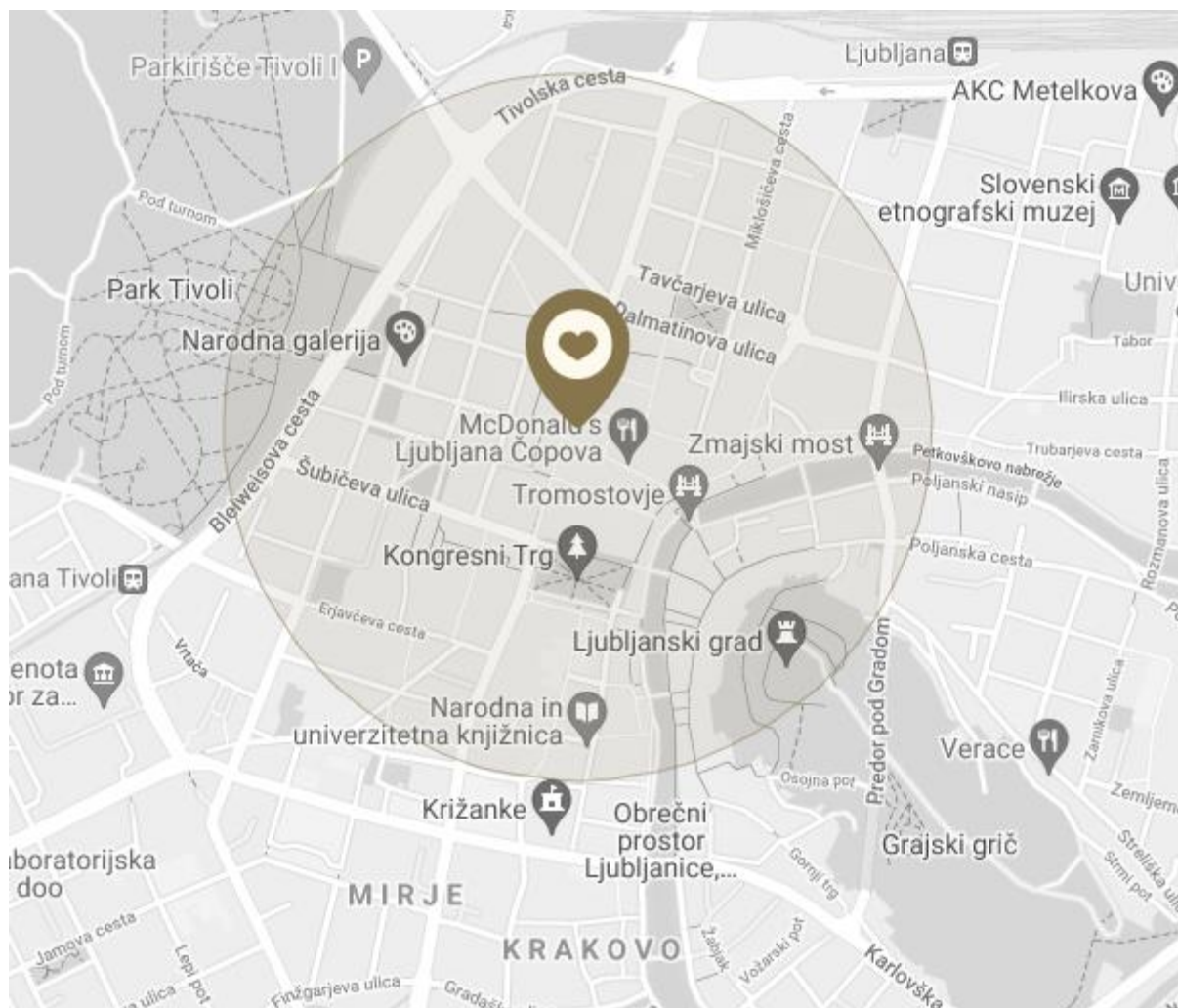
Delegates travelling separately from their head of delegation or those arriving at other airports outside Slovenia are kindly requested to make their own travel arrangements.

### 4 Accommodation

The Slovenian Presidency has arrangements with the 4-star Hotel Slon in the centre of Ljubljana, where the meeting will also take place. We recommend that delegations make reservations as soon as possible, and **at least 7 days prior to the event**, via the links provided in the table below.

Selected hotel with the link for registration:

Hotel Slon	Slovenska cesta 34, 1000 Ljubljana <a href="https://reservations.travelclick.com/102655?groupID=3255114">https://reservations.travelclick.com/102655?groupID=3255114</a> e-mail: <a href="mailto:sales@hotelslon.com">sales@hotelslon.com</a>
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## 5 Meeting venue

The Conference will take place at Hotel Slon's convention centre, which is located on the first floor of the hotel.



### 5.1 Dinner

Delegates arriving on 4 October are kindly invited to attend the dinner organized in the Hotel Slon dining room at 19:00.

### 5.2 Non-formal dinner

Dinner will be organised for members of EMN National Contact Points on 5 October.

## 6 Interpretation

Interpretation is not provided since the event is held in English.

## 7 Useful information

Emergency number: 112 (fire brigade, medical assistance)  
113 (police)

Country code: Slovenia +386

Electricity: 230 V, 50 Hz (type F power plugs and sockets)

Local time: Central European Summer Time Zone (CEST) – GMT +2:00

Currency: Euro

Tap water: *Slovenian water is regularly tested for quality and is safe to drink*

Business hours: *Shops and markets are closed on Sundays*

The official travel guide to Slovenia (Slovenian Tourist Board):  
<https://www.slovenia.info/en>

Please check the official presidency website [www.si2021.eu](http://www.si2021.eu) for additional information about the Slovenian Presidency.

## 7.1 Contacts

### For enquiries concerning the meeting:

Slovenian National Contact in European Migration Network: [emn.mnz@gov.si](mailto:emn.mnz@gov.si)

### For enquiries concerning the logistics:

Ministry of the Interior  
Republic of Slovenia  
[eupisarna.mnz@gov.si](mailto:eupisarna.mnz@gov.si)

### For enquiries concerning the accreditations:

Secretariat for the Coordination of Preparations, Logistics and Management  
of the Slovenian Presidency of the Council of the EU 2021  
Ministry of Foreign Affairs of the Republic of Slovenia  
[spseu@gov.si](mailto:spseu@gov.si)

*Official channels of the Slovenian Presidency (as of 1 July 2021)*

Facebook: <https://www.facebook.com/SLOtoEU>  
Flickr: <https://www.flickr.com/photos/eu2021si>  
Instagram: <https://www.instagram.com/eu2021si>  
Twitter: <https://www.twitter.com/eu2021si>  
YouTube: <https://www.youtube.com/c/VladaRepublikeSlovenije>

**We are looking forward to welcoming you to Slovenia!**





Slovensko predsedovanje Svetu Evropske unije  
Slovenian Presidency of the Council of the European Union