

---

# Intergovernmental Negotiating Committee for a Legally Binding Agreement on Forests in Europe

## Fourth Session

10-14 June, 2013 Warsaw, Poland

## Practical information

### Venue

The Session will start at 10.00 a.m. on Monday, 10 June 2013 and end at 6.00 p.m. on Friday, 14 June 2013.

The Session will be held at Warsaw Marriott Hotel

Address: Aleje Jerozolimskie 65/79 Warsaw, 00-697 Poland

Tel : 0048 22 6306306

Fax: 0048 22 8300311

*Note : Maps and other information related to meeting venue can be found at*

<http://www.marriott.com/hotels/travel/wawpl-warsaw-marriott-hotel/>

For further information about Warsaw, please visit <http://www.warsawtour.pl/en> and about Poland, please visit: <http://www.poland.gov.pl/>

Currency: PLN (1 Euro = 4,11 PLN).

## I. Registration to the Session

To register, please visit the following site:

[http://www.forestnegotiations.org/registration\\_form5](http://www.forestnegotiations.org/registration_form5)

Delegates are requested to register at their earliest convenience, preferably no later than Monday, 20 May 2013. Once registered, participants shall receive a confirmation of their registration by e-mail.

Delegations are kindly requested to provide an official letter containing the name(s), title(s) and contact details of delegate(s), including head of delegation. Official letters should be sent at the earliest convenience, but no later than **20 May 2013** to:

E-mail: [INC-Forests@fao.org](mailto:INC-Forests@fao.org)

Postal address:

FAO of the United Nations  
Forestry Department (*Intergovernmental Negotiating Committee for a Legally Binding Agreement on Forests in Europe*)  
Viale delle Terme di Caracalla 1, Rome, 00153, Italy

## II. Funded participation

Eligible participants from countries with economies in transition may apply for financial support to facilitate their participation in the Fourth Session of the Committee. Financial support, subject to availability of funds, may be provided for one participant per eligible country.

Please contact [INC-Forests@fao.org](mailto:INC-Forests@fao.org) in order to find information on eligible countries. Requests for financial support should be submitted to the secretariat (e-mail: [INC-Forests@fao.org](mailto:INC-Forests@fao.org)) as soon as possible, but not later than **20 May 2013**. No application will be accepted after this deadline.

### **III. Languages & documents**

The Session will be held in English with simultaneous interpretation in Russian and French. Background documents in English, French and Russian will be posted at <http://www.forestnegotiations.org> in due time. We kindly request you to bring your own copies. Additional information documents will be available in English only.

### **IV. Visa information**

Poland is a part of the Schengen Area. Participants requiring Polish visa should submit their application as soon as possible and initiate visa procedures at least three weeks before the meeting. For invitation letters please, address your requests to [INC-Forests@fao.org](mailto:INC-Forests@fao.org)

Should you have difficulties in obtaining your visa, you can contact the following persons in the host country for assistance:

**Mr Lukasz Celeda**  
e-mail: [lukaszceleda@outlook.com](mailto:lukaszceleda@outlook.com)  
Phone number: +48 510 131 256

**Ms Martyna Jasionowska**  
e-mail: [marjas1202@gmail.com](mailto:marjas1202@gmail.com)  
phone number: +48 501 166 527

### **V. Arrival to Warsaw**

**By plane - Warsaw Frederic Chopin Airport**  
(located 8.5 km away from the center of Warsaw)

**By train - Warsaw Central Railway Station**  
(located downtown , 350m from the meeting venue)

### **VI. Public transport in Warsaw**

**From the Airport to the Warsaw Marriott Hotel:**

**By bus:** line 175; go from the bus stop called Terminal Autobusowy 02 and situated in front of Arrivals Hall to the bus stop: Dworzec Centralny 01 (about 40 min trip), the buses run every 10 min, ticket fare is 4.40 PLN ( app. 1.2 EUR) for a single ride, tickets are available at Kiosk located within Arrivals Hall or at a ticket vending machine at the bus stop.

**By airport train:** In vicinity of the terminal there is the underground railway station at Chopin Airport, linking the Airport and the center of Warsaw (about 15 min trip). The station to get off is Warsaw Central Station (line S3 SKM or KML) or Warszawa Śródmieście (line S2 SKM). Trains depart approximately every 10 minutes. Public transport ticket is valid for all trains inside the city.

**By taxi:** licensed taxi services are offered in front of Arrivals Hall. Taxi tariffs must be clearly displayed in the car window, with prices ranging between 2.00 – 3.00 PLN per km. Taxi fare from the Airport to the city centre is approx. PLN 40 - 60 (about 10 – 15 EUR).

Further information on how to get to Warsaw Marriot Hotel is available at:

[http://www.marriott.com/hotelwebsites/us/w/wawpl/wawpl\\_pdf/Transportation%20in%20Warsaw.pdf](http://www.marriott.com/hotelwebsites/us/w/wawpl/wawpl_pdf/Transportation%20in%20Warsaw.pdf)

#### **Additional information about a public transport**

Warsaw's public transport system (ZTM) includes buses, trams and metro connections. The same tickets are valid for the bus, tram, metro and urban rapid rail. All public transportation tickets can be purchased in newspaper kiosks and at ticket vending machines located at many bus/tram stops as well as at metro stations, where you can pay either with cash or a card. On ticket machines there are displayed instructions in Polish, English and German. Ticket tariff: single ride- 4.40 PLN.

## **VII. Accommodation**

The participants will be assisted with hotel reservation by Holiday Travel Bureau, which is the operator of logistics authorized by the host country.

You are kindly advised to stay in Warsaw Marriott Hotel, (INC4 venue), where a block reservation was made for a limited number of rooms at a rate of 120 EUR (including breakfast and lunch). Please note that this block reservation is guaranteed until **3 pm on 10 May**.

The hotel is situated next to the central railway station and only 10 minutes walking distance to the nearest underground station (Centrum). It is close to many city cultural assets such as the Grand Theatre, Old Town, Royal Castle and the most prestigious avenues of Warsaw.

For the hotel reservation visit: [www.holidaytravel.pl/INC4](http://www.holidaytravel.pl/INC4)

**Please take into consideration that June is considered as a peak tourist season in Warsaw, thus early booking is strongly recommended.**

## **VIII. Field trip to Białowieża Primeval Forest**

The Ministry of the Environment of Poland invites participants to a field trip to Białowieża Primeval Forest.

This two-day trip will offer an exceptional opportunity to visit one of the only old growth forests in Europe and the most famous and oldest National Park in Poland.

The trip will take place on 15-16 of June 2013 and will be organized and supported by the State Forests.

Interested persons are kindly requested to confirm their interest to participate before **15 May** (number of participants limited by hotel capacity).

Please complete the [Registration form](#)

## **IX. Further information**

For further information please contact:

- Host country organizers: [marta.gaworska@mos.gov.pl](mailto:marta.gaworska@mos.gov.pl)
- General Inquiries, Liaison and Communications: [INC-Forests@foresteurope.org](mailto:INC-Forests@foresteurope.org)
- Sessions and Documents: [INC-Forests@fao.org](mailto:INC-Forests@fao.org)
- Scientific and Policy Advice: [INC-Forests@efi.int](mailto:INC-Forests@efi.int)