

CONFERENCE

2016 LOCAL ELECTIONS – LESSONS LEARNED

Sarajevo, Hotel Hills, February 22–24, 2017

Administrative Information

Conference Venue

Welcome to the Conference organised by the BiH Central Election Commission (BiH CEC), in cooperation with the Council of Europe. The partner organisation responsible for logistical and administrative support in organising the Conference is the Association of Election Officials in Bosnia and Herzegovina (BiH AEO).

The text below contains information about some of the administrative and logistical arrangements that you might find useful during your stay at the hotel.

Address and telephone numbers of the Hotel Hills for communication with the participants are as follows:

Address: Hotel Hills
Butmirska cesta 18, Sarajevo

Hotel reception: +387 33 947 947

Members of the Administrative Team of the AEO BiH Secretariat and the BiH CEC

The members of the administrative team will be at your disposal throughout the Conference, so please feel free to contact them at any time. They will be responsible to provide assistance to the participants regarding any Conference related issue. The members of the administrative team are:

1. Jasminka Joldić
2. Zvezdana Dragović
3. Anela Čavdar
4. Ernes Jusović

Contact (mobile): 061 490 393

Office of the AEO BiH Secretariat at the Hotel

Appropriate signs will be placed on visible places in the Hotel to indicate where the AEO BiH Secretariat office is located, with their administrative personnel. In this office there will be a computer and a printer, available for use to the Conference participants.

Expenses

- The registration fee you paid earlier covers the following: accommodation, meals, refreshments during the breaks, and materials prepared for the Conference.
- Transport: participants are to cover their own travel expenses, as well as to organise transport to the venue.
- The AEO BiH/ BiH CEC shall cover the following expenses:
 - 1 litre of sparkling water to be shared by four participants for each lunch and dinner
 - 1 coffee/tea/ or sparkling water per participant during the breaks

Participants are to cover the costs of all other beverages.

- Please settle all your personal bills before leaving the hotel (mini bar, telephone, restaurant, coffee bar, etc.)

Materials

You will receive the following materials at the registration desk:

- Materials for the Conference
- Accreditation badge that participants should wear during the Conference (access to the Hotel restaurant will only be possible with the accreditation)

Free time

After the official part of the programme, you are free to explore some of the Hotel Hills additional offer, including:

- Hotel bar,
- Free Wi-Fi access for the hotel guests,
- Free access to the pools of the *Thermal Riviera Ilidža* provided for the hotel guests.

A reception dinner, prize raffle and an auction will be organised for all participants of the Conference.

Smoking

Smoking is not allowed either in the main Conference room or in the workshop rooms.

Please contact Secretariat personnel concerning any technical or organisational issues you might have.

We hope that you will find the Conference useful and have a pleasant stay in Sarajevo!