



**MINISTRY OF TRANSPORT
AND COMMUNICATIONS OF
THE REPUBLIC OF
LITHUANIA**



Mare Forum

ASIA-EUROPE TRANSPORT DEVELOPMENT FORUM

Vilnius, Lithuania

19 October 2009

INFORMATION BOOKLET

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INTRODUCTION

The information contained in this document is for the benefit of Delegations who will be attending the ASIA-EUROPE Transport Development Forum scheduled to be held on 19 October 2009 at the *Crowne Plaza Hotel*, Vilnius, Lithuania.

The booklet is meant to assist the delegates with their travel plans, locating the meeting venue, accommodation and other useful information.

1. CONTENT OF THE FORUM

ASIA-EUROPE Transport Development Forum will take place on 19 October 2009, under the auspices of the first ASEM Transport Ministerial Meeting in Vilnius. The Forum will offer a unique opportunity to address major challenges facing Europe and Asia transport and logistics business community.

The main aim of the Forum is to provide a business-driven approach towards the development of transportation between Europe and Asia. A challenging task for the Forum is to identify what kind of impact for transport and logistics businesses between Europe and Asia we are facing, what has to be done to maintain and improve competitiveness of transport and logistics businesses, and what new solutions can be found to foster transport flows between the continents. The shaped recommendations will be delivered to the ASEM Transport Ministers.

The Forum is organised by the Ministry of Transport and Communications of Lithuania in cooperation with *Mare Forum*.

It is important to note that the World Bank, Asian Development Bank, United Nations Economic Commission for Europe (UNECE) and United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) agreed to become our partners organizing the Forum.

2. DATE AND VENUE OF THE FORUM

ASIA-EUROPE Transport Development Forum will be held on Monday 19 October 2009. It will take place at the hotel *Crowne Plaza Hotel*, M. K. Čiurlionio Str. 84, Vilnius, Lithuania.



The programme of the Forum is currently being developed. It will be circulated to the participating states, to the invited speakers, discussion panelists, guests and participants in due course.

3. LANGUAGE

English will be the official language of the Forum. Translation in Russian and Chinese will be ensured.

4. RESPONSIBILITY FOR ARRANGEMENTS

The Ministry of Transport and Communications of the Republic of Lithuania in cooperation with *Mare Forum* is responsible for the general organisation and conduct of the Forum.

5. PARTICIPATION

The invited Speakers and Discussion Panelists are representatives of governments and business communities of Eurasian countries, representatives of major financial institutions, regional and international organizations and of academic society. Presentations will be delivered by the Speakers, Discussion Panelists will only make interventions on the working topics. The conference fee for Speakers and Discussion Panelists will be waived.

Guests and relations invited by the organizing Partners can register for the Forum by completing the Guest Registration Form, distributed by their Host. The conference fee for invited guests and relations is waived.

Other participants interested in attending the Forum are requested to provide Mare Forum until the **16 October 2009** the following information:

- **Duly completed registration forms, which are available at the webpage www.asemtransport.org (1 registration form per delegate)**

The registration will be Person - Restricted, which means that only the registered participant will be admitted for any of the activities of the conference.

6. REGISTRATION FEE

The registration fee for attending the Forum is: 300,- Euro.

The conference fee includes: conference attendance and documentation, refreshments, lunch and dinner during scheduled breaks in the conference programme.

7. REGISTRATION & CONFERENCE DESK

All delegates must register at the conference desk on the **18th of October from 5 p.m. up to 7 p.m. and on the 19th of October from 8 a.m. up to 9 a.m. in *Crowne Plaza* conference centre.**

Documents and CD including the presentations will be distributed during the registration.

Conference badges will be issued to all registered delegates. The badges shall be worn visibly during the Forum.

8. ACCOMMODATION, FLIGHT INFORMATION, TRANSPORTATION & INSURANCE

Accommodation can be booked at the hotel *Crowne Plaza* (M. K. Čiurlionio Str. 84, Vilnius) with the Hotel Reservation Form found on webpage www.ase transport.org. Also, a list of alternative hotels is provided. The accommodation costs will be for each delegate's own account.

Flight reservations are made by each participant individually.

Participants may choose one of the options below to reach to *Crowne Plaza* or other alternative hotels from the Vilnius airport.

- Taxi: Cost is estimated around 60 Lithuanian Litas (Lt) (approximately 17 Euros) from the airport to *Crowne Plaza* Hotel and approximately 70 Lt (20 Eur) to alternative hotels.
- Bus service: the bus stop is located directly outside of the arrival lounge of Vilnius International Airport and is very easy to get. Cost of the bus is 2,50 Lt (approximately 0,8 Eur) from the airport to M. K. Čiurlionio bus stop (10 minutes walk by foot to *Crowne Plaza* hotel). From the airport to alternative hotels the bus stop is Europe Square.

Travel time is estimated to be approximately 20 to 30 minutes; however, please note that this depends on traffic.

Also note, that there will be buses booked for the participants, who will stay in alternative hotels (*Holiday Inn* and *Novotel*) for transportation to the Forum venue (*Crowne Plaza*) on the 19th of October. After the Forum, transportation to the Gala dinner venue will also be provided from all three hotels (*Crowne Plaza*, *Holiday Inn* and *Novotel*).

The conference organisation cannot accept any liability for personal injuries or for the loss of and/or damage to personal belongings of the participants, either during or as a result of the conference.

Please check the validity of your personal insurance.

9. PASSPORT SERVICE

All visitors to Lithuania must hold valid passports. Citizens of countries that require visas for Lithuania should obtain these beforehand at the appropriate Lithuanian diplomatic or consular missions. Note, that there is **NO** possibility to get a visa at Vilnius International Airport.

All delegates must comply with the rules on entry to the Republic of Lithuania.

10. GENERAL INFORMATION

Airport:

Vilnius Airport is approximately 10 km from the conference venue, *Crowne Plaza Hotel*.

Currency and Banking Services:

The currency unit is the Litas (Lt) that is divided into 100 cents. Exchange rates are subject to fluctuation. At the time of printing (March 2009) the exchange rate was approximately:

US 1 \$ = 2,54 Lt

EUR 1 = 3,45 Lt

Most internationally recognized currencies and travellers cheques can be exchanged at commercial banks (working hours at weekdays from 10:00 till 17:00) and the international airport. Credit cards are accepted in most hotels, restaurants and shops.

Climate and Clothing

During October the average temperature in Vilnius is +7 Degrees C and often rainy. Delegates are advised to bring warm clothes.

Important telephone number

Universal emergency service: 112

11. MORE INFORMATION

www.asemtransport.org

www.transp.lt

12. CONTACTS

In case of any further queries, please do not hesitate to contact:

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