



**World Health
Organization**

REGIONAL OFFICE FOR **Europe**

Regional Committee for Europe

69th session

Copenhagen, Denmark, 16–19 September 2019

14 June 2019

190346

ORIGINAL: ENGLISH

Information note on practical details for the 69th session of the WHO Regional Committee for Europe

Meeting venue

UN City

Marmorvej 51
2100 Copenhagen Ø
Denmark

Registration process

Online registration is required for the 69th session of the WHO Regional Committee for Europe (RC69). Registration can be initiated by going to the following website:

URL: <http://extranet.who.int/bpmext/meetingregistration.aspx>

Username: eurouser

Password: EuroRC2019

Instructions for online registration for RC69 participation are available on the website of the World Health Organization at <http://apps.who.int/gb/gov/registration.html>.

Part of online registration involves entering the names and titles of participants and uploading a copy of their credentials; in addition, participants are required to complete information about travel, hotel accommodation, dietary requirements, accompanying persons, side event participation and so on through the above-mentioned link.

Each participant should complete his or her own personal and travel details and hotel preference before the registration deadline. **Online registration should be completed no later than 2 September 2019.**

Visas

Obtaining a visa to enter Denmark takes time. Please check whether members of your delegation require a visa and advise participants to submit visa requests to the appropriate embassy or consulate in a timely manner. Further information is available at <http://um.dk/en/travel-and-residence/short-stay-visas>.

Should you require a personal letter issued by the WHO Regional Office for Europe to support your visa application, please send a request to eurorc69@who.int.

Hotel reservations

Due to other major international conferences taking place in Copenhagen at the time of the Regional Committee, there may be great demand for hotel rooms in the inner city. The Secretariat has therefore pre-booked a number of rooms at hotels with a central location in Copenhagen for RC69 participants. The hotels are listed in Annex 1.

The pre-bookings made by the Secretariat can only be held until 31 July 2019, after which date they will be released in order to avoid penalty charges to the Organization.

All participants wishing to avail themselves of the pre-booked rooms are therefore asked to send their request for accommodation to the Secretariat by 31 July 2019. If the names of all representatives and participants are not known by the booking deadline, an advance indication of the number of rooms, preferred hotel, and approximate arrival/departure dates will be accepted until personal details can be provided. Such a request should be made directly to the Secretariat by email to Gitte Andersen Havn at eurorc69@who.int.

Any changes to the number of pre-booked rooms and dates of occupancy after 15 August may be subject to no-show fees charged by the hotel. Requested changes to dates and numbers of rooms, along with confirmation of the names of occupants, must be provided to Gitte Andersen Havn at eurorc69@who.int.

All rates quoted are in Danish kroner and are inclusive of value added tax and service charges.

Major credit cards are accepted by all hotels.

Please note that the Regional Office cannot guarantee accommodation or rates for requests received after 31 July 2019.

If you are not yet in a position to make a reservation (and to be charged for the room), you may send advance information on the size of your delegation and your preferred hotel to eurorc69@who.int.

Working languages and documentation

The working languages of Regional Committee sessions are English, French, German and Russian. Statements made in any of these languages will be interpreted simultaneously into the other three languages.

Documentation for RC69 will be available on the Regional Office website (<http://www.euro.who.int/en/about-us/governance/regional-committee-for-europe>) six weeks before the session. Advance copies of some documents will be available in English from July.

Please note that, as in recent years, the Secretariat will not distribute printed copies of RC69 documentation. Participants are kindly requested to bring their own copies of documentation with them to the session.

Contact

If you have any questions, please do not hesitate to contact the Secretariat of the WHO Regional Office for Europe by email at eurorc69@who.int.

Annex 1. List of hotels

	Single room rate	Double room rate
All rates quoted are in Danish kroner and are inclusive of VAT and service charges		
<p><i>Copenhagen Admiral Hotel</i> (4*) (110 rooms reserved) Toldbodgade 24–28 1253 Copenhagen K Tel: +45 33 74 14 14 Email: admiral@admiralhotel.dk Website: www.admiralhotel.dk</p> <p>The Admiral Hotel is in the centre of Copenhagen in a converted 18th century warehouse near the Royal Palace and the Copenhagen harbour area.</p>	<p>DKK 1215</p> <p>Breakfast buffet DKK 155 per person</p>	<p>DKK 1480</p> <p>Breakfast buffet DKK 155 per person</p>
<p><i>Hotel Alexandra</i> (15 rooms reserved) H.C. Andersens Boulevard 8 1553 Copenhagen V Tel: +45 33 74 44 44 Email: general@hotel-alexandra.dk Website: www.hotelalexandra.dk</p> <p>Hotel Alexandra is a Danish design boutique hotel centrally located next to Copenhagen City Hall and the Tivoli gardens.</p>	<p>DKK 1395</p> <p>Breakfast buffet incl.</p>	<p>DKK 1445</p> <p>Breakfast buffet incl.</p>
<p><i>Phoenix Hotel</i> (4*) (50 rooms reserved) Bredgade 37 1260 Copenhagen K Tel: +45 33 95 95 00 Email: phoenixcopenhagen@arp-hansen.dk Website: www.phoenixcopenhagen.dk</p> <p>The Phoenix Hotel is situated in a former palace dating back to 1680. It is in the centre of Copenhagen, a few minutes' walk from the Royal Theatre and the main shopping area.</p>	<p>DKK 1995</p> <p>Breakfast buffet incl.</p>	<p>DKK 2335</p> <p>Breakfast buffet incl.</p>
<p><i>Wakeup Copenhagen, Borgergade</i> (2*) (40 rooms reserved) Borgergade 9 1300 Copenhagen K Tel: +45 44 80 00 00 Email: borgergade@wakeupcopenhagen.dk Website: www.wakeupcopenhagen.dk</p> <p>Wakeup Copenhagen is a modern budget hotel and is in the inner city, a few minutes' walk from the Royal Theatre and the main shopping area.</p>	<p>DKK 1020</p> <p>Breakfast buffet incl.</p>	<p>DKK 1210</p> <p>Breakfast buffet incl.</p>