

MEETING OF EXPERT ON THE FINALIZATION OF THE CLASSIFICATION OF BENTHIC MARINE HABITAT
TYPES FOR THE MEDITERRANEAN REGION AND THE REFERENCE LIST OF MARINE AND COASTAL HABITAT
TYPES IN THE MEDITERRANEAN

ROMA, ITALY 22-23 JANUARY 2019

INFORMATION NOTE FOR PARTICIPANTS

Venue of the Meeting venue:

The meeting will take place at the ISPRA Headquarters

The Italian Institute for Environmental Protection and Research, ISPRA

Via Vitaliano Brancati, 48 - 00144

Rome

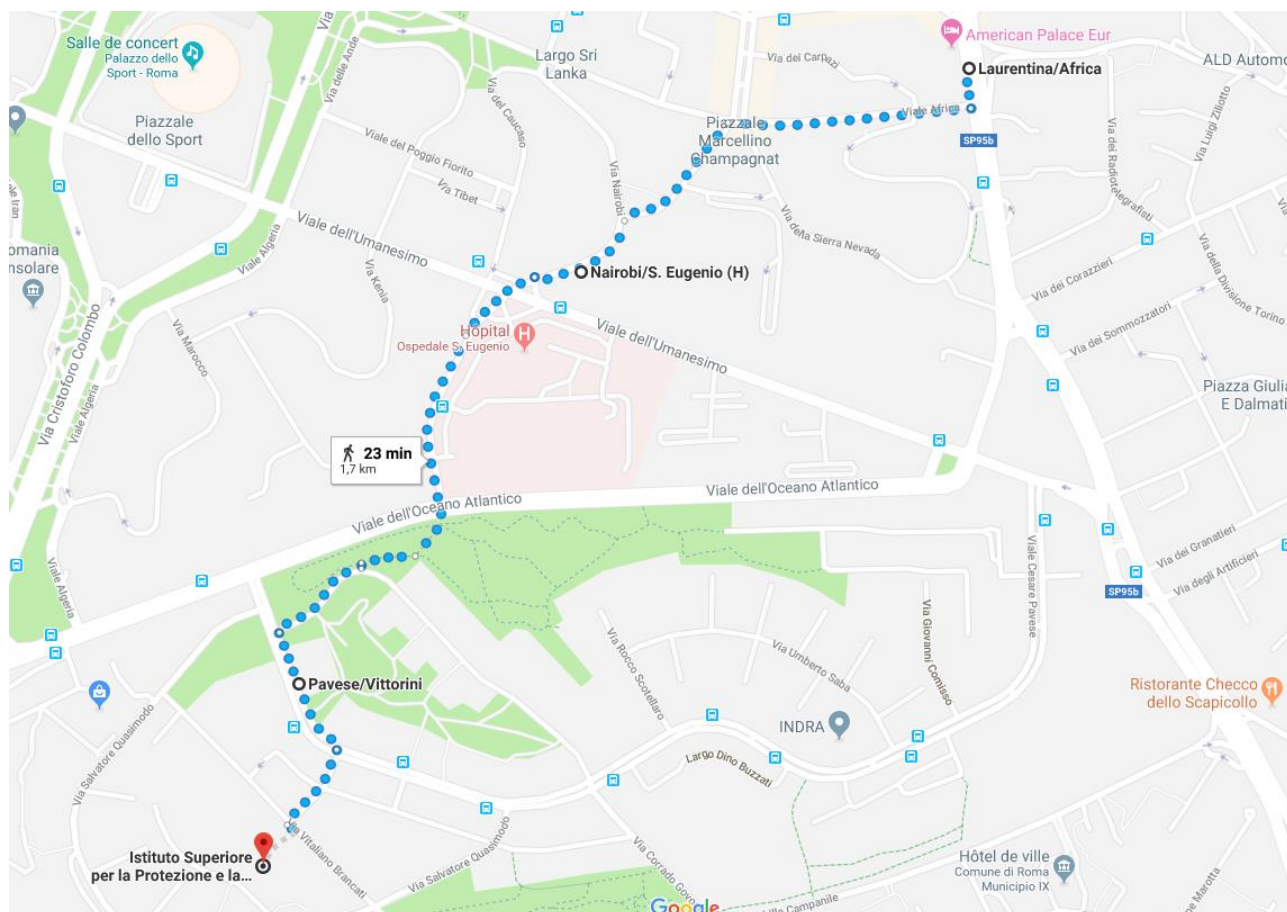
Italy

Tel. (+39) 0650071

Fax (+39) 0650072916

From the Hotel (The American Palace Hotel) located in Via Laurentina/EUR center, you can reach ISPRA headquarters by bus. ISPRA Headquarters is 3 minutes' walk from the Pavese/Vittorini bus stop.

Get the bus from the Laurentina/Africa bus stop (50 m by foot) from the Hotel to the Nairobi/S. Eugenio (H) bus stop. Then Get the bus line 779 and get off at the Pavese/Vittorini bus stop and you walk about 3 minutes to the ISPRA headquarters (200 m to via Vitaliano Brancati, 48).



Meeting documents:

Meetings documents will be available on SPA/RAC website in due time and you will be notified.

For environmental and economy reasons, the meeting documents will not be distributed at the meeting. Delegates are kindly requested to bring their own hard copies.

Meeting languages:

The meeting working languages are **English** and **French**. **Simultaneous interpretation** into English/French will be available during the meeting.

Accommodation

Reservations on **Bed & Breakfast** basis is made for all the participants at the **American Palace EUR Hotel**



Address:

American Palace EUR Hotel

Tel: +39 06873636/+39 06 324 3272

E-mail: booking@americanpalace.it

Web: <https://www.americanpalace.it>

In order to reach the hotel from Fiumicino Airport Leonardo Da Vinci, take the train "Leonardo Express" to Termini Station, then take the blue subway (Line B) and get off at the final stop Laurentina which is just 100 m. from the hotel.

TRAVEL ARRANGEMENTS AND DSA FOR PARTICIPANTS WHOSE TRAVEL IS COVERED BY SPA/RAC

Participants **travel**, and **accommodation fees** will be totally covered by SPA/RAC.

Participants are kindly requested to arrange their travel by the most direct and appropriate means of transport given the distance involved. All flights should be economy, using if possible, tickets at reduced rates (Pex, excursion, etc.). Approval must be obtained from SPA/RAC secretariat prior to purchasing travel tickets¹. Thus, when booking the flight ticket, we highly appreciate receiving, by e-mail the flight schedule and the corresponding price for the reimbursement.

¹ If you need assistance to purchase the flight ticket, please contact Ms Naziha BENMOUSSA at naziha.benmoussa@spa-rac.org

Reimbursement will be made to the beneficiary by bank transfer; upon presentation of the expenditure's proofs (ticket invoice or **electronic ticket**, the corresponding boarding passes, copy of the visa etc...). Visa fees will be covered also, so please, provide a scanned copy of your visa to Ms Naziha BENMOUSSA.

According to the UN rates, you will receive by bank transfer the **complementary *perdiem*** and the terminal expenses (for transportation).

Lunch will be served in the Canteen at ISPRA Headquarters during the two days of the meeting.

VISAS: All participants should ensure that they are in possession of any necessary entry and/or transit visas prior to their departure. Whilst the secretariat will try to facilitate the issue of the relative visas, final responsibility to obtain any required visa shall remain with the participant. It is suggested that visa applications are submitted at the Embassy of Italy as early as possible. If you need an official invitation, please contact Ms Naziha BENMOUSSA at naziha.benmoussa@spa-rac.org.

For further information visit the Ministry of Foreign Affairs of Italy:
<http://vistoperitalia.esteri.it/home/en#BMTitolo>

Contact Persons for the meeting

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