



Brussels, (07/04/2020)

Subject: **TAIEX Workshop on Strategic communication on Serbia's EU integration on 17/10/2018 09:00 - 18/10/2018 13:30 Belgrade**

Reference code: **AGR 67400**

Dear Madam, dear Sir,

This event is being organized by the European Commission's DG Neighbourhood and Enlargement Negotiations within the framework of the TAIEX Instrument. All logistical arrangements have been made by IBF International Consulting s.a.* who can now confirm to you, as the responsible person at the event, the following details:

* IBF International Consulting s.a., TAIEX Logistics Services, Avenue Louise 209 A, 1050 Brussels, Belgium. Phone +32-2-237 09 60, Fax +32-2-644 35 94, VAT BE 0417 827 795.

Venue

The event will take place at:

See agenda attached.

Hotel & Travel Arrangements

Accommodation is foreseen for the speakers and participants as mentioned below:

Please note that only 'Bed & Breakfast' is included. Other costs will be at charge of each individual person.

Surname	First name	Check-in	Check-out	Supplier
Feldgen	Klaus Peter	16/10/2018	18/10/2018	Hotel Queens Astoria****
den Hoedt	Erik Johan	16/10/2018	18/10/2018	Hotel Queens Astoria****
Horjak	Špela	16/10/2018	18/10/2018	Hotel Queens Astoria****

Contact detail of supplier(s):

Hotel Queens Astoria****

null

null Belgrade

Telephone :

Fax :

Email :

Flights:

Surname	First name	Departure	Date	Time	Arrival	Date	Time	Type	Carrier
Feldgen	Klaus Peter	TXL - BERLIN TEGEL	16/10/2018	20:40		16/10/2018	22:20	FL	JU0355
		BEG - BELGRADE N.TESLA	19/10/2018	18:30		19/10/2018	20:00	FL	JU0604
		VIE - VIENNA SCHWECHAT	19/10/2018	21:00		19/10/2018	22:20	FL	OS0239
den Hoedt	Erik Johan	AMS - AMSTERDAM	16/10/2018	09:45		16/10/2018	11:10	FL	LX0725
		ZRH - ZURICH	16/10/2018	12:20		16/10/2018	14:00	FL	LX1416
		BEG - BELGRADE N.TESLA	18/10/2018	17:05		18/10/2018	18:35	FL	LH1729
Horjak	Špela	MUC - MUNICH	18/10/2018	19:15		18/10/2018	20:50	FL	LH2308
		LJU - LJUBLJANA JOZE PU	16/10/2018	20:45		16/10/2018	22:05	FL	JP9804
		BEG - BELGRADE N.TESLA	18/10/2018	18:20		18/10/2018	19:45	FL	JP9805

Catering:

Menu	Type	Quantum	Booking ref.	Caterer	Bank ref.
Coffee 18.October - morning	COF	42.0		Hotel Queens Astoria****	
Coffee 17.October - afternoon	COF	42.0		Hotel Queens Astoria****	
Water 17/18.October	WAT	42.0		Hotel Queens Astoria****	
Lunch 17.October	LUN	40.0		Hotel Queens Astoria****	
Coffee 17.October - morning	COF	40.0		Hotel Queens Astoria****	

Contact detail of supplier(s):

Hotel Queens Astoria****

null

null Belgrade

Telephone :

Fax :

Email :

Conference and equipment:

Description	Type	Supplier	Number	Budget line	Booking ref.
Internet connection (additional room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Flipchart (main room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Flipchart (additional room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
LCD projector (main room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
LCD projector (additional room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Screen (main room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Screen (additional room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Internet connection (main room - free of charge)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Fixed micro (additional room)	CONFF	Hotel Queens Astoria****	2.0	Conference	

Description	Type	Supplier	Number	Budget line	Booking ref.
Wireless micro (main room)	CONFF	Hotel Queens Astoria****	2.0	Conference	
Computer (additional room)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Computer (main room)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Wireless micro (additional room)	CONFF	Hotel Queens Astoria****	2.0	Conference	
Fixed micro (main room)	CONFF	Hotel Queens Astoria****	4.0	Conference	
Conference room (additional room - Anastasia)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Interpretation booth (main room)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Technician	CONFF	Hotel Queens Astoria****	1.0	Conference	
Interpretation booth (additional room)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Sound System (additional room)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Sound System (main room)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Conference room (main room - Victoria)	CONFF	Hotel Queens Astoria****	1.0	Conference	
Head phones	CONFF	Hotel Queens Astoria****	37.0	Conference	

Contact detail of supplier(s):

Hotel Queens Astoria****

null

null Belgrade

Telephone :

Fax :

Email :

Interpretation:

From	To	Supplier	Interpreters	Days	Interpretation type
English	Serbian	Congress Service Center	2	1.0	Simultaneous
English	Serbian	Congress Service Center	2	2.0	Simultaneous
English	Serbian	Congress Service Center	2	1.0	Simultaneous

Contact detail of supplier(s):

Congress Service Center

Admirala Geprata 6

11000 Belgrade

Telephone : +381 11 7617 109

Fax :

Email : office.bg@kscnet.com

Other:

Description	Name

Contact detail of supplier(s):

Please find attached to this mail the last version of the agenda.

We wish you a successful event and a successful journey, and look forward to your feedback.

Yours sincerely,

Directorate-General Neighbourhood and Enlargement Negotiations

Directorate C: Neighbourhood East

Unit C.3 - Institution-Building, TAIEX, Twinning

European Commission