

**Workshop on *“Judiciary and Constitutional Transitions”***

**14 – 15 November 2014**

**The Hague, The Netherlands**

**LOGISTICS NOTE**

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| Duration of the Meeting | Friday, 14 November through Saturday, 15 November  (Participants flying to The Netherlands will arrive on Thursday, 13 November) |
| Participation | The Workshop will be held at the **Hotel Babylon Den Haag** on **November 14-15.**  The official language of the workshop is English. |
| Accommodation | Participants stay at the **Hotel Babylon Den Haag**, which is 45 minutes’ drive away from the Amsterdam Schiphol **International** **Airport and is** located in mid-town The Hague. The complete address is: Bezuidenhoutseweg 53, NL-2594 AC The Hague, The Netherlands. Telephone: + 31 70 3814901. Please check the website <http://www.hampshire-hotels.com/babylon>  The guests’ full names and flight details will be submitted to the hotel and should there be any hotel accommodation concerns, please do not hesitate to contact Ms Miranda Schouten , who is International IDEA’s contact person at Babylon Hotel (Tel: +31 70 3814901). |
| Cash Requirements | Incidentals such as telephone/fax, laundry, mini-bar, room service, etc will be charged to the individual guests’ personal accounts. |
| Dress Code | Dress code is smart casual/business casual. Participants are advised to carry a sweater or coat, to be used inside the meeting room where air conditioning is used. |
| Meals during the meetings | Buffet breakfasts – The LivingRoom of the Babylon Hotel Den Haag  Breaks and Lunches – To be provided on site  Dinner Reception on Friday, 14 November – Restaurant Savarin  The taxi transport will be provided at **18:00** from the hotel  Please inform Ms Izabela Rybarczyk ([i.rybarczyk@idea.int](mailto:i.rybarczyk@idea.int)) if you have any **dietary restrictions**. Specify the details of these restrictions in the space below and return to us by 20 October |
| Information Sheet and Bio-note | Participants are requested to include a one paragraph biographical note (to be returned by 20 October). The bio-note will be included in the documentation.  **BIOGRAPHICAL NOTE** (Not more than 150 words to be included in documentation and on www.constitutionnet.org) |

**Travel to and from The Hague**

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| Flights | International IDEA will assist in making travel arrangements through its travel agent (Schiphol Travel International) and will cover economy class airfare. |
| Visa | Participants are responsible for obtaining their visas to The Netherlands. International IDEA will provide a Visa Support Letter to facilitate the process. Please apply for your visa as soon as you receive the support letter to ensure that your application is processed in time. |
| Airport transfers | The airport transfers will be provided by Vip Service Leidschendam. The driver will be waiting for you in the arrival hall of Schiphol Airport with a board with your name on it, and will bring you to the hotel. Please call the driver **+31619208814** in case of a problem. Also, the same company will take care of the transfer to the airport for those participants, who will be departing on 15/16 November.  To facilitate the transfer, please provide **a contact number** that you will be reachable at when travelling to The Hague |

**Participation Allowance**

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| **Participation Allowance** | International IDEA will cover cost of air transport (economy), accommodation and meals during the meetings, as well as the transfers between home and airport, visa fees – upon presenting the original receipts. All other expenses will be covered by the **participation allowance of** € **150** that will be given to the participants for **two days** of attendance in the workshop, upon signature, after the workshop. |

**Contact**

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| Contact | Content matters: Sumit Bisarya [s.bisarya@idea.int](mailto:s.bisarya@idea.int) or + 31615906980  Logistics: Izabela Rybarczyk [i.rybarczyk@idea.int](mailto:i.rybarczyk@idea.int) or + 31614205284  Websites: [www.idea.int](http://www.idea.int) [www.constitutionnet.org](http://www.constitutionnet.org) www.idlo.int |