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## Second Practical Information Notice

### VENUE AND ADDRESS

[Congress Centre of Lisbon \(CCL\)](#),  
Praça das Indústrias, 1300-307  
Lisbon, Portugal

Tel: + 351 21 89 21 400  
Fax: + 351 21 89 21 499  
Website: <http://lisbonvenues.pt/en/lisbon-congress-center/>

### MEETING WEBSITE

[http://www.unece.org/pau/ageing/ministerial\\_conference\\_2017.html#/  
<http://www.mipaalisbon2017.pt/>](http://www.unece.org/pau/ageing/ministerial_conference_2017.html#/)

#### *Live video streaming*

A live video streaming will be available from the Conference website for following the Conference.

### WORKING LANGUAGES

Simultaneous interpretation will be provided in English, French, Portuguese and Russian.

In the interest of accurate interpretation into the other languages, participants are strongly encouraged to send any prepared texts that they may wish to deliver during the Ministerial Conference to [adserv.leonorosorio@gmail.com](mailto:adserv.leonorosorio@gmail.com), *in advance of taking the floor*. Texts should be labelled with the name, title, country/organization of the speaker and item on the agenda of the Conference under which the speaker intends to deliver the statement. The interpreters will follow the statement as it is delivered, should the speaker deviate from the written text. Paper copies of statements may also be handed over to the Conference secretariat for transmission to the interpreters.

### ON-SITE REGISTRATION

#### *Ministerial Conference identification badge*

In order to enter the Conference venue, participants will be required to be in possession of an official Ministerial Conference identification badge. It must be collected at the Conference Registration Desk at the lobby area of the Congress Centre of Lisbon (CCL) upon presentation of a valid identity document containing a photograph. Only participants with registration duly received and validated by the Conference organizers will be accredited.

#### *Registration desk opening time*

Wednesday, 20 September	7:45 a.m. - 7:00 p.m.
Thursday, 21 September	7:45 a.m. - 7:00 p.m.
Friday, 22 September	8:00 a.m. - 1:00 p.m.

### DOCUMENTS

#### *Paper-smart document distribution*

All pre-session and in-session documents, presentations and background material will be posted on the [Ministerial Conference website](#). Wi-Fi will be available in the venue areas including all meeting rooms. **All delegations are encouraged to bring laptops or tablets to the Conference.**

In line with the UNECE and Portuguese greening policy, distribution of paper documents will be restricted during the Conference. **Delegations are therefore encouraged to take the copies of documents received prior to the Conference with them, or to download them from the Conference website.**

## SOCIAL EVENTS

The Portuguese Coordinator of the Research Forum, INATEL, will host a **dinner on Wednesday, 20 September**, at the end of the Research and NGO forums.

The Mayor of Lisbon will host a dinner on **Thursday, 21 September** at the end of the first day of the Ministerial Conference.

All the registered Conference participants are invited to both dinners and should be in possession of their respective identification badge.

Transfer to and from dinner venues will be provided.

## ARRIVAL IN LISBON

*The International Airport of Lisbon (Humberto Delgado Airport):*

For all information regarding arrival and departure check the [passenger guide](#), containing the airport general information and useful tips for planning the trip to Lisbon.

From 19 to 22 September a welcome desk will operate outside the passport control, with a panel indicating “UNECE Ministerial Conference”.

Airport transfer services can be booked online, and taxis are available outside the airport’s arrival/ departure area. The city centre can also be reached by [metro](#) and bus.

Carris/Metro single ticket costs €1.45. A day ticket (24 hours) is €3.60.

[The Metro line](#) serving the airport is the red line (Airport to S. Sebastião)

[Bus](#): several options, including the aerobus (<https://www.aerobus.pt/en-GB/Home-2.aspx>)

Taxi: companies operating in Lisbon:

*CoopTáxis* Phone + 351 217 932 756 App: *taxiclick*

*RETALIS* Phone + 351 218 119 000 App: *taxislisboa*

*TELETAXIS* Phone + 351 218 111 100 App: *click4taxi*

Urban fares

Day urban fare (6:00 a.m. – 9:00 p.m.)	Night urban fare (9:00-6:00 a.m.)
Minimum fare is 3,25 € Booking by phone + 0,80 €	Minimum fare is 3,90 € Booking by phone + 0,80 €

It will take about 25 minutes by taxi to get from the Lisbon Airport to the Conference Venue, though this may vary greatly depending on the time of the day and traffic conditions. The fare will be around €12-€15. Ask for receipt.

## *Heads of Delegations*

A VIP room at the Lisbon Airport will be provided for Heads of Delegations (HoD).

A liaison officer will assist with logistical matters and serve as a contact point between the Host Country and delegations during the Conference.

Liaison officer will escort the HoD from the VIP room to the courtesy car to take from the airport to the hotel (arrival) and from the Congress Centre/Hotel to airport (departure).

Liaison officers’ names and contact information will be communicated to the Delegations.

## **PASSPORTS AND [VISAS](#)**

All foreign visitors to Portugal are advised to be in possession of a valid travel document/passport, or a diplomatic, special or service document.

Full information on visa requirements for entry to Portugal can be found at the relevant web page of the Ministry of Foreign Affairs, available here:

[http://www.secomunidades.pt/vistos/index.php?option=com\\_content&view=article&id=237&Itemid=170&lang=en](http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=237&Itemid=170&lang=en)

## **INSURANCE**

Participants are strongly advised to obtain insurance coverage, either at their own, their Government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Conference, including travel time. The UNECE and the host country neither supply insurance coverage nor accept any liability for a participant's claim in connection with a medical disorder arising before, during or after the Conference.

## **MEDICAL SERVICES**

Medical facilities (first aid and emergencies) will be available at the Congress Centre during the Meeting.

The nearest pharmacy, walking distance of the Congress Centre is:

### **Farmácia Gomes Suc**

Address: R. da Junqueira 326, 1300-034 Lisboa

Tel: + 351 21 363 8193

Emergency: 112

## **SECURITY**

As in all major cities, discretion is advised when going into the town. Participants are encouraged to take the necessary precautions whenever they go out, to pay close attention to personal belongings in public places.

## **CURRENCY**

The currency of Portugal is the Euro (€). There are banknotes in denominations of 5, 10, 20, 50, 100, 200 and 500 Euro. Foreign currency may be exchanged at banks and exchange offices. Visa, Mastercard, American Express and Diner's Club cards are accepted in most hotels, shops and restaurants. ATM (Multibanco) is located everywhere, so it is easy to withdraw money.

## **PURCHASE TAX AND TIPS**

Tax refund services are available in many shops for goods purchased in Portugal. A tax-free form, to be stamped at the customs desk at the airport at the time of departure, must be requested from the shop. Allow extra time at the airport to complete formalities.

When eating in a restaurant, tips may be left at visitors' discretion. Taxis have meters, and it is not necessary to tip the driver.

## **COMMUNICATIONS**

The international dialling code for Portugal is + 351. Lisbon area code is 21.

The popular local cellular providers for GSM Network are MEO, NOS, Vodafone; pre-paid cards may be purchased at the airports and from many mobile phone shops elsewhere.

## TIME ZONE

The time zone is Central European Time (GMT+1).

## CLIMATE

Day time temperatures in Portugal at the time of year of the Ministerial Conference vary from 16 to 25 degrees Celsius. In September the weather is dry and hot, it rains occasionally.

## CONTACT INFORMATION

UNECE Population Unit Contact person: <b>Lisa Warth</b> <a href="mailto:Lisa.warth@unece.org">Lisa.warth@unece.org</a> and <a href="mailto:ageing@unece.org">ageing@unece.org</a> Tel: +41 (0) 22 917 1113	Ministry of Labour, Solidarity, and Social Security (Portugal) Contact person: <b>Albertina Jordão</b> <a href="mailto:M.Albertina.Jordao@gep.mtsss.pt">M.Albertina.Jordao@gep.mtsss.pt</a> and <a href="mailto:mipaalisbon2017@gep.mtsss.pt">mipaalisbon2017@gep.mtsss.pt</a> Tel: (+351) 215 953 384
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## TOURISTIC INFORMATION

*Information from the National Office of Tourism*

[VISIT LISBON](#) – Lisbon official website to plan a trip

[VISIT PORTUGAL](#) – Portugal Official website

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Monday, 11 September 2017