Workshop on Human Resources Management and Training
Developing Capabilities for the Future
7-9 September 2016, Krakow, Poland

Information Notice No. 2

I. Venue of the workshop

1. At the invitation of the Central Statistical Office of Poland, the workshop on HRMT: Developing capabilities for the future, will be held in Krakow from 7 to 9 September 2016 in the following location:

   Holiday Inn Krakow City Center Hotel
   4 Wielopole str.
   Krakow
   telephone: + 48 12 619 00 00
   Fax: 48 12 619 00 05
   email: cc@hik.krakow.pl
   [http://www.hik.krakow.pl/]

II. Suggested accommodation

2. The Central Statistical Office of Poland has negotiated special room rates for 2016 HRMT delegates at: Holiday Inn Krakow City Center Hotel. The rate is 550 PLN per one night (approx. 125 Euro). Participants are requested to make their own reservation individually. The number of rooms reserved for the workshop participants is limited. To receive special room rate when making your reservation, please use promotion code “HRMT 2016”.

3. If you wish to choose a different type of accommodation, there is also a variety of accommodation options within walking distance to the conference venue (see the table below).

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Distance</th>
<th>Hotel website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Wyspiański ***</td>
<td>5 min</td>
<td><a href="http://www.hotel-wyspianski.pl/">http://www.hotel-wyspianski.pl/</a></td>
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5. Please note that September is high season in Krakow so we strongly advise you to make your reservations as soon as possible to secure your accommodation.
III. Meals at the Holiday Inn Krakow City Center Hotel

6. Lunches will be provided in the conference venue. Delegates are requested to confirm their participation in the lunches and provide us with the information if they have any special dietary requirements (vegetarian, gluten-free etc.). Please fill the form that you can find in the Annex and send it back to e.bandurska@stat.gov.pl by 30 June 2016 at the latest.

IV. Organised social events

Reception

7. A cocktail reception offered by the European Free Trade Association (EFTA) will be organised for all participants on 7 September at the Holiday Inn Hotel.

Wieliczka Salt Mine sightseeing tour

8. All participants of the Workshop are invited by the Central Statistical Office of Poland for the sightseeing of Wieliczka Salt Mine ended with a dinner on 8 September 2016.

9. The Wieliczka Salt Mine is located in the town of Wieliczka, within the Krakow metropolitan area. Historically, it was a source of Polish fortune - nowadays this mine is one of the most eagerly visited Polish tourist attraction. Considered Poland's first wonder in 1978 the Salt Mine was inscribed on the first UNESCO’s World Heritage List. For more information about this place please visit: http://www.wieliczka-saltmine.com/

10. We would like to pay your attention that the event will take place approximately 300 meters under the ground and the temperature is approx. 16° C (61° F). We also recommend comfortable shoes.

11. If you intend to participate in the sightseeing tour, please fill the form that you can find in the Annex and send it back to e.bandurska@stat.gov.pl by 30 June 2016 at the latest.

V. Public transport and directions from airport

Public transport in Krakow

12. Short term ticket valid for 72 hours and can be obtained at kiosk (newspaper stand) to be found at bus and tram stops, price is: 36 PLN. This ticket is valid for all means of public transport. Short term ticket valid for 60 minutes (multiple trips) costs 5 PLN. You have to punch the ticket inside the vehicle.


Transfer between the airport and the city


Krakow Balice airport is located about 15 km from the city centre.

- The best transport to the city centre is taxi (cost approx. 80 PLN = 20 Euro). Krakow Airport Taxi is the only official taxi service at the airport. You may book taxi online at: http://www.krktaxi.pl/en/order_a_taxi_online, (telephone: + 48 12 258 0 258) Journey to the city centre takes about 30 - 40 min.
- You may also use a train connection between Krakow Balice airport and the centre of Krakow. Krakow Airport train station is located near the passenger terminal, at the
rear of the multi-storey car park. The connection is operated by Koleje Małopolskie (regional railways company). Travel time is about 17 minutes. Ticket’s cost to the Krakow city centre is 8 PLN (approx. 2 Euro). Current train timetables are available here http://www.malopolskiekoleje.pl/index.php/routes/krakow-airport-krakow-main-railway-station. If you need to purchase a ticket, please search for a ticket machine located at passenger terminal on arrivals hall, level 0 or at train station.

- You can also reach the city centre by buses: 202 and 292. The journey takes about 45 minutes. Current schedules are presented on the screen located near information desk in the main hall. Tickets for bus can be purchased from:
  - the ticket machine at the passenger terminal - arrivals hall, level 0
  - the ticket machine at the bus stop (payment in cash or with credit/debit card)
  - the authorized ticket machines found on 292 line buses (payment in cash – coins only)
  - the bus driver, in case of lack or failure of ticket machine (single tickets only, payment in cash - the exact amount of money).

  Note: You have to punch the ticket inside the vehicle.

VI. General information

Currency

15. The currency in Poland is PLN (Polish Zloty), with the exchange rate of 1 EUR = 4,42 PLN; 1 USD = 3,96 PLN (as of 25.05.2016)

Weather

16. Average temperature in September is 14° C – 18° C. Further information about the weather: http://www.weathercity.com/pl/krakow/

Information about Krakow:

  - Time zone: GMT +1
  - Electricity: 230 volts, 50 Hz
  - The majority of credit cards are accepted
  - Smoking is prohibited in indoor public areas
  - Useful telephone numbers:
    Police 997, from a mobile phone 112, +48 12 615 29 14
    Ambulance 999
    Fire Brigade 998
    City Guard 986
  - Health coverage: foreign citizens must pay when making use of medical care services within the territory of Poland. That is why it is recommended that you take an insurance policy for the time of your travel with an insurance company in your own country.

18. Persons authorised to receive healthcare under Community coordination regulations are entitled to free medical services during their stay in Poland. Such services may be obtained from service providers who have concluded agreements for the provision of healthcare services with the National Health Fund (NFZ). Such persons should obtain the European Health Insurance Card (EHIC) before travelling.
VII. **Suggested sightseeing programmes (not organised)**

19. **The Main Market Square (Rynek Główny)** The largest medieval square in Europe (dimensions: 200 m by 200 m) is a natural centre of Krakow. People gather here for summer festivals, concerts, exhibitions or the New Year's Eve celebration. Underneath of the Main Market Square there is the Museum of the City of Krakow, Main Square Underground. More information about this museum you will find at: [http://www.mhk.pl/branches/rynek-underground](http://www.mhk.pl/branches/rynek-underground)

20. **St Mary's Church**
   In the north-eastern corner of the square stands the St Mary's Church - one of Krakow's landmarks thanks to its two uneven towers. Inside the church the monumental High Altar of St Mary's created by Nuremberg master Wit Stwosz is located. It attracts thousands of tourists every day.

21. **Wawel Hill**
   It is an architectural complex with Royal Castle which was redesignated several times over many centuries. Starting from the 10th century, Polish monarchs took up their residence here. Almost all Polish kings as well as 70 eminent Poles found their final resting place here. More information about Wawel Royal Castle you will find at: [http://wawel.krakow.pl/en/](http://wawel.krakow.pl/en/)

VIII. **Contact information**

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We are looking forward to seeing you in Krakow!
ANNEX - WIELICZKA SALT MINE SIGHTSEEING TOUR
AND LUNCH BOOKING FORM

You are kindly requested to fill this form and send back before
30 June 2016 to e.bandurska@stat.gov.pl

Name:

Organisation:

Country:

1. Lunch booking

If you wish to have lunches at the conference venue, at the invitation of CSO of Poland, please indicate your intention:

☐ YES ☐ NO

If yes, select the day:
☐ 7 September
☐ 8 September
☐ 9 September

If you have any special dietary requirements please indicate:____________________________

2. Wieliczka Salt Mine Sightseeing Tour

All participants of the workshop are invited by the Central Statistical Office of Poland for Wieliczka Salt Mine sightseeing tour. Please indicate below if you intend to participate in the sightseeing tour.

☐ YES ☐ NO

Any other remarks:______________________________________________________________

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