



PRACTICAL INFORMATION NOTE

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GENERAL INFORMATION

The Hungarian Presidency of the Council of the European Union and the National Directorate General for Disaster Management, Ministry of the Interior (NDGDM) is pleased to provide the following practical information to help you to prepare for **the Presidency Civil Protection Workshop, to be held in Budapest** from 8th to 10th July, 2024.

This Practical Information Note provides general information on logistical and organizational aspects to help you prepare for the meeting and a timeline of steps we kindly ask you to **take in advance**.

DEADLINES

When?	What?	Where/who?
12th June	The Novento Presidency accreditation platform opens.	Novento presidency accreditation platform.
22nd June, 23:59	The Novento Presidency accreditation platform closes.	Novento presidency accreditation platform.
9th June, at the venue of the workshop	Distribution of accreditations.	By LOC (Local Organizing Committee) and NDGDM.

DELEGATIONS

As indicated in the Save the Date document, up to **2 delegates** per country are invited to attend the Workshop.

ACCREDITATIONS

All members of official delegations must be registered and accredited individually to access the meeting venues by following the procedure set out on the online accreditation platform.

All delegates are required to register individually on the official presidency accreditation platform. We kindly ask you to register at your earliest convenience.

Please make sure that personal details are correctly entered on the platform, as certain information (e.g. your name) will appear on the badges. For more instructions on how to create an account on the registration platform, you will find a Delegate User Guide on the

website: <https://delegate.hu24eu.hu/>. Please find the User Guide for the accreditation system of the Hungarian Presidency in the upper right corner on the website. We are also providing the guide as an attachment to this PIN.

PLEASE NOTE: the access code for the event is the following:
FLOODCON.p<+}zB>mpgb6

If you have any questions regarding your registration, please send an email to: accreditation.presidency@hu24eu.hu.

Please note that only accredited delegates will have access to the official meeting and other official programme venues. If you lose your badge, please report it immediately to accreditation.presidency@hu24eu.hu.

All personal information provided for accreditation will be processed in accordance with the EU General Data Protection Regulation (GDPR), which can be found at the accreditation system.

BADGES

Access to the meeting venue requires a valid personalized badge, which can be obtained after the registration request had been approved and the accreditation is confirmed by a confirmation message through Novento. Badges will be distributed at the conference venue upon arrival. Delegates will receive **one single badge for a several-day event**. Please make sure to **wear your badges visibly** at the meeting venue and official programme venues.

Please note that all participants are required to carry on their ID cards or passports, in order to comply with the on-the-spot identification process.

In case of loss of a badge, please report it immediately to: info.presidency@hu24eu.hu. The validity of the badge will be immediately terminated, while the organisers will create a new badge upon your request.

For further information regarding the badges of any delegate, please contact info.presidency@hu24eu.hu.

INTERPRETATION

The Workshop will be held in English, **without interpretation**.

ARRIVAL AND DEPARTURE

The Hungarian Presidency, with the support of the European Commission, will finance economy class flights for the members of the delegation to Budapest and back. Rail transport is also available for delegates from neighbouring or nearby countries.

After registration on the online accreditation platform, our team will send you a travel itinerary, which you will have to validate. After booking your ticket, changes will not be possible. For your travel arrangements, please contact HUPRES2024@katved.gov.hu.

Late travel requests or travel not through our travel agency will not be reimbursed.

TRANSPORTATION

FROM THE AIRPORT TO THE CITY

Participants arriving **by plane** will be welcomed at Budapest Airport by a colleague from the National Directorate General for Disaster Management. A minibus from and to Budapest Airport will be provided for all participants during the official programme.

The assembly point will be in the **arrivals hall of Terminal 2A** of the airport, please look for the sign "**HUPRES CIVIL PROTECTION WORKSHOP**", where you can meet our colleague who will escort you to the bus.

FROM THE TRAIN STATION TO THE CITY

Participants arriving **by train** will be welcomed in the arrival hall at the train station by a colleague from the National Directorate General for Disaster Management. A minibus from and to the train station will be provided for all participants coming by train during the official programme.

The exact meeting point at the relevant train station will be communicated to the participants concerned by e-mail. You will need to look for the sign "**HUPRES CIVIL PROTECTION WORKSHOP**", where you can meet our colleague who will escort you to the bus.

FROM THE HOTEL TO THE VENUE

Transportation is provided continuously during the workshop by buses between the accommodation and the venue.



FACILITIES

The Hungarian Presidency will provide all necessary services, such as a cloakroom and working facilities for delegations at the National University of Public Service, the official meeting venue. It is allowed to bring your luggage into the University, which will be secured by a hostess at the venue.

SECURITY

Providing a safe environment for our delegations is of paramount importance to the Hungarian Presidency. For security reasons, **badges must be worn visibly during the official programme**. Access to the meeting venue will be denied in the absence of a visibly worn badge.

ACCOMMODATION



Hotel accommodation at the **TRIBE Budapest Stadium** for two nights from 8–10 July will be booked and financed by the Presidency team.

We strongly recommend that delegations do not book any other hotel accommodation for themselves. Delegations are responsible for covering their own costs for any additional hotel rooms booked outside the meeting dates.

Website of TRIBE Budapest Stadium: <https://tribehotels.com/en/hungary/budapest-stadium>

VENUES

When?	Venue	Address
8th July 2024	TRIBE Budapest Stadium (hotel)	Könyves Kálmán krt. 34 1097 Budapest
9th July 2024	National University of Public Service	Ludovika tér 2 1083 Budapest
	Stopper River Event	Moszkva sétány 1138 Budapest
10th July 2024	National University of Public Service	Ludovika tér 2 1083 Budapest

VENUE OF THE WORKSHOP



The Workshop will be held at Széchenyi Assembly Hall of National University of Public Service.
<https://en.uni-nke.hu/>

On the occasion of the 225th anniversary of the birthday of Count István Széchenyi, on 21 September 2016 the most compelling part of the University's main building was named Széchenyi Hall. The institution pays tribute to the Széchenyi Family with two portraits: one depicts Ferenc Széchenyi (Portrait of Ferenc Széchenyi by Johann Ender, 1823) who was one of the greatest donators to the Ludovika Academy, the other portrays István Széchenyi (Image of Count István Széchenyi by Miklós Barabás, 1867) who was not only the Greatest Hungarian but a true public servant, a worthy idol for university citizens as well.

VENUE OF THE SOCIAL EVENT AND DINNER



The venue of the social event and dinner on 9th July will be held at the Stopper River Event. Its open terraces offer panoramic views on the city, and its spacious inner rooms are able to serve as an appropriate location for the dinner. The rescue exercise, carried out by the National Directorate General for Disaster Management will be visible from this venue.

PRELIMINARY PROGRAM

Please note, that the below program is subject to change.

8TH JULY, 2024 (MONDAY)

14:00-19:00	Arrival of Participants, Accreditation
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19:00-21:00	Ice-breaking Dinner in the Hotel
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9TH JULY, 2024 (TUESDAY)

09:30-10:40	Opening of the Event, Plenary Session
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10:40-11:00	Coffee Break and Family Photo
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11:00-12:20	Plenary Session, Consultation and Closing
12:20-13:30	Buffet Lunch at the Venue National University of Public Service
13:30-16:30	Breakout Sessions
18:00-22:00	Social Event and Dinner

10TH JULY, 2024 (WEDNESDAY)

09:00-10:15	Introduction and Breakout Sessions 1. Forecasting 2. Flood Protection 3. Rescue
10:15-10:30	Coffee Break
10:30-12:00	Plenary Session
12:00	Grab & Go Lunch, Departure

PROGRAMME DETAILS

WELCOME RECEPTION

An informal welcome reception will be held in the evening of 8th July from 19:00 to 21:00 at the TRIBE Budapest Stadium Hotel.

BREAKOUT SESSIONS

Each participant will join one of the working groups organized on the 10 July. To determine the composition of the working groups, participants can indicate during the registration, **which two of the three sessions they would most like to attend.**

You can indicate your preferences during the registration by choosing **one** from the three options in the programme calendar. The options will be shown as:

1. "Forecasting or Flood Protection"
2. "Forecasting or Rescue"

3. "Flood Protection or Rescue"

The Presidency team will do its best to respect these priorities as much as possible when composing the working groups.

SOCIAL EVENT AND DINNER

The Hungarian Presidency will organise a "FLOOD Rescue" demonstration exercise on the river Danube and official dinner on an event boat during the evening of 9th July.

SURVEY

The preparation of the presidency workshop is completed by a survey. The survey questions cover the topics to be addressed during the breakout sessions of the workshop.

May we kindly ask you to complete the questionnaire on „Enhancing flood safety in Europe” before the **28th June**, via this link: https://ec.europa.eu/eusurvey/runner/Flood_Safety_in_Europe.

MEDIA

Photographs and video footage from events organised by the Hungarian Presidency will be available on its official channels and the channels of the EU institutions.

Photos will be published on the official website of the Presidency and may be used free of charge with a clear mention of the photographer.

For any media-related questions, please contact us at the following email address: media.presidency@hu24eu.hu.

OTHER PRACTICAL INFORMATION

Emergency number: 112 (fire brigade, medical assistance)

Electricity: The voltage in Hungary is 230V, 50 Hz.

Local time: Central European Summer Time Zone (CEST) – GMT +2:00

Country code: Hungary +36

Currency: The official currency of Hungary is the Hungarian Forint. For official daily exchange rates, please consult the website of the Magyar Nemzeti Bank (National Bank of Hungary): <https://www.mnb.hu/en/arfolyamok>

Weather in Hungary: <https://met.hu/en/idojaras/>

Tap water: Hungarian water is regularly tested for quality and is safe to drink.

Smoking: Smoking is only allowed in the designated area of the official meeting spaces.

Dress code: The official dress code during the workshop, the social event and the dinner is Business Casual.

CONTACT INFORMATION

Should you have any questions regarding the logistical aspects of the event, or about the details of the programme, please contact us at the following e-mail address: HUPRES2024@katved.gov.hu. Please refer to „**HUN_Workshop 2024**” in the object of your e-mail.

Emergency contact: Márton Ábrahám: +36 30 316 6453