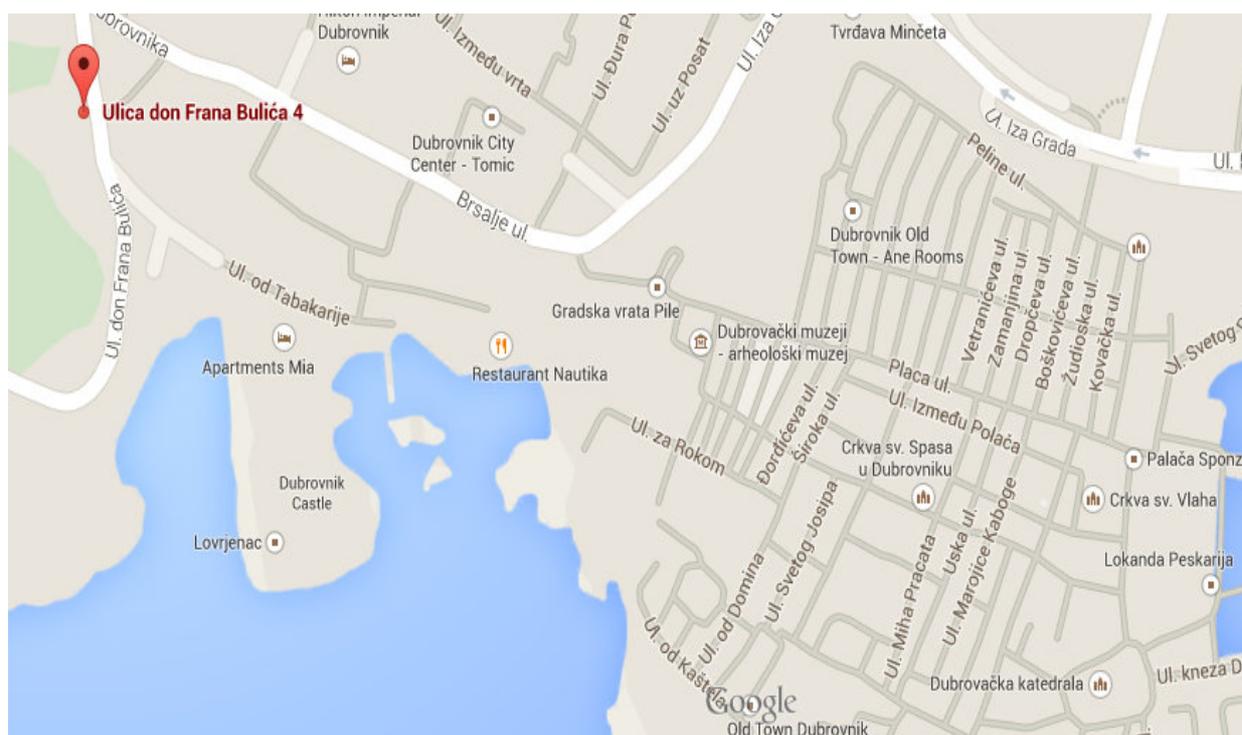
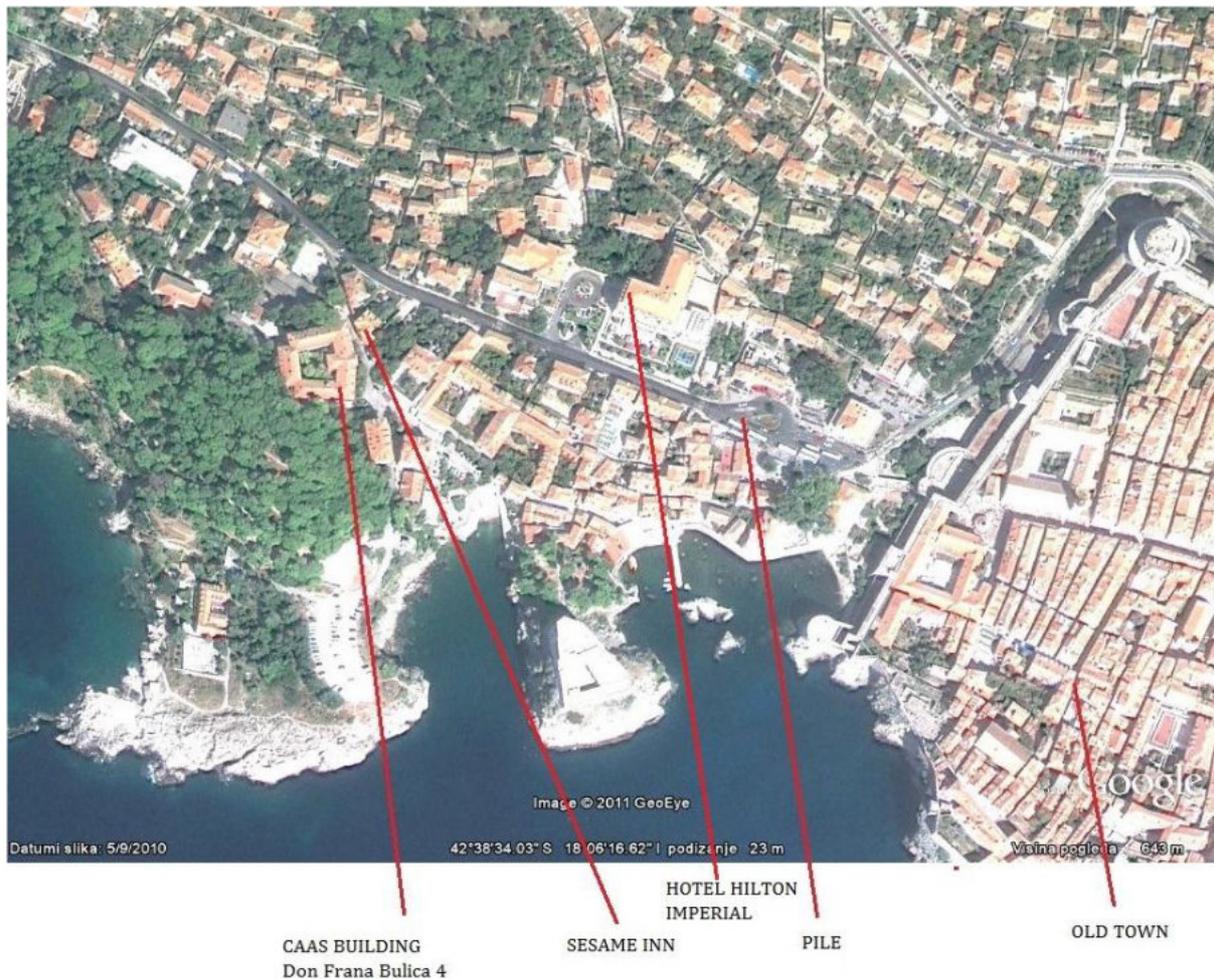




The conference will be held at the [Centre for Advanced Academic Studies \(CAAS\)](#), founded and managed by the University of Zagreb as a public academic institution for international scientific programs and postgraduate studies. CAAS conducts multidisciplinary scientific programs including postgraduate courses, international interdisciplinary workshops, scientific conferences and seminars, summer schools, TEMPUS projects, UNESCO programs and various research projects with international partners. Also, CAAS is hosting several other institutions or permanent projects and the [Inter - University Centre Dubrovnik \(IUC\)](#) is one of them.

CAAS is located in the very heart of Dubrovnik, less than a five-minute walk from the Old City. Everything you need is within walking distance: shops, banks, restaurants, beaches, bus station, taxi, etc. The address is: Don Frana Bulica 4 which is very close to “Pile stop bus station”( take bus to Pile - **bus no. 6** - and get off at the **Stara bolnica** stop), approximately on 300 meters walking distance, very close to the rather visible Cafeteria Sesame (see the **map below or the customised Google Map [under this link](#)**). In front of the Cafeteria Sesame there are about 20 steps. Take these steps to reach the CAAS building.





## Reimbursement Information

Participants book their own flight and hotel. A suggestion of available hotels is given below. There is a flat rate per night for accommodation (max. three nights if arrival is on May 04<sup>th</sup>, no invoices needed). Also a flat rate for meals exists (calculation done by the Grant Holder, dependent on your arrival and departure times). For reimbursement of travel and other eligible costs, invoices/receipts are needed. They can be either uploaded in E-COST or send to the Grant Holder via regular mail after the meeting. In any case, the Travel Reimbursement Request (TRR) has to be downloaded, signed and send to the Grant Holder at the end of the E-COST reclaiming process.

### Internet:

Wireless Internet is installed throughout the CAAS building. CAAS has also two Computer Rooms located on the first floor. Internet is free of charge.

Furthermore, there are several indoor and outdoor Internet cafés throughout Dubrovnik with the possibility of wireless Internet connections for notebook users. One of them is above mentioned Cafeteria Sesame.

## **Lunches and refreshments:**

The meeting program on Tuesday May 5<sup>th</sup> and Wednesday May 6<sup>th</sup> **includes free (light) lunch and coffee breaks** for all meeting participants. Lunch will be served in the CAAS's Café Atrium. During coffee breaks between the sessions, coffee and juice/water will be also provided and served in the Atrium.

## **Joint COST-LocRef Dinner**

One joint COST dinner will be coordinated by COST & the meeting organizer on **Tuesday May 5th at 20:00**. Nevertheless, participants have to pay their bills at place. More information (doodle registration, price, etc.) will follow soon.

## **Accommodation**

The participants are supposed to book their accommodation themselves.

For all participants of the meeting, accommodation is available under special rates in three hotels ([Hotel Lero](#), [Tirena Hotel](#) and [Argosy Hotel](#)) for the period Sunday May 3rd till Thursday May 7th 2015 (see “hotel offers” below).

Hotel Lero is situated only a 15 minute walk from the CAAS (1 km).

Tirena and Argosy hotels are located on a handland called Babin Kuk which is approx. 5,5 km away from the CAAS. In order to reach the CAAS building you can take a **local public bus** that leaves every 15 minutes from Babin Kuk to Pile (**bus no. 6**) and get off at the **Stara bolnica** stop (route indicated in blue). The bus tickets can be obtained from the bus driver (15 kunas), at kiosks (S ticket - 12 kunas), at the Libertas Company ticket-windows at Pile, at hotel reception desks and tourist agencies. Please prepare the exact amount for the tickets purchased on the bus, because the driver cannot give you change. The purchased bus ticket, after being clipped for the first time, is valid for one hour for an unlimited number of rides within the city. You can also purchase a daily ticket – valid for 24 hours starting at the first checked in.

The hotels and the bus route are marked on [this map](#).

## **Hotel offers:**

### **HOTEL LERO\*\*\***

45,00 € per person/day in double room, 78,00 € per day in single room.

Breakfast included.

Supplement for half board 8,00 €.

City tax 1,00 € per person/day.

Booking mail: [booking@hotel-lero.hr](mailto:booking@hotel-lero.hr)

**Please indicate the title of the event “4th General COST-LocRef MC and WG Meeting” in the subject line. Reservation Deadline: April 1st, 2015.**

[www.hotel-lero.hr](http://www.hotel-lero.hr)

### HOTEL TIRENA\*\*\*

[www.valamar.com/en/hotels-dubrovnik/tirena-hotel](http://www.valamar.com/en/hotels-dubrovnik/tirena-hotel)

**Note: The reservation form with all necessary information is enclosed.**

### HOTEL ARGOSY\*\*\*\*

[www.valamar.com/en/hotels-dubrovnik/argosy-hotel](http://www.valamar.com/en/hotels-dubrovnik/argosy-hotel)

**Note: The reservation form with all necessary information is enclosed.**

## TRAVEL

You can find information about flight schedule to and from Dubrovnik by clicking the following link: [Dubrovnik Airport](#)

You can also check flight schedules for Zagreb Airport. There are many flights of Croatia Airlines from Zagreb to Dubrovnik: [Zagreb Airport](#), [Croatia Airlines](#)

### Arrival to Dubrovnik:

After arriving at Dubrovnik airport, we recommend to take **a bus** that leaves the airport takes you to Dubrovnik City centre. The buses of „Atlas“ travel agency and „Libertas“ public transportation company stand in front of the airport exit and are marked on the window shield with the sign **Airport –Dubrovnik**. The bus fare is 35 HRK (approx. **5 €**). After you exit the baggage claim area, you will find Atlas travel agency counter on the right-hand side, where you can purchase Airport shuttle bus ticket to Dubrovnik. You can also buy tickets on the bus from the bus driver.

You may instead take **a taxi** to the city: the price is approx. **30 €**. The price list is available at the entrance to the arrival terminal. The journey takes about 25 minutes. Please note that taxi costs will not be reimbursed by COST if public transport is available.

From Airport to Dubrovnik, bus stops at

- Pile (pronounced PEE-leh) Gate bus station next to the Old City
- Main bus station in Gruž

From Dubrovnik to Airport, bus stops at

- Main bus station in Gruž
- Bus stop near the Grawe building
- Bus stop near the Dubrovnik Cable Car at Ploče next to the Old City.

## **Taxi Service in Dubrovnik:**

Central Dispatcher: Tel. (+385) 20 970

Taxi station Pile: Brsalje: Tel. (+385) 20 424 343

## **USEFUL TIPS**

### **Travel documentation:**

Passport or some other internationally recognized identification document. Since Croatia joined the European Union on 1 July 2013, Croatia's visa policy is fully harmonized with that of the EU as of 1 April. An overview of visa requirements between the Republic of Croatia and other countries available [under this link](#).

### **Weather:**

Average May temperature in Dubrovnik varies between 15°C and 21°C, but the nights can be pretty cold, so it is recommendable to bring some warm clothes with you.

### **Time zone:**

GMT plus one hour in winter and GMT plus two in summer.

### **Water:**

Tap water is drinkable throughout Croatia.

### **Post Offices/Telecommunications:**

Post offices are generally opened Mo-Fr from 8:00 to 19:00 and on Saturdays until 13:00. Postage stamps can be purchased in post offices and at newsstands.

Telecard operated public telephones are installed at various central locations in all towns and villages, as well as at international airports, harbours, marinas and similar locations. Public telephones can only be used with phone cards. All public card-phones can be used for national and international calls. Dialing instructions and international codes are posted in all public telephones. Phone cards of 500, 200, 100, 50 and 25 telephone impulses can be purchased in post offices, newsstands, hotels and tourist offices.

There are several mobile phone (GSM network) providers in Croatia. If you don't have roaming service, we advise you to make respective arrangements with your local network provider before departure. Upon arrival to Croatia, one of the Croatian network providers will automatically appear on your display. For telephone charges make sure to check details with your local network provider. The international country code for Croatia is +385 and the area code for Dubrovnik is 020 (when dialling from within Croatia; do not dial the first zero when calling from abroad).

### **Banking hours:**

Banks are generally opened Mo-Fr from 8:00 to 20:00. On Saturdays banks are open until 12:00. Most common credit cards, such as American Express, Diners, Eurocard/Mastercard and Visa are widely accepted at hotels, restaurants, shops, supermarkets, etc.

**Cash Dispensing/ATMs** (*Bankomat* in Croatian) are located all around the town, a list of which can be found on [Dubrovnik online](#) website.

**Working hours:**

Shops and department stores are open Mo-Fr from 8:00 to 20:00, and on Saturdays from 8:00 to 14:00 or 15:00. A smaller number of stores may close between 12:00 and 16:00. Many stores are also open on Sundays, especially during the summer. Public services and companies generally work Mo-Fr from 8:00 to 16:00.

**Currency:**

The currency unit in the Republic of Croatia is the kuna (HRK or Kn), which is divided into 100 lipa. Coins exist in denominations of 1, 2, 5, 10, 20 and 50 lipa, and 1, 2, 5 and 25 kuna. Banknotes exist in denominations of 5, 10, 20, 50, 100, 200, 500 and 1,000 kuna. Foreign currencies can be exchanged at banks, exchange offices, post offices, travel agencies, hotels, camps, marinas, while checks/cheques can be cashed in at banks. The current exchange rates are approximately: 1 kn = 7,7 € or 6,7 USD. For most current rates you may check the website of the [Croatian National Bank](#) or go to [Oanda](#).

**Tipping:**

A tip is not obligatory, but small change is always welcomed. Taxi drivers, porters, hairdressers, etc., will always appreciate a small tip.

**Language:**

The official language in Croatia is Croatian, but many people also speak English, French, German or Italian.

**Safety and medical care:**

Croatia is one of the safest countries in the world with a very low crime rate. You may walk freely throughout the city at all times. You are encouraged, however, to take normal precautions to ensure your safety.

Medical assistance is available in hospitals providing 24-hour emergency service. Foreign tourists do not pay for medical services if a Health Care Agreement was signed between Croatia and their respective country of origin. In case of an emergency, you should call 112.

**Pharmacies/Drug Stores** are opened from 8:00 until 20:00. Names, addresses and telephone numbers of pharmacies that remain open until late at night on public holidays and on Sundays, are listed in daily papers.

**Electrical system:**

The electrical system in Croatia is based on 220V, frequency 50Hz and requires two-pronged wall plugs. Visitors from other countries may need to bring a voltage adapter and/or a plug adapter for their electronic devices. Please check your current adapters to see if they will accept up to 220V.

## USEFUL WEB SITES

### Croatia

Croatian National Tourist Board	<a href="http://croatia.hr/en-GB/Homepage">http://croatia.hr/en-GB/Homepage</a>
Dalmatia Online Guide	<a href="http://dalmacija.net/site/home/">http://dalmacija.net/site/home/</a>

### Dubrovnik

Dubrovnik Tourist Board	<a href="http://experience.dubrovnik.hr/eng/">http://experience.dubrovnik.hr/eng/</a>
Dubrovnik Online	<a href="http://www.dubrovnik-online.com/">http://www.dubrovnik-online.com/</a>
Best in Dubrovnik	<a href="http://www.bestindubrovnik.com/">http://www.bestindubrovnik.com/</a>
City Bus Transportation	<a href="http://www.libertasdubrovnik.hr/">http://www.libertasdubrovnik.hr/</a>

For information on logistics, technical questions and general support please contact:

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