



**MINISTRY OF TRANSPORT AND
COMMUNICATIONS OF THE
REPUBLIC OF LITHUANIA**

THE FIRST ASIA – EUROPE TRANSPORT MINISTERS' MEETING

Vilnius, Lithuania

19-20 October 2009

INFORMATION BOOKLET

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1. INTRODUCTION

The information contained in this document is for the benefit of the Ministers and their Delegations who will attend the first ASIA-EUROPE Transport Ministers' Meeting scheduled on 19-20 October 2009, at the *Reval Hotel Lietuva*, Vilnius, Lithuania.

The booklet is meant to assist the delegates with their travel plans, locating the meeting venue, accommodation and other useful information.

2. CONTENT OF THE MEETING

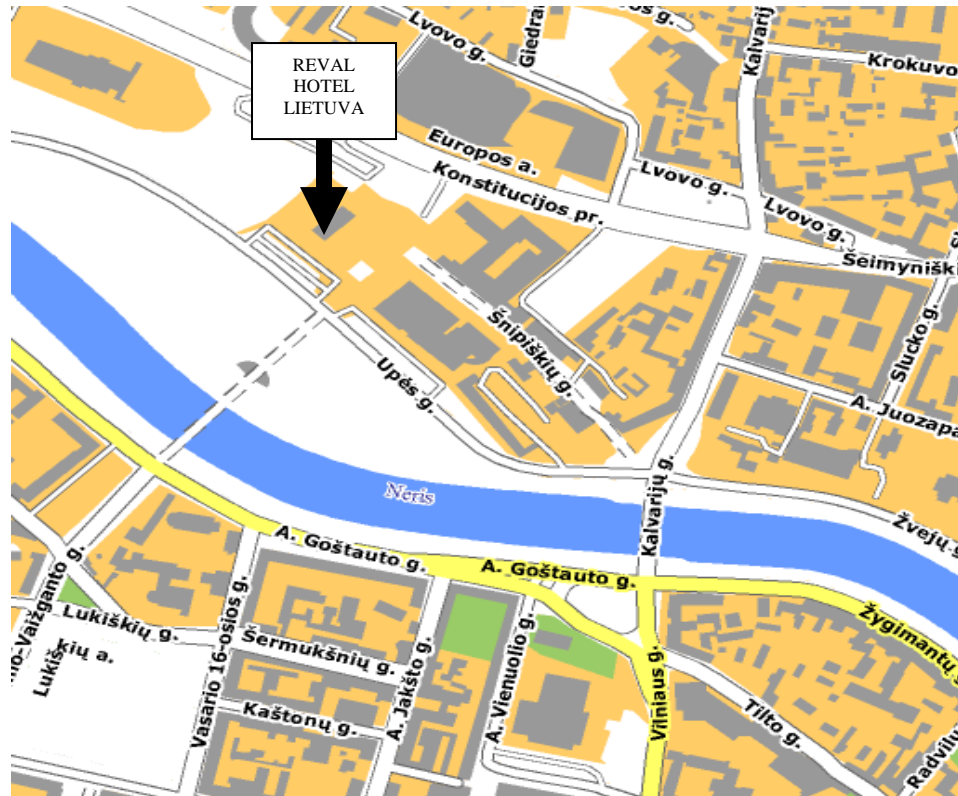
The topic of the first ASIA-EUROPE Transport Ministers' Meeting is „ASIA EUROPE CONNECT”. The agenda of the Meeting covers two days. During the first day ministers will discuss Common Vision, Challenges and Priority Policies. A number of background presentations by cosponsor ministers will be followed by interventions of other participating ASEM Transport Ministers. The other day two parallel sessions are on the programme: one of them dedicated to maritime and intermodal transport, the other one to civil aviation. Both parallel sessions will be followed by presentations as well as interventions of the ministers.

Moreover, a presentation on the key messages from the Asia-Europe Transport Development Forum as recommendation from the business community to governments for actions to take will be delivered. Also, the concluding remarks of the ASEM Transport Ministers' Meeting will be announced by the Chairs and Co-Chairs.

Finally, at the end of the event Vilnius Declaration and Chairman's Statement will be adopted.

3. DATE, VENUE AND LANGUAGE OF THE MEETING

The 2-day Ministerial Meeting will be held on 19-20 October 2009, at the *Reval Hotel Lietuva*, Konstitucijos av. 20, Vilnius, Lithuania.



The preliminary programme of the meeting is available on the webpage www.asemtransport.org. It will be circulated to the participating countries.

A working language of the event is English.

4. RESPONSIBILITY FOR ARRANGEMENTS

The Ministry of Transport and Communications of the Republic of Lithuania is responsible for the general organisation and conduct of the Meeting as well as the logistics support, such as conference facilities, security, protocol, transport, liaison officer, accreditation and accommodation.

5. COMPOSITION OF DELEGATIONS

The Ministers of Transport of ASEM member countries, the European Commission and ASEAN Secretariat are expected to take part in the Meeting. Additionally, non-member guests and stakeholders will be invited if necessary and upon compliance with every ASEM member country.

The limit of the composition of delegations is expected to be **1 + 4 (the Head of the delegation plus other members of the delegation)**.

Participants invited to the Meeting are requested until the **1st of October 2009** at the latest to:

- **Register on-line** the webpage: www.asemtransport.org to ASEM TMM
- **Dedicate a Focal person**
- **Make a hotel reservation** (the reservation forms are available on the webpage www.asemtransport.org, section *ASEM Transport Ministers Meeting 2009*→*Delegation*→*Accommodation* and is to be sent to a chosen hotel).

6. EXPENSES

Lithuania will cover the accommodation at the *Reval Hotel Lietuva* expenses for the **Ministers** or **Heads** of the delegations. The participants are expected to cover their own international travel costs. The cost of the Meeting will be covered by the main counterparts and organizers of the Meeting.

7. REGISTRATION OF DELEGATES

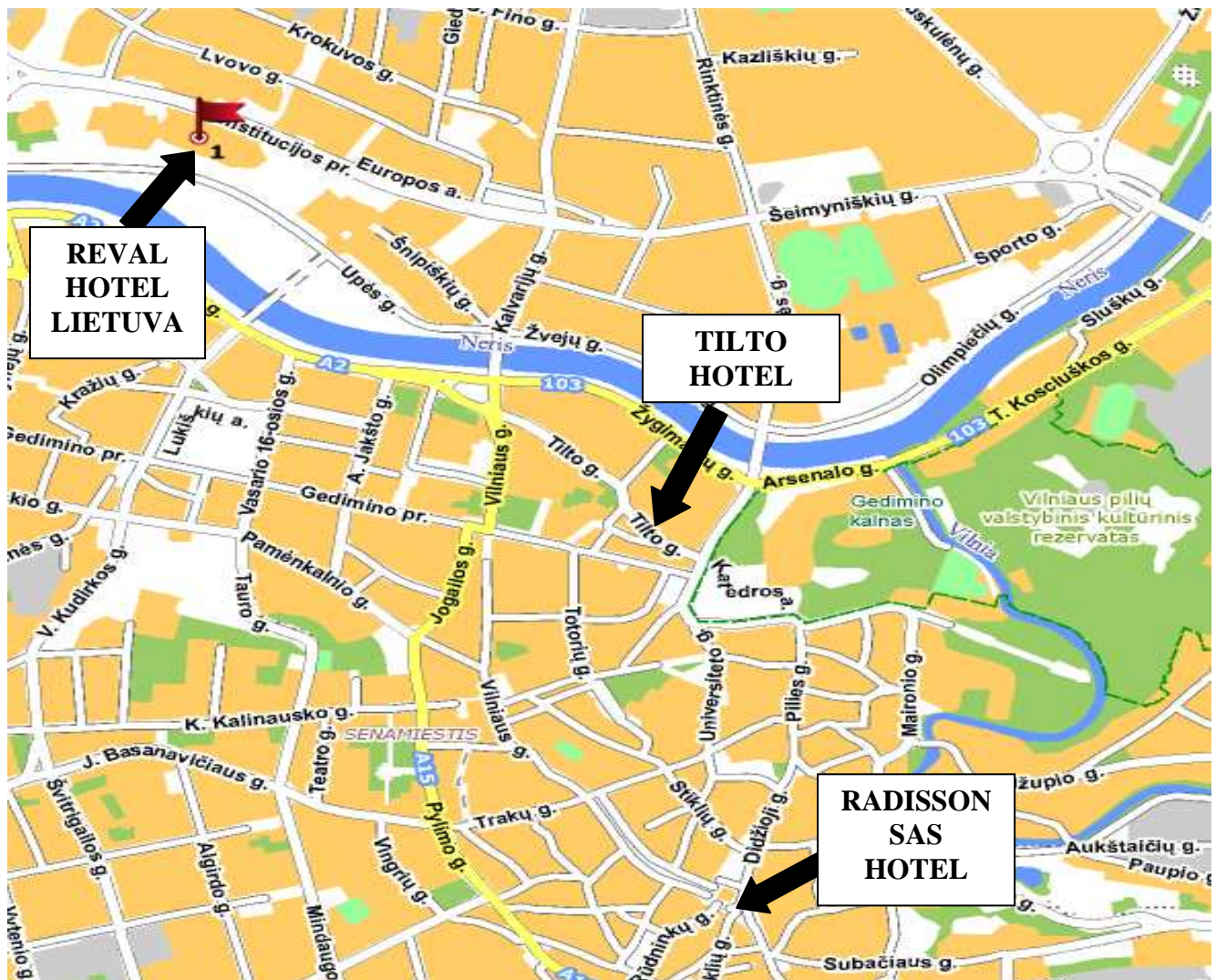
All delegates are to register at the Meeting venue 19 October 2009, from 11:00 up to 12:30. Conference badges will be issued to all registered delegates. The badges shall be worn visibly during the Meeting and Dinner.

8. ACCOMMODATION AND FLIGHT INFORMATION

The Ministry of Transport and Communications **will cover the accommodation for the Head of a delegation at the *Reval Hotel Lietuva* (4*) from the 19th to 20th of October 2009. All other rooms will be for each delegation's own account.**

The alternative hotels are *Radisson SAS Astorija Hotel Vilnius* (5*), Didžioji 35/2, Vilnius; *Hotel Tilto* (3*), Tilto str. 8/3, Vilnius. Hotel Registration forms are provided on the webpage: www.asemtransport.org, section Delegations→Accommodation.

Flight reservations are made by each country individually. The arrival at Vilnius International Airport on 19 October should take place till 12:00 regarding the program of the Meeting. On 20 October we recommend to book a departure from Vilnius International Airport after 17:00.



9. ARRANGEMENTS ON TRANSPORTATION

The protocol formalities will be available at Vilnius International Airport for arriving delegations. The delegations' entry will be facilitated through the VIP lounge.

The host Ministry will provide every delegation with a vehicle, driver and liaison person for the period from 18 October until the 20 October 2009, including transport service from/to airport.

10. PASSPORT SERVICE

All visitors to Lithuania must hold valid passports. Citizens of the countries that require visas for Lithuania should obtain these beforehand at the appropriate Lithuanian diplomatic or consular missions. Note, that there is **NO** possibility to get visa at Vilnius International Airport.

All delegates must comply with the rules on entry to the Republic of Lithuania.

11. DIETARY REQUIREMENTS

If you have any dietary requirements, please indicate it in the Hotel Registration form and additionally inform the contact person.

12. GENERAL INFORMATION

Airport:

www.vilnius-airport.lt

Vilnius Airport is approximately 10 km from the hotel and Meeting place.

Currency and Banking Services:

<http://www.lb.lt>

The currency unit is the Litas (Lt) that is divided into 100 cents. Exchange rates are subject to fluctuation. At the time of printing (April 2009) the exchange rate was approximately:

US 1 \$ = 2,62 Lt

EUR 1 = 3,45 Lt

Most internationally recognized currencies and travellers cheques can be exchanged at commercial banks (working hours at weekdays from 10:00 till 17:00) and the international airport. Credit cards are accepted in most hotels, restaurants and shops.

Electrical Equipment

In Lithuania voltage is 220 V / 50 Hz and plugs have two round pins (RJ 45). Adaptors/transformers are therefore required for different voltages and plugs.

Climate and Clothing

In October the average temperature in Vilnius for this time is +7 Degrees C and often rainy. Delegates are advised to bring warm clothes.

Important telephone number

Universal emergency service: 112

13. ADDITIONAL INFORMATION

www.asemtransport.org

www.transp.lt

www.urm.lt

<http://www.lietuva.lt/>

14. CONTACTS

In case of any further queries, please do not hesitate to contact:

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