

**UNITED NATIONS STATISTICAL COMMISSION and
ECONOMIC COMMISSION FOR EUROPE**

CONFERENCE OF EUROPEAN STATISTICIANS

Work Session on Statistical Data Editing
(Ljubljana, Slovenia, 9-11 May 2011)

INFORMATION NOTICE No. 2

ORGANIZATIONAL ARRANGEMENTS

I. MEETING VENUE

1. At the invitation of the Statistical Office of the Republic of Slovenia, the meeting will be held at Hotel *Slon*, Ljubljana, Slovenia, from 9th to 11th May 2011.

2. The address of the **conference venue** is:

BEST WESTERN PREMIER HOTEL SLON
Conference room: KAVARNA 1
Slovenska cesta 34
1000 Ljubljana, Slovenija

Tel: +386 (0) 1 470 11 33

E-mail: repcija@hotelslon.com

3. The conference room named 'Kavarna 1' is on the first floor of Hotel *Slon*. The room is equipped with the usual technical equipment (presentation computer, beamer, etc.) and has Wi-Fi connection.

II. ACCOMMODATION

4. Participants are requested to make their own travel arrangements, as well as hotel reservations and bookings, and they are responsible for covering all related costs.

5. The Statistical Office of the Republic of Slovenia has pre-reserved a number of rooms in three hotels at special rates for the participants of the work session. Ljubljana is a small city and all the hotels are situated within walking distance of Hotel *Slon* where the meeting is held. For more details please refer to the hotel descriptions and to the map of Ljubljana with indicated locations of hotels at the end of this notice.

6. When making your hotel reservation, please use the reservation form provided in the attachment. Please note that each of the pre-reserved hotels has a different reservation form, where you can find all the necessary information about the hotel and the conditions.

7. The **deadline for all hotel reservations is 1 April 2011**, which is also the registration deadline for the work session. (After this date the special rates and pre-reserved rooms can no longer be guaranteed.)

8. HOTELS

• Best Western Premier Hotel Slon *****

Slovenska 34, 1000 Ljubljana, Slovenia
Tel.: +386 1 470 11 31
Fax: +386 1 251 71 64
e-mail: sales@hotelslon.com
<http://www.hotelslon.com>

Best Western Hotel Slon (in English "Elephant") has 450 years of tradition and has been completely renovated. It is located in the heart of Ljubljana just steps away from all major historical and cultural sights as well as from congressional and business buildings.

Negotiated prices (Including buffet breakfast)

Economy single room	EUR 110 / night
Comfort double room: 1 person	EUR 140 / night
Comfort double room: 2 persons	EUR 160 / night

• Hotel Lev *****

Vosnjakova 1, 1000 Ljubljana, Slovenia
Tel.: +386 1 433 21 55
Fax: +386 1 230 25 78
e-mail: rezervacije@hotel-lev.si
<http://www.hotel-lev.si/>

Hotel Lev is the only five-star hotel in Ljubljana, the capital of Slovenia. It is located in the very centre and business district of the city, just a few minutes' walk from the main sightseeing attractions and the Old Town.

Distance from the venue (Hotel Slon) 6 minutes (walking)

Negotiated prices (Including buffet breakfast)

Single room, standard	EUR 110 / night
Superior double room -single use	EUR 125 / night
Double room, standard : 2 persons	EUR 130 / night
Superior double room: 2 persons	EUR 155 / night

• City Hotel Ljubljana ***

Dalmatinova cesta 15, 1000 Ljubljana,
Slovenia
Tel.: + 386 1 239 00 00
Fax: + 386 1 239 00 01
e-mail: info@cityhotel.si
<http://www.cityhotel.si/>

City Hotel is located in the centre of the city, right next to the old city core. The main bus and railway stations are located approximately three hundred metres away from the hotel.

Distance from the venue (Hotel Slon) 7 minutes (walking)

Negotiated prices (Including buffet breakfast)

Single room – standard	EUR 88 / night
Double room – standard	EUR 112 / night
Double room single use – superior	EUR 122 / night
Double room – superior	EUR 136 / night

Other recommended hotels (notice: no special prices apply)

• **Grand Hotel Union Business *******

Miklosiceva 3, 1000 Ljubljana, Slovenia
Tel.: +386 1 308 1319
Fax: +386 1 308 19 14
e-mail: hotel.business@gh-union.si
<http://gh-union.si/business/>

Grand Hotel Union boasts a premier location in the very heart of Ljubljana, only a stone's throw from the Old Town. Located in the peaceful part of the bustling city centre; ideally based to enjoy the beauty of Ljubljana. The hotel offers a secured on-site garage with 120 parking places.

Price for single room: EUR 180 and up (breakfast included)

Distance from the venue (Hotel Slon) 5 minutes (walking)

• **Central Hotel ******

Miklosiceva 9, 1000 Ljubljana, Slovenia
Tel.: +386 1 308 43 00
Fax: +386 1 230 11 81
e-mail: central.hotel@gh-union.si
www.centralhotel.si/

Central Hotel is a smaller four-star business hotel. Its unique location in the city centre gives it a special sense of practicality, simplicity and comfort. Central Hotel is only a step away from the main bus and railway stations and the sights of Ljubljana and the old city centre are accessible on foot.

Price for single room: EUR 140 and up (breakfast included)

Distance from the venue (Hotel Slon) 6 minutes (walking)

• **Antiq Hotel ******

Gornji trg 3, 1000 Ljubljana, Slovenia
Tel.: +386 1 421 35 60
Fax: +386 1 421 35 65
e-mail: info@antiqhotel.si
www.antiqhotel.si

In the heart of the old city centre of Ljubljana, a house where once the ancient Romans lived. Premises with boutique furnishing are all protected against negative radiation; antiallergenic rooms available as well.

Price for single room: EUR 110 and up (breakfast included)

Distance from the venue (Hotel Slon) 11 minutes (walking)

III. TRAVEL INFORMATION AND LOCATION OF HOTEL SLON

9. **The conference venue** (Hotel *Slon*) is situated in the very heart of the Ljubljana city centre and can be reached easily by foot from all hotels in the accommodation section, as well as from the main bus and railway stations.

10. **Ljubljana**, the capital of Slovenia, is located in the centre of the country lying between the Alps and the Adriatic Sea, in a basin where the Ljubljanica River flows into the Sava, at a height of 295 metres above sea level. It covers 273 square kilometres and has a population of some 280,000. It is the administrative and political centre of the country. The seat of the Statistical Office of the Republic of Slovenia (SORS) is also located in Ljubljana.

11. **Access by plane:** Ljubljana airport (full name Ljubljana Joze Pucnik Airport) is situated some 20 km North of Ljubljana in the direction of Kranj. The international airport code is LJU and it has several international and low cost airlines operating from there. Adria Airways is the national carrier that connects Ljubljana with more than 20 European cities.

- Ljubljana Airport

<http://www.lju-airport.si/eng/>

- List of airlines operating at Ljubljana airport

http://www.ljuairport.si/eng/letalske_druzbe.asp?IDm=209

The taxi ride to Ljubljana will cost approximately EUR 40 (depending on the desired destination of the trip), but there are also frequent busses and shuttle services connecting the airport with the city. For shuttle services contact Prevozi Markun (+386 51 321 414 or email borut.markun@siol.net) – the price to the main railway/bus station in Ljubljana is EUR 5 or to any location in Ljubljana EUR 9.

- Public transportation connections from the airport to Ljubljana

<http://www.lju-airport.si/eng/vsebinske.asp?IDm=100>

12. **Access by train:** Ljubljana has good international rail connections. Train is also an efficient means of transport for trips within the country. Distances are mainly short and travel costs are low. Most of the entire fleet of trains is operated by the Slovenske železnice national railway company.

- Slovenian railway company (Slovenske železnice)

<http://www.slo-zeleznice.si/en/passengers>

13. **Access by car:** The majority of drivers enter Slovenia by motorway. To drive on motorways in Slovenia you must have a vignette (motorway toll sticker), or face heavy fines.

- More information about travelling by car in Slovenia

http://www.slovenia.info/en/Z-avtomobilom.htm?by_car=0&lng=2

IV. PUBLIC TRANSPORT IN LJUBLJANA

14. **On foot:** The city centre of Ljubljana is small and Ljubljana can be easily visited by foot. The best way to explore Ljubljana is on foot or by bicycle. During the summer months, the city can also be viewed from a different perspective, from aboard a tourist barge on the Ljubljanica river.

- Map of Ljubljana (free of charge available also in all Tourist Information Centres)

<http://www.visitljubljana.si/file/141210/2008-6.10.zemljevid-trganka.pdf?download>

15. **City busses:** In addition, a dense bus network links all parts of Ljubljana with the city centre. Those wishing to travel on Ljubljana city buses should purchase the Urbana public transport card. The Urbana card is available from LPP ticket offices, Tourist Information Centres and most of the city's newspaper kiosks, news-stands and post offices. The card is priced at EUR 2 and can store up to EUR 50 of credit to be spent on city bus fares. Visitors to Ljubljana who purchase their Urbana card from a Tourist Information Centre and keep the receipt can return the card to the place of purchase when they no longer need it and claim a EUR 2 refund. A single journey fare is EUR 0.80. It covers an up to 90-minute journey regardless of the number of buses needed to be changed to reach the destination.

- More information on public transport in Ljubljana

<http://www.jh-lj.si/en/lpp/city-public-transport>

16. **Bicycle hire:** On a warm day, riding a bicycle is one of the most pleasant ways of getting around Ljubljana city centre. Bicycles can be hired from the partners in the Ljubljana Bike project, led by the Ljubljana Tourism.

- More information on bicycle hire

<http://www.visitljubljana.si/en/ljubljana-and-more/traffic-and-transport/bicycle-hire/>

V. FURTHER INFORMATION

Time

17. Slovenia's Time in May is Central European Time (GMT + 2 hours).

Currency

18. The official currency of Slovenia is the euro (€). It was introduced at the beginning of 2007. Most shops across the country accept international credit and debit cards. Slovenia has a widespread network of automated teller machines.

Climate

19. The weather in Slovenia varies from season to season. There are three climatic influences that meet in the country (Alpine climate prevails in the mountains, the coast has a sub-Mediterranean climate, and the north-east lowlands have a continental climate). The average temperature in May for Ljubljana is around 14°C, but it is worth checking the current weather, since the conditions in this time of the year vary a lot.

- More about weather in Slovenia

http://www.slovenia.info/en/Weather.htm?_ctg_vreme=0&lng=2

Electricity supply

20. Slovenia uses 220 volts with a frequency of 50 Hz and the standard European two-pin round plugs (Europlug (CEE 7/16)).

General Information

21. We prepared some basic ideas what is worth visiting apart from the conference; the websites provide you with more detailed information about Ljubljana, Slovenia and also about the Statistical Office of the Republic of Slovenia:

Ljubljana

- Visit the Ljubljana Castle (on foot, by tourist train or by funicular), and get a view of the city from the tower.
- Take a short walk through the old town and experience liveliness of the central food market.
- Try a boat ride on the Ljubljanica River (most tours take approximately an hour).
- Take a walk through the nearby Tivoli Park.
- Visit exhibitions in the Museum of Modern Art, the National Gallery, the National Museum or any other museum or gallery.
- Get inspired for more on <http://www.visitljubljana.si/en/>

Slovenia

- **Bled:** Slovenia has only one island, but being sheltered by picturesque mountains and in the middle of an Alpine lake gives the Bled Island its uniqueness.
- **Postojna Cave:** is a network of 20 kilometres of passages, galleries and chambers. Take the train through the underground world of the largest cave in the Classic Karst and the most visited tourist cave in Europe to see magnificent caverns and glistening stalactite formations. View the largest collection of cave animals in one place.
- **River Soca Valley:** Deeply carved into the white limestone of the Julian Alps is the Soca Valley. It is a valley of wonderful colours, full of waterfalls, pools, ravines and canyons, with its own distinct flora and fauna. The spots beside the river attract seekers of tranquillity as well as those seeking adrenalin challenges. Here, numerous water sports are available, from kayaking and canoeing to rafting and canyoning.
- Get inspired for more on <http://www.slovenia.info/?lng=2>

Statistical Office of the Republic of Slovenia

<http://www.stat.si/eng/>

V. CONTACTS

22. For further information, please contact the following organizers:

United Nations Economic Commission for Europe (UNECE):

Mr. Steven Vale
Head of Statistical Information and Methodology Unit
Statistical Division
Palais des Nations
1211 Geneva 10
Switzerland

Tel: +41 22 917-3285
Fax: +41 22 917-0040
E-mail: steven.vale@unece.org

Statistical Office of the Republic of Slovenia (for matters of content):

Mr. Rudi Seljak
Statistical Office of the Republic of Slovenia
Vožarski pot 12
1001 LJUBLJANA

Tel: +386-1 241-5294
Fax: +386-1 241-5344
E-mail: rudi.seljak@gov.si

Statistical Office of the Republic of Slovenia (for organizational matters):

Ms. Tina Ostrez
Statistical Office of the Republic of Slovenia
Vožarski pot 12
1001 LJUBLJANA

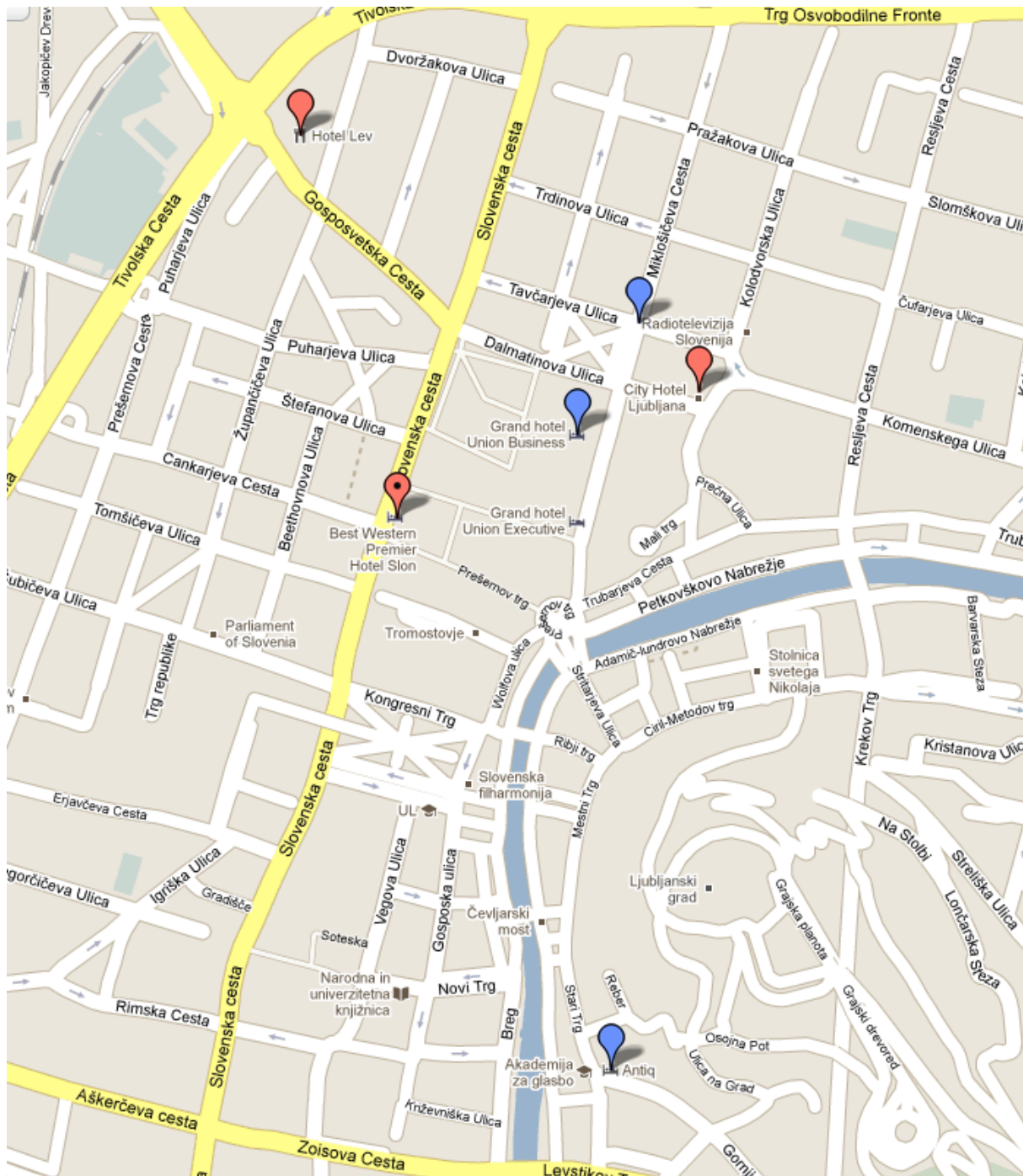
Tel: +386-1 241-5297
Fax: +386-1 241-5344
E-mail: tina.ostrez@gov.si

VI. ATTACHMENTS

Map of Ljubljana and hotels.

Please note:

- The venue is Best Western Premier Hotel *Slon* (marked red and with a dot).
- The pre-reservation was made in the hotels marked red.
- The other hotels mentioned are marked blue.



Registration forms for pre-reserved hotels.



PREMIER

Slovenska cesta 34, 1000 Ljubljana, Slovenia



BEST WESTERN PREMIER

HOTEL SLON

Tel: +386 1-470-11-00, Fax: +386 1-470-11-70

CODE: "Work Session on Statistical Data Editing Ljubljana, Slovenia"

PARTICIPANT & CONTACT ADDRESS

Mr Ms Mrs

Family Name

First Name

Company

Company Address

Phone

Fax

E-mail

HOTEL ACCOMMODATION

DEADLINE FOR HOTEL ACCOMMODATION: 1st April 2011

Arrival:

Departure:

Type of room (please indicate your choice):

- 110 € Economy single room
- 140 € Comfort double room: 1 person
- 160 € Comfort double room: 2 persons

Above rates include rich buffet breakfast and VAT. City tax IS included and is 1,01 € per person per night.

Special room rates for attendees of the "Work Session on Statistical Data Editing Ljubljana, Slovenia" have been negotiated. To take advantage of these rates and to ensure your accommodation, please, return the booking form by 1st April 2011. **Please note that after 1st April 2011 rooms will be confirmed upon availability.**

Check in after 13:00 p.m. on arrival date; check out till 12:00 p.m. on departure date. Late check out available at surcharge. Reception desk is available 24 hours.

For hotel guests we provide possibility of valet PARKING in the nearby garage attended by our staff. Preliminary reservation is required and the cost is 18 € per day.

I would like to reserve a parking in period: Arrival: Departure:

REMARKS:

AIRPORT TRANSFERS

Reservation of shuttle transfer (Ljubljana Airport / hotel and vice-versa) can be done with room reservation and the payment is settled at reception desk. Cost per person In one direction is 9 €. For reservation of shuttle transfer please contact sales@hotelslon.com.

PAYMENTS

Hotel accommodation is to be paid directly at the hotel when checking out. A deposit of one night or valid credit card is required to guarantee your hotel reservation.

Eurocard/Mastercard Visa American Express Diners

Credit card number:

Expiry date

CVC

Card in name of:

Signature

CANCELLATION CONDITIONS

Only written cancellation and changes addressed to Best Western Premier Hotel Slon will be accepted.

Cancellations up to 3 day prior to check in – no cancellation fee

Cancellation within 3 day prior to check in – 1 overnight cancellation fee

In case of no show or cancellation within the cancellation period stated above hotel will charge the credit card submitted with hotel reservation form.

I accept the above mentioned cancellation terms:

Signature

Place and date

In order to reserve a room, please return the form by 1st April 2011 by fax: +386 1 470 11 70 or e-mail: sales@hotelslon.com



Work Session on Statistical Data Editing Ljubljana, Slovenia/ 9 May – 11 May 2011

REGISTRATION FORM

Complete this form and return **1st April, 2011** to:

HOTEL LEV, Vošnjakova 1, 1000 Ljubljana, Slovenija
Tel. +386 (0)1 231 72 71 Fax: +386 (0)1 434 33 50, E-mail: rezervacije@hotel-lev.si

CONTACT DETAILS

Mr Ms Mrs

Family Name:

First Name:

Company:

Address:

City, Country:

Phone:

Fax:

E-mail:

HOTEL ACCOMMODATION

DEADLINE FOR HOTEL RESERVATIONS: 1st April, 2011

Arrival: (day / month / year)

Departure: (day / month / year)

Type of room at the Lev Hotel (please indicate your choice)

Single room, standard (110 EUR / night)

Double room, standard (130 EUR / night)

Superior double room-single use, (125EUR / night)

Superior double room (155 EUR / night) for 2 persons

Rates are per room and include American buffet breakfast and VAT. Tourist tax – 1,01 EUR per person / day is not included in the room rate. *Please note that after 1st April, 2011 rooms will be confirmed upon availability.*

AIRPORT TRANSFER

Reservation of taxi transfer (Ljubljana Airport/hotel and vice-versa) can be done by: rezervacije@hotel-lev.si

Remark: "Statistični urad" Transfer charges can be put on the room account and paid together with the hotel bill.

Hotel accommodation is to be paid directly at the hotel when checking out. A valid credit card is required to guarantee your reservation.

Eurocard / Mastercard

Visa

American Express

Diners

Credit card number:

Expiry date

Cardholder's name:

Signature

CANCELLATION POLICY

- only written cancellation addressed to the Lev Hotel will be accepted,
- cancellation up to 10 days prior to arrival – no cancellation fee,
- cancellation within 3 days prior to check in – 1 overnight cancellation fee.

I accept the above mentioned cancellation terms:

Signature

Place and date

In order to reserve a room, please return this form **until 1st April, 2011** by Fax: + 386 1 434 33 50 or e-mail: rezervacije@hotel-lev.si



RESERVATION FORM

Ref. »Work Session on Statistical Data Editing Ljubljana, Slovenia 99.190.975«
09.–11. May 2011

Reservation form should be sent to the following e-mail or faxed to the number:

e-mail: spela.marolt@cityhotel.si ; fax: + 386 1 239 00 01

TITLE _____
FIRST NAME: _____ LAST NAME: _____
INSTITUTION: _____
ADDRESS: _____
CITY: _____ COUNTRY: _____
PHONE: _____ FAX: _____
E-MAIL: _____

Arrival Date: _____ May 2011 Departure Date: _____ May 2011

Please indicate your choice of ROOM TYPE (rate is per room per night and includes VAT and buffet breakfast):

<input type="checkbox"/>	SINGLE room – STANDARD – 88 €
<input type="checkbox"/>	DOUBLE room – STANDARD – 112 €
<input type="checkbox"/>	DOUBLE room single use – SUPERIOR – 122 €
<input type="checkbox"/>	DOUBLE room – SUPERIOR – 136 €

Name of accompanying person if sharing a double / twin room: _____

PAYMENTS

Hotel accommodation is to be paid directly at the hotel when checking out. Your credit card details are required as a deposit guarantee. The one night deposit will not be drawn from your credit card unless the reservation has been cancelled in up to 3 days before arrival. Cancellations must be sent in writing. For no show hotel will charge one overnight.

TYPE: _____ NUMBER AND CVC: _____ EXPIRY DATE: _____

DEAD-LINE FOR HOTEL RESERVATIONS: 1st April 2011

Please note that in the case of booking after 1st April 2011, rates might be higher.

[After 1st April 2011, accommodation cannot be guaranteed.](#)

Date: _____ Signature: _____

**PLEASE, BE AWARE of the DEAD-LINE and send us RESERVATION FORM ASAP.
Thank you**