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# Practical information for participants of ITU workshop and QSDG meeting

May 9<sup>th</sup> – 13<sup>th</sup> 2016

Haarlem, The Netherlands



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# 1 Introduction

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Dear delegate,

We are pleased to invite you to the Netherlands for the ITU QSDG workshop and meeting in May 2016.

We did our best to collect important data to give you a global idea of what you could expect during your stay. Through the entire document there are links you can click to retrieve further information.

If you require any special needs, e.g. for medical and/or religious reasons, we ask you to contact us as soon as possible, with a minimum of one week before the event.

For leisure time touristic visits are possible to [Haarlem](#), [Keukenhof](#), [Amsterdam](#) or to the beaches of [Bloemendaal](#) or [Zandvoort](#) . Further information on these sites is available under indicated links.

We wish you a pleasant stay.

Kind regards,

Wineke Zuijdgeest

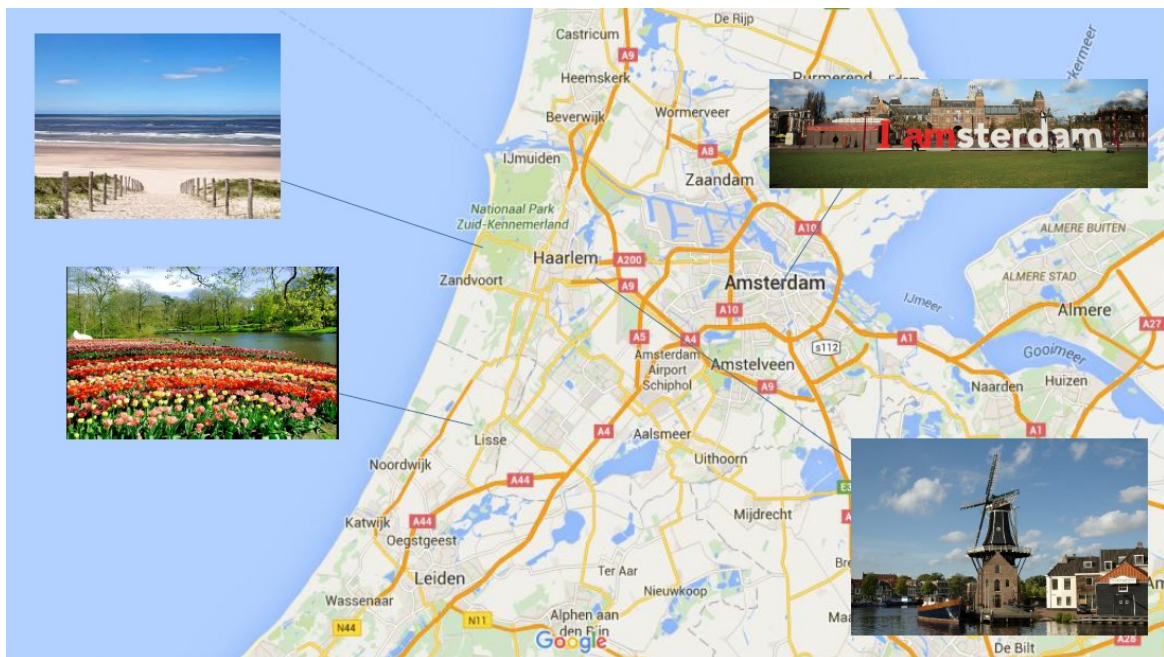
Conference Manager

[Wineke.zuijdgeest@omnitele.com](mailto:Wineke.zuijdgeest@omnitele.com)

+31 642 441 796



## 2 Location





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## 3 Event Venue

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### Hotel Van der Valk

Address: Toekanweg 2,  
2035 LC HAARLEM,  
The Netherlands  
Tel.: +31 23 536 75 00



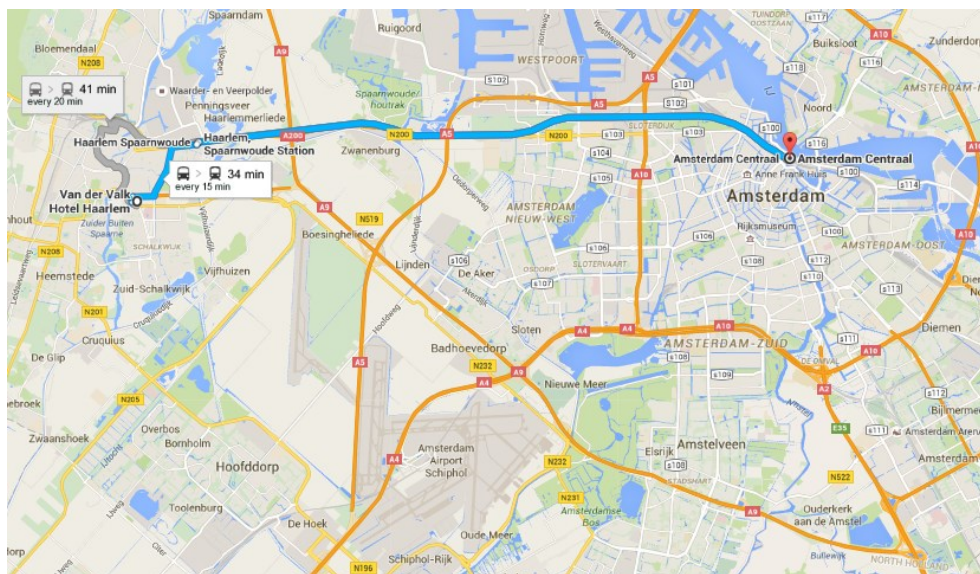




# 4 Amsterdam



The conference venue in Haarlem is located beside Amsterdam airport Schiphol. The center of Amsterdam is easily reachable by public transport.





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Amsterdam is one of the greatest small cities in the world. From Amsterdam canals to world-famous Amsterdam museums and historical Amsterdam sights, it is one of the most romantic and beautiful cities in Europe. Canal cruises are a popular way to see the city from the perspective of its canals.

Amsterdam is also a city of tolerance and diversity. It has all the advantages of a big city: rich culture, lively Amsterdam nightlife, international restaurants, good transport - but is quiet, and largely thanks to its extensive canals, has a little road traffic. In this city your destination is never far away, but get a bike for an authentic local experience.

#### Amsterdam tourist attractions

Museums are the main tourist attraction in Amsterdam. Everyone knows the Rijksmuseum, Van Gogh Museum and Stedelijk Museum, but there is much more. Amsterdam has over seventy museums which attract millions of visitors each year.

#### Rijksmuseum in Amsterdam



Following ten years of attentive renovation, the Rijksmuseum in Amsterdam, one of the world's great museums, was reopened in April 2013 by HM Queen Beatrix prior to the accession of Her son Willem-Alexander as the King of the Netherlands. The Rijksmuseum with its magnificent exhibit of more than 8000 works, including those of masters Rembrandt, Vermeer and Rubens, is today one of Amsterdam must-see attractions.



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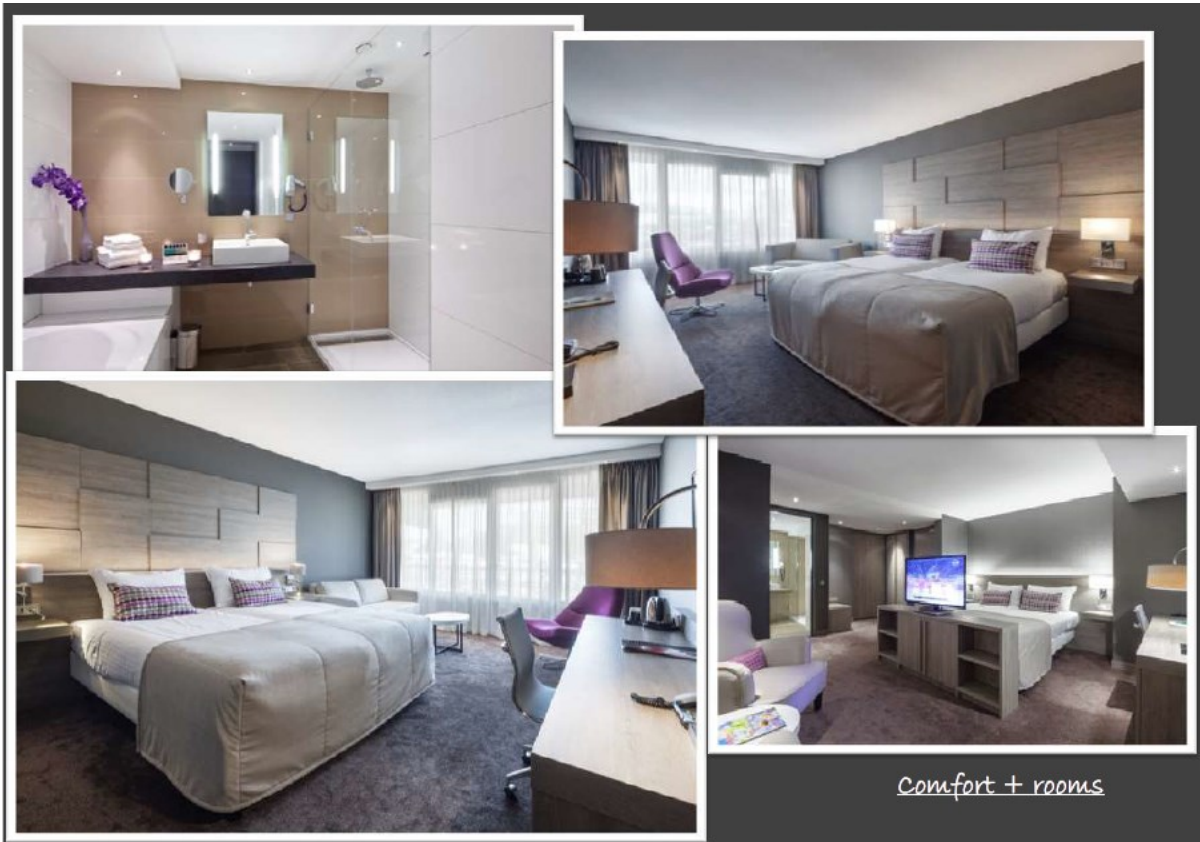
## 5 Accommodation

A list of hotels available in Haarlem is at the end of this chapter for your benefit.

We recommend Hotel Van der Valk as this is the venue of the event. Please find in [-Annex 1-](#) the standard form to reserve your room. Those rooms are blocked until the 6<sup>th</sup> of April 2016 for delegates of this event. After this date rooms will be released and availability and price could vary. Participants are requested to book their rooms directly with the hotel of their choice. Booking.com is as well a useful website to find the rate you need.



### HOTEL HAARLEM





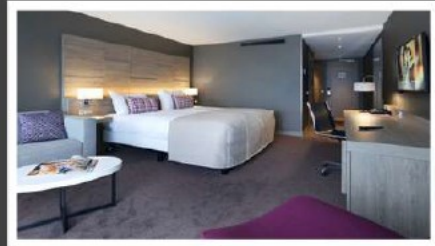


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*Comfort + rooms :*

- ✓ Luxurious boxspring beds
- ✓ Spacious bathroom with bath and rainshower
- ✓ Separate toilet
- ✓ Terras of balcony
- ✓ Flat screen television
- ✓ Airconditioning
- ✓ Refridgerator
- ✓ Free WiFi
- ✓ Wired high-speed internet
- ✓ Free parking
- ✓ Desk and sitting area
- ✓ Hairdryer
- ✓ Safe
- ✓ Coffee –and tea facilities
- ✓ Large closet



Hotel	ranking	Address	postcode, place	Km to event
<a href="#"><u>Hotel Van der Valk Haarlem</u></a>	****	Toekanweg 2	2035 LC Haarlem	0km
<a href="#"><u>Carlton Square Hotel</u></a>	****	Baan 7	2012 DB Haarlem	1.4km
<a href="#"><u>Golden Tulip Hotel Lion D'Or</u></a>	****	Kruisweg 34-36	2011 LC Haarlem	2.8km
<a href="#"><u>Amadeus Hotel</u></a>	**	Grote Martk 10 - 1st floor	2011 RD Haarlem	2.1km
<a href="#"><u>Hotel Die Raeckse</u></a>	**	Raaks 1-3	2011 VA Haarlem	2.4km
<a href="#"><u>Brass Hotel Suites</u></a>		Korte Veerstraat 1	2011 CL Haarlem	1.8km



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## 6 Transportation

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The event host will not provide transportation from the airport to hotels, or from the hotels to and from the event.



Hotel Van der Valk can be reached from Amsterdam Schiphol Airport by public transport, bus 300, direction Haarlem Station, [actual waiting time busconnection from Schiphol Airport](#). Stop “Europaweg” after +/- 15 minutes from Amsterdam Schiphol. Bus leaves every 5/10 minutes and costs +/- € 5,-.

[Public transport tourist information tickets 24h service](#)



Taxis are also available at Amsterdam Schiphol Airport. Costs from the Airport to Hotel Van der Valk Haarlem will be +/- € 30,-



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## 7 Airport

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Amsterdam Schiphol Airport with IATA code (AMS) is the nearest airport to the event venue. From there it takes only 15 minutes by bus to reach the hotel.



[Here](#) the link to Amsterdam Schiphol Airport.



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## 8 Entry Requirements and Visa Information

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We invite you to check what the regulation according to your nationality is and initiate at the earliest the procedure to get a visa on time.

[Here](#) the website of Government of the Netherlands, Questions and Answers about visa apply.

If your nationality is in the list to apply a visa for The Netherlands, below a small checklist of documents to collect.

To request a visa for The Netherlands, next points should be taken care of:

- Valid passport, not older than 10 years, with minimum of 3 month expire date after the date of visa period.
- Hotel reservation
- Flight/travel reservation
- Proof of good medical travel insurance for minimum of € 30.000,-
- Proof of economical independency -> at least € 34,- per person per day for visa period.
- Two passport photos

If required we will provide you with a Letter of Invitation for the purpose of attending the workshop and meeting.





# 9 General Information

## 9.1 Time Zone

Standard Time Zone: GMT/UTC + 01:00 hour



Colors represent time observance which may vary from legislated time.



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## 9.2 Currency

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The official currency is EURO (€).

The most accepted credit cards are Visa, MasterCard and American Express.

## 9.3 Language

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The official national language of the Netherlands is Dutch.

Foreign languages are generally spoken in the Netherlands:

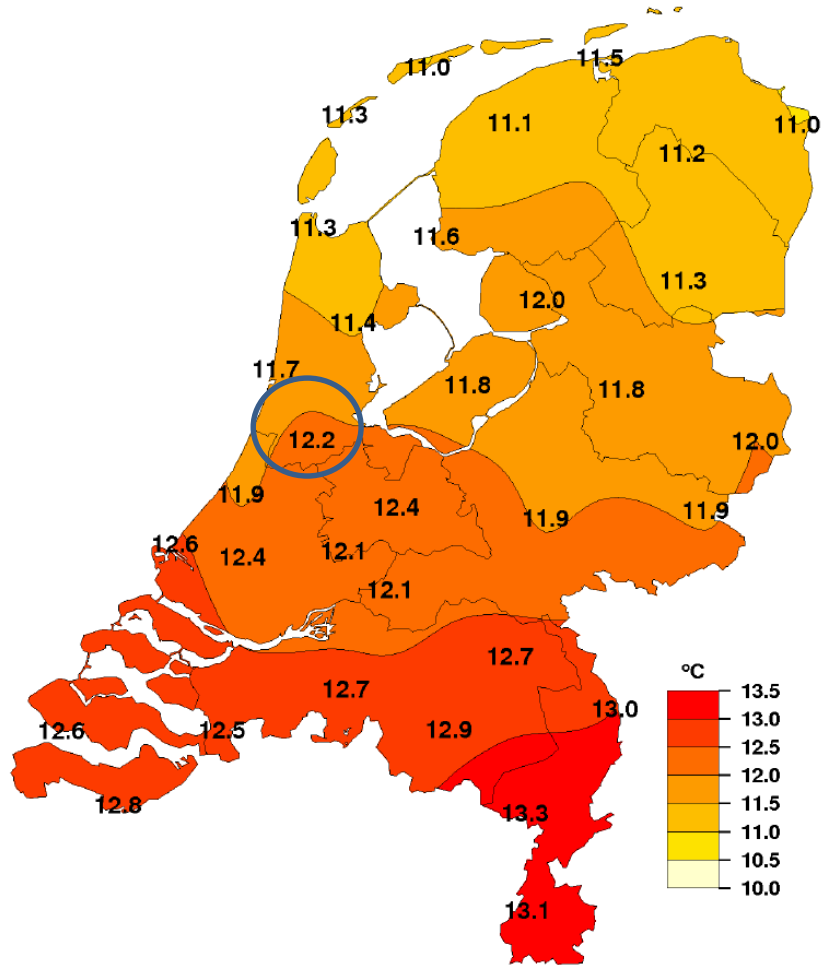
% of the total population are able to converse in:	
<b>90-93%</b>	English
<b>71%</b>	German
<b>29%</b>	French
<b>5%</b>	Spanish



## 9.4 Climate

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Average temperature in May 2015:



Find [here](#) the official website for weather forecast.



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# 10 Annex 1

SEND TO: sales@haarlem.valk.nl



**Hotel Haarlem**  
Toekanweg 2  
2035 LC Haarlem  
Tel +31 (0)23 536 75 00

I'd like to reserve from reservation HHZ-GF 20404

\_\_\_ Comfort + room € 144.50,- per room per night single use including breakfast

*Rates are per room per night, including breakfast buffet and including taxes excluding city tax (3.25)*

Arrival date	:		Time	:	.....
Departure date	:	.....			
Name	:	.....			
Address	:	.....			
Zip code	:	.....	City	:	.....
Telephone	:	.....	Fax	:	.....
E-mail	:	.....			
<input type="checkbox"/>	American Express		Credit Card number:	:	.....
<input type="checkbox"/>	VISA / CB		Exp. date	:	.../.../...
<input type="checkbox"/>	Eurocard / Mastercard		Signature	:	.....

**IMPORTANT NOTES:**

- 1) Hotel bookings will be based on availability and admission is open until 06-04-2016
- 2) Please note that rates apply from 09-05-2016 – 13-05-2016
- 3) Cancellation of the Hotel room(s) must be emailed within two days before the time of arrival. If not received, the hotel is entitled to charge the accommodation fee of one (1) night minimum.
- 4) Your arrival is guaranteed until 6 PM. If your arrival will be later, you need to call us before 6 PM on the day of arrival or give us your credit card details above