

General Information

Official Language

The official language of the Congress is English. No translation will be provided.

Visa Requirements and Letter of Invitation

Poland is a member of the European Union. Citizens of the European Union countries can enter Poland without a visa.

Polish visa is not also required for citizens from the following countries: Andorra, Argentina, Australia, Brazil, Brunei, Bulgaria, Canada, Chile, Costa Rica, El Salvador, Guatemala, Honduras, Hong Kong (special administrative region, Iceland, Israel, Japan, Liechtenstein, Macao (special administrative region), Malaysia, Mexico, Monaco, New Zealand, Nicaragua, Norway, Panama, Paraguay, San Marino, Singapore, South Korea, Switzerland, the United States of America, Uruguay, the Vatican, Venezuela. Detailed information about visas: <http://www.ms.gov.pl/Visa.requirements.2346.html>.

Congress Organizers will not be held responsible for any visa granted incorrectly or refused.

A Letter of Invitation has to be requested in advance via email sent to: info-congress.cebc@if-pan.krakow.pl (Ms. Agata Suder).

To receive a Letter of Invitation by regular mail, participants must be fully registered to the Congress with submitted full payment. Any costs for express mailing of documents must be covered by the Congress participant.

Custom regulations

Information can be found at http://ec.europa.eu/taxation_customs/index_en.htm.

Insurance

Congress participants are recommended to be insured. The Congress Organizers cannot be held liable by participants for any accident, damage and loss (including theft) that might occur during the Congress and travelling, which is not directly the fault of the CEBC. Under these circumstances, the CEBC reserves the right to either retain the entire registration fee, or to reimburse it after the deduction of costs already incurred for the Congress organization.

Emergency phone numbers

112 - General Emergency number (mobile phone)

(12) – *Krakow city area*

(12) 999 - Ambulance (landline phone)

(12) 998 - Fire Brigade (landline phone)

(12) 997 - Police (landline phone)

(12) 981 - Road Assistance (landline phone)

(12) 986 - Municipal Police (landline phone)

Time zone

Poland is the country that uses Central European Time (GMT + 01:00).

Children

Children will not be allowed access to any part of the Congress.

Congress Documents/Badge

The Congress documents and badges have to be picked at the Congress Registration Office upon arrival.

A handling fee of 80 PLN will be charged for a lost name badge or every name change to an existing Congress registration. Name changes will only be accepted by email (info-congress.cebc@if-pan.krakow.pl (Ms. Agata Suder) or fax (+48 12 6374500) before May 20th, 2016.

Congress Office

CEBC 2016 Congress Registration/Administration Office will be located:

June 15th, 2016 - Manggha, 26 M. Konopnicka Street, Kraków

June 16th-18th, 2016 - Auditorium Maximum, 14 Krupnicza Street, Krakow (in the ground floor).

Opening hours during the Congress

June 15 th , 2016	Wednesday	18.00-20.00
June 16 th , 2016	Thursday	8.00-18.00
June 17 th , 2016	Friday	8.00-18.00
June 18 th , 2016	Saturday	8.00-16.00

Exhibitors

The exhibition area will be located at the ground floor of the Congress venue at coffee break and lunch serving areas.

The exhibitor is responsible for delivering promotion and exhibition materials to the Congress venue before June 13th, 2016.

Currency Exchange

The Polish currency is zloty (PLN).

There are 100 groszy to 1 zloty. Banknotes come in 10, 20, 50, 100 and 200 PLN denominations. Coins come in 1, 2, 5, 10, 20, 50 groszy and 1, 2, and 5 zlotys.

Conversions (November, 2015)

1 EUR = approximately 4.24 PLN

1 USD = approximately 3.97 PLN

1 GBP = approximately 6.07 PLN

You can check the national bank rates at www.nbp.pl

Most hotels and business centers accept payment in euro or USD, or in major credit cards (few of them may decline American Express).

In Poland, there is a great number of cash dispensers as well as numerous places to exchange money (e.g., banks open on weekdays usually until 15.00, or exchange offices – “kantors”).

Dress

Casual.

Weather

Poland is located in a moderate zone and the climate is associated with continental and oceanic influences. In June temperatures are around 20-25 °C.

Please check the weather at:

<http://www.accuweather.com/pl/pl/krakow/274455/weather-forecast/274455>

<http://tvnmeteo.tvn24.pl/pogoda/krakow,17135/dlugoterminowa>

Cancellation of the CEBC in Krakow

The CEBC in Krakow has to be moved or changed due to

- any reason(s) beyond the organizers' control that prevent or hinder the planned holding of the Congress
- unexpected political and economic events, acts of God, national emergency, national mourning

Data Protection and Sharing of Contact Details

The Congress participants agree that:

- all data provided may be used (saved, stored, processed, transmitted and deleted, but not modified) and shared with participants;
- CEBC representatives may film, photograph or take television or video footage in public spaces during the Congress in relation to the promotion of future CEBC events and on the CEBC website.