



**UNITED NATIONS COMMISSION ON SCIENCE AND  
TECHNOLOGY FOR DEVELOPMENT (CSTD)**



## **Information Note to Participants**

### **CSTD 2015-2016 Inter-sessional Panel**

11-13 January, 2016

Mercure Budapest Buda Hotel

Krisztina krt. 41-43

H-1013 Budapest

Hosted by the Ministry of Foreign Affairs and Trade of Hungary

*As of November 30, 2015*

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## INTRODUCTION AND DRAFT PROVISIONAL AGENDA

The 2015-2016 United Nations Commission on Science and Technology for Development (CSTD) inter-sessional panel is organized by the United Nations Conference on Trade and Development (UNCTAD) and the Ministry of Foreign Affairs and Trade of Hungary. It will be held at the Mercure Budapest Buda Hotel.

The Draft Provisional Agenda for the CSTD Inter-Sessional Panel can be found [here](http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=941):  
<http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=941>

## REGISTRATION

All participants must register in advance. Please complete the Registration Form online [here](http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=941).  
<http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=941>

Early registration is encouraged. However, all online registrations must be received no later than **4th January, 2016**.

## CONTACTS

All questions related to the **agenda and substantive programme** should be addressed to:

**Mr. Peter Major, Chairperson of the CSTD**

Advisor for IT, Communication and Cyber Issues

Permanent Mission of Hungary to the United Nations Office and other international organizations in Geneva, Rue du Grand-Pré 64, 1202 Geneva, Switzerland

Tel: (+1) 202-647-8344

E-mail: [pmajor@bluewin.ch](mailto:pmajor@bluewin.ch)

**Ms. Dong Wu, Chief, Science and Technology Section**

Division on Technology and Logistics

UNCTAD

Tel: (+41) 22 917 7141

Fax: (+41) 22 917 0052

E-mail: [dong.wu@unctad.org](mailto:dong.wu@unctad.org)

All questions related to **administrative and logistical preparations** should be addressed to:

**Mr. István MANNO**

Chief of Protocol

Department of Protocol

Ministry of Foreign Affairs and Trade of Hungary  
Tel: (+36) 1 458 1360  
E-mail: [imanno@mfa.gov.hu](mailto:imanno@mfa.gov.hu)

**Focal point:**

Mr. Bence GÁL  
Desk officer  
Department of Protocol  
Ministry of Foreign Affairs and Trade of Hungary  
Tel: (+36) 1 458 3585  
E-mail: [bence.gal@mfa.gov.hu](mailto:bence.gal@mfa.gov.hu)

**CSTD secretariat**

Division on Technology and Logistics  
UNCTAD  
Tel: (+41) 22 917 2083  
Fax: (+41) 22 917 0052  
E-mail: [stdev@unctad.org](mailto:stdev@unctad.org)

## VENUE

The venue for the CSTD inter-sessional panel is the Mercure Budapest Buda Hotel. The entrance for participants is located on Krisztina krt. 41-43, 1013 Budapest. Tel (+36)1/4888100. **A local street map with the location of the venue is provided in Annex A.**

## ACCOMODATIONS

Participants are welcome to make reservations at the hotel of their choice. However, Mercure Budapest Buda Hotel offers discounted prices for participants of the inter-sessional panel:

75EUR/person/night in single standard room  
85EUR/person/night in double standard room.

The price includes the breakfast and taxes. Wifi is also available free of charge. **To obtain the special prices of Mercure Budapest Buda Hotel please refer to Annex B.**

Participants are encouraged to make hotel reservations well in advance. Hotels might require participants' credit card information upon booking and require participants to present their credit cards during check-in to guarantee the booking of their room and to cover any incidental charges incurred

during their stay. Participants will be responsible for any cancellation fees. You may search among other hotels located in Budapest [here](#):

<http://gotohungary.com/accomodation>

## ARRIVAL AND ENTRY FORMALITIES

### Visas and Customs Information

#### Visas and entry to Hungary

##### I. Visa-free entry

1. Certain categories of passport-holders are allowed to travel to Hungary without the obligation to obtain an entry visa beforehand. The list of **national travel documents entitling to visa-free entry** is available at the Hungarian Foreign Ministry's website:

<http://konzulizsolgalat.kormany.hu/visa-waiver-agreements>

2. **Foreigners in possession of a valid uniform ("Schengen") visa** may enter Hungary without prior administrative procedures, if that Schengen visa entitles the holder to 90 days of stay and multiple entries in any 180-day period, and if there are still available days left from the 90 day quota.

3. Holders of a **Residence Permit issued by one of the Schengen Member States**, together with their valid travel document, can also visit Hungary without a visa.

##### II. Obtaining a visa

**In other cases, travellers have to apply for a visa** at the Hungarian Embassy or Consulate/-General in the country of the applicant's nationality or legal residence. In countries where Hungary does not maintain such a representation, applications can be submitted at another Schengen Member State's mission acting on behalf of Hungary. Contact information to our partner states' missions in these countries can be found at the Ministry's bulletin board ("Visa issuance on behalf of Hungary"):

<http://konzulizsolgalat.kormany.hu/visa-issuance-on-behalf-of-hungary>

If Hungary does not have a visa-issuing representation in a country / territory, and is not represented by another Schengen Member State there, one can turn to any of the Hungarian Embassies or Consulates located outside the Schengen area.

**Applications should be lodged personally at the competent consular office / Visa Application Centre. Collection of biometric data – photo and fingerprints – is part of the visa procedure.**

To avoid long waiting time, applicants are advised to contact the consular office in advance to make an appointment for submitting their applications.

**Please note that the procedure may take up to 15 calendar days, according to Regulation No. 810/2009/EC.** The visa-issuing diplomatic or consular mission can answer to specific visa-related questions. It is advised to check the visa information webpage of the relevant mission.

**Passports** should not be older than 10 years, and should be valid for at least three months longer than the intended stay in Hungary (or other Schengen Member State, in case of consecutive travels). They should also contain at least two blank pages.

The consular website of the Hungarian Ministry of Foreign Affairs and Trade provides further relevant details: <http://konzuliszolgalat.kormany.hu/en>

## **OFFICIAL LANGUAGE**

English will be the official language for the panel.

## **ATTIRE**

The dress code for all the meetings is business attire, unless otherwise advised. Because the inter-sessional panel will take place during the winter time in Budapest, warm clothes are necessary.

## **COUNTRY GENERAL INFORMATION**

### **Climate and weather**

January is the coldest month of the year in Budapest, Hungary, with freezing temperatures and cloudy sky. Temperatures average from -5 to 10 Celsius, therefore warm clothes are necessary.

### **Currency and banking**

#### **Credit Cards**

Major credit cards are widely accepted in Hungary although some small shops will only accept cash payments. Visa and MasterCard, can be used at most establishments. In the event that a card is lost or stolen, the appropriate Hungarian numbers to call are:

Master Card: 06800-12517

Visa Card: 06800-17682

#### **Currency and ATMs**

The official currency of Hungary is the Forint (HUF), however Euro (EUR) is acceptable in some places (1EUR is app. 310 HUF). Banks are usually open between 8.00 - 16.00 on weekdays. Some banks are

open on Saturday, but all are closed on Sunday. ATM and currency exchange offices are available throughout the country. Additionally, ATMs are widely available in Budapest and can typically be used to withdraw Forints. Participants are advised that many banks impose fees on cash withdrawals, which may be higher for international transactions.

### Time

Budapest's standard time is CET or Central European Time (UTC/GMT +1 hour).

### Electricity and water

Voltage in Hungary is 230 volts, and plugs are of the two-pin continental type. Tap water in Hungary is safe to drink.

### About Budapest and Hungary

Budapest is a city full of surprises and wonders, with its lively centre, beautiful parks, the majestic Danube River, tall church spires and lavish spas. You may find additional tourist information from the website: <http://gotohungary.com/about-hungary>

### Public Transportation and airport taxis services

#### Getting there

Located in the centre of Europe, Hungary is easy to reach. It has strong [rail](#) links, a significant [river cruise and transport](#) industry, and an extensive [road](#) network, including [toll-highways](#) and toll free roads, mostly leading to the capital Budapest in a hub-and-spoke system. Most visitors, however, arrive by [air transport](#). Liszt Ferenc Airport in Budapest has [direct flights](#) to more than 50 cities in Europe alone. You may find more information on Liszt Ferenc International Airport [here](#):

<http://www.bud.hu/english>

#### Getting around

Within the capital, Budapest, [public transport](#) is very well developed and multi-faceted. The BKK or Budapest Transport Authority public transport ticket can be used for one journey by tram, bus, trolleybus or urban railway. On the metro network, the ticket is valid for changing lines too, as long as it forms part of one uninterrupted journey. There are also a range of officially-registered bright yellow taxi cabs which offer great service, use a standardized meter system and accept bank card payment. These offer good, trustworthy service – but if you prefer to drive yourself, there is a plethora of [car rental companies](#) awaiting you. Do be aware that parking in the city is not cheap. Blue parking signs indicate where you can park, and parking pay stations will indicate the exact times of paid parking. (Normally evenings and weekends are free, but exact times vary from zone to zone, and these are enforced with fines and even vehicle clamps.) See more information on [driving, car rental and parking](#).

#### Online route-planner for public transportation:

<http://futar.bkk.hu/>

### Accessing the Hotels and city center from Budapest Airport:

Taxi prices are regulated by a decree at a fixed tariff of 280 HUF/Km (0.95 EUR/Km) VAT included in addition to the one-off basic fee of 450 HUF (1.50 EUR) and waiting fee. **A ride to the city centre should typically cost between 6500 and 7500 HUF (22-25 EUR) depending on traffic conditions.**

**Please be aware of exposing yourself at risk by using non-regulated taxi service providers soliciting at the terminal buildings!**

**Taxi Főtaxi is the contracted taxi service provider** of Budapest Airport. Major credit cards are accepted. Reservations can be made upon arrival at the Főtaxi booths located at the exits at Terminals 2A and 2B. Taxis are constantly available for passengers at the taxi rank in front of the stands.

Telephone: +36-(20 or 30 or 70) 222 2 222

E-mail: [rendel@fotaxi.hu](mailto:rendel@fotaxi.hu)

<http://www.fotaxi.hu/?Language=en#main-menu>

**Other taxi companies:**

Tele 5 Taxi (Tel: +36 (20) 555 5555) <http://www.tele5taxi.hu/>

City Taxi (Tel: +36 (20 or 30 or 70) 211 1111) <http://www.citytaxi.hu/index.php?lang=en>

6X6 Taxi (Tel: +36 (1) 666- 6666) [www.6x6taxi.hu](http://www.6x6taxi.hu)

**Airport Shuttle Minibus Service** <http://www.airportshuttle.hu/en/> (the on-line registration entitles the customer to have 10% discount).

**Other useful telephone numbers:**

International emergency call centre: 112

Ambulance: 104

Fire Department: 105

Police: 107

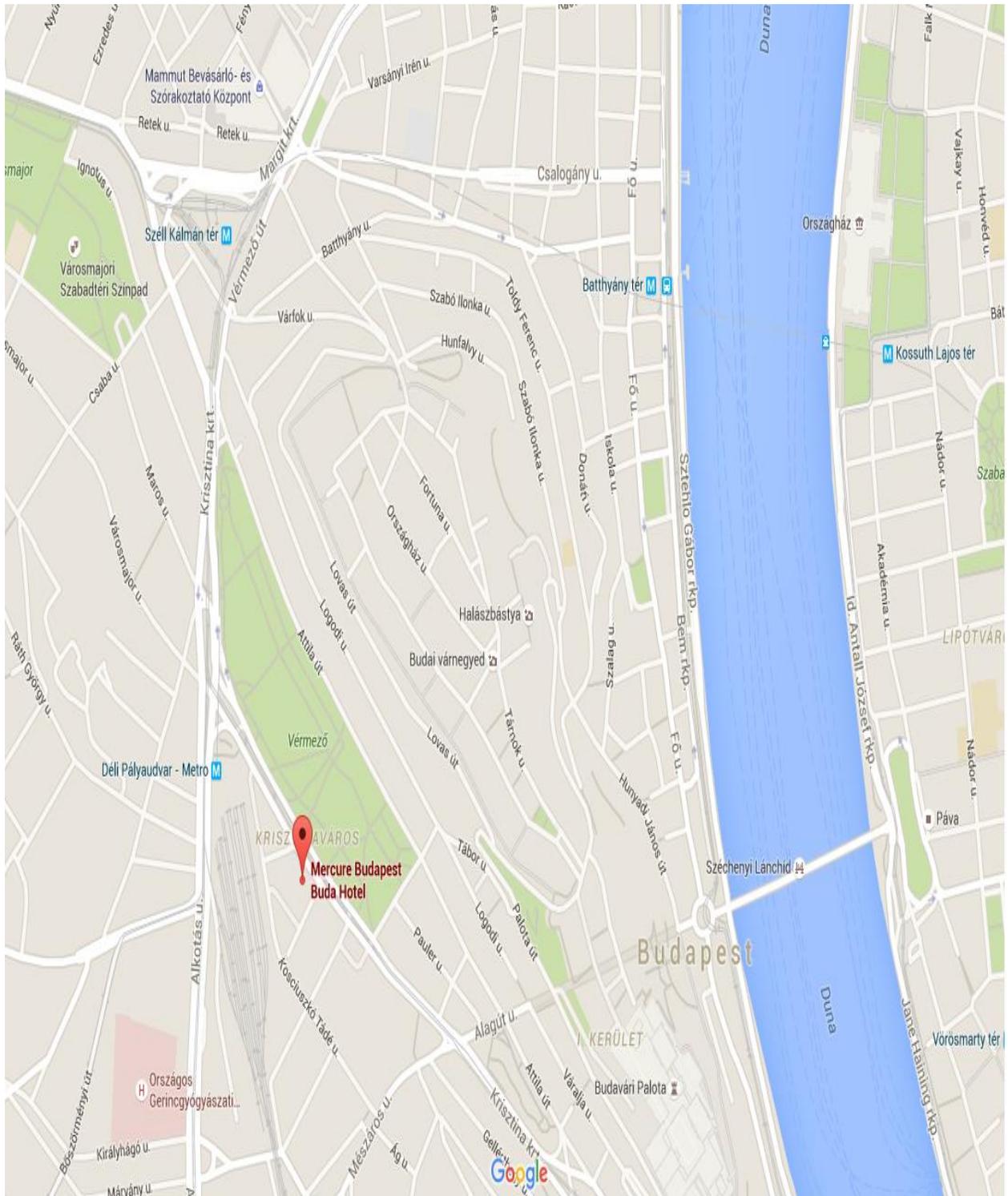
The above phone numbers can be called free of charge.

**Smoking**

Smoking is prohibited in government buildings, public buildings, restaurants, and indoor bars. Additionally, hotels often charge a substantial cleaning fee to guests who smoke in non-smoking rooms, so smokers should make sure to confirm the smoking status of their room during hotel check in. Unless otherwise indicated, smoking is permitted outdoors away from non- smoking building entrances.

## Annex

### Annex A: A local street map with the location of the venue



## Annex B: Procedure to obtain special rates at the Mercure Budapest Buda Hotel



### ROOM RESERVATION FORM IT CSTD (11-13. January 2016)

#### Mercure Budapest Buda

H-1013 Hungary, Budapest, Krisztina körút 41-43. Tel: +36 1 488-8286, Fax: +36 1 488-8178

E-mail: [h1688-sb@accor.com](mailto:h1688-sb@accor.com)

The deadline of application is **20th December 2015** and reservations will be confirmed by the hotel. After **20th December 2015** or earlier if the allotment gets sold out, confirmation of accommodation is subject to availability.

#### Rates:

- Standard single room                      **EUR 75,-/room/night**
- Standard double room                      **EUR 85,-/room/night**
- Supplement for privilege room:              **EUR 20,-/room/night**

**Room rates include buffet breakfast, WiFi usage VAT (18%) and local tax (4%).**

*Additional nights are on request and depend on availability.*

*These special rates are valid for **3 days pre and post** conference stay as well.*

**Arrival date:** ..... **Departure date:** .....

**Last name:** ..... **First name:** .....

**Phone:** ..... **E-mail:** .....

Payment for accommodation should be made directly to the hotel. In order to guarantee your room reservation, please fill in the following credit card information. **Without these details we cannot accept and confirm the reservation.**

**Owner of the credit card:** ..... **Billing address:** .....

**Credit card type:** ..... .....

**Number:** ..... .....

**Expiry date:** ..... **Signature:** .....

(The hotel accepts: Visa, Amex, Mastercard, JCB.)

**"I guarantee this room reservation with my credit card. I agree that in the case of cancellation on the date of arrival, or no-show, the first night of the accommodation cost will be charged automatically."**

#### Booking / Payment information

1. On receipt of your reservation form your booking will be reconfirmed.
2. In case of no-show or late cancellation the first night of the accommodation cost will be charged as penalty.
3. Cancellation deadline for the reservation is **7 days** prior to arrival.
4. Check-in time: 14 pm, check-out time: until 10 am.

**Please e-mail or fax this form to Mercure Budapest Buda:**

**Fax: +36 1 488 8171    or    E-mail: [h1688-sb@accor.com](mailto:h1688-sb@accor.com)**