



Memorandum of Understanding  
on the Conservation of  
Migratory Birds of Prey in  
Africa and Eurasia

6 September 2015

Revision 2

## Second Meeting of Signatories (MoS2) to the Raptors MoU Information Note for Participants

### Meeting date and venue

The meeting will be held **from Monday 5 October to Thursday 8 October 2015** at the Clarion Hotel and Congress in Trondheim, Norway. Please note all meeting participants are expected to pre-register online via [the MoS2 webpage](#).

The venue is located in the harbour area of Trondheim and within walking distance of the city center. By coach or train the venue is approximately 30 minutes from Trondheim Airport Værnes. The contact details for the meeting venue are listed below – please also refer to the map at the end of this Information Note.

Clarion Hotel and Congress

Brattørkaia 1

7010 Trondheim, Norway

Tel: +47 73 92 55 00

Email: [groups.cl.trondheim@choice.no](mailto:groups.cl.trondheim@choice.no)

Website: <https://www.nordicchoicehotels.no/clarion/clarion-hotel-trondheim/>

### Accommodation

**Sponsored participants are kindly requested to make their own hotel bookings.** They will receive a full Daily Subsistence Allowance (DSA) to cover the cost of their accommodation, meals and terminal expenses.

Hotels in Trondheim can be found and booked through different online services such as [Booking.com](#), [Tripadvisor](#), [HotelsCombined](#), [Lonely Planet](#), [Hotels.com](#). However, special discount rates for participants of MoS2 have been negotiated with two hotels – Clarion Hotel (meeting venue) and the nearby P-Hotels Brattøra, for which you can find contact details below:

P-Hotels Brattøra

Fosenkaia 7

7010 Trondheim, Norway

Tel: +47 73 60 40 05

Email: [brattora@p-hotels.no](mailto:brattora@p-hotels.no)

Website: <http://p-hotels.no/>

Participants may wish to take advantage of the specially negotiated Standard Room rate (including breakfast and WiFi) in either Clarion Hotel or P-Hotels. Rooms at the Clarion Hotel are being offered for NOK 1145/night for single occupancy and NOK 1245/night for two in a double room. P-Hotels Brattøra offers a room for NOK 845/night single occupancy and NOK 995/night for two in a double room.



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P-Hotels is centrally located next to Trondheim Central Bus and Train Station. A pedestrian bridge crosses the railway lines to the other side and towards the meeting venue (Clarion), approximately 500 meters away from P-Hotels.

**Kindly note these rates are guaranteed until 30 September 2015.** The number of pre-booked rooms is limited and will be filled on a first come, first served basis. The code to obtain these discounted rates will be sent to delegates who pre-register for the meeting online. Once you have received the code, you can proceed to booking via hotel's email address mentioned above. The location of the two hotels is indicated in the map at the end of this Note.

### Arrival at the airport and transportation

Trondheim Airport Værnes is located approx. 30 km northeast from Trondheim city center. It is serviced by direct flights from many cities in Europe. Most delegates are likely to arrive either via Copenhagen (SAS or Norwegian) or Amsterdam (KLM). It is recommended to take a direct flight from either of these two cities (i.e. avoiding Oslo). Transfer from the airport to Trondheim city center is easy by coach, with departures every 10 or 15 minutes and the journey taking approx. 30 minutes. Please mention the name of your hotel to the driver to ensure that you board the correct coach. Single tickets cost NOK 130 and a return ticket is NOK 220/person (student discounts apply).

Alternatively, one can take a taxi to the city center. Pre-booked taxis will give a more economical price, which should not exceed NOK 400/person. Payment is usually with debit or credit card (requires the use of a pin code). There are two recommended companies that can take pre-bookings: Trøndertaxi tel. +47 93 00 73 73, email: [alg@trondertaxi.no](mailto:alg@trondertaxi.no) or Norgestaxi tel. +47 91 00 80 00, email: [trondheim@norgestaxi.no](mailto:trondheim@norgestaxi.no). To secure the reduced price, taxis must be booked no later than the day before arrival. The taxi-stand is located to the left as you leave the terminal – look for your pre-booked taxi company and confirm that it is the correct one before boarding as there are many companies to choose from.

### Visa requirements

Norway is a member of the Schengen Agreement so all citizens of the European Union (EU) and the European Economic Area (EEA) do not need visa to enter the country. Most other nationalities will need a visa and must apply for it [online](#) with supporting documents to be presented at the Norwegian Embassy or Consulate in your country of residence or closest location.

For more information on the visa procedure please visit <https://selfservice.udi.no/> and for a list of Norwegian missions and consulates please visit <http://www.norway.info/>. Please note that it is not possible to acquire a visa upon arrival in Norway. Furthermore, airline companies do not allow boarding in the absence of a valid visa.

### Working languages

The meeting will be conducted in English, with a simultaneous translation to French. Meeting documents will be published in both English and French.

### Services for participants at the venue

#### On-site registration

Participants are requested to bring a photo identification document (e.g. passport, ID card, driver's license), which should be shown at the registration desk. Participants will receive a badge that should always be worn visibly at all times whilst at the venue, including to avoid being charged for your lunch.

The registration desk will be located at the far end of the main lobby of the venue (to the right from the main entrance and hotel reception). Participants will be able to register on Sunday afternoon, 4 October and on Monday morning, 5 October 2015 before the meeting commences.

For detailed information on timings for registration, please refer to the Provisional Annotated Agenda and Schedule on [MoS2 webpage](#) (to be published in due course).

### **Official opening and formal sessions**

The official opening of the meeting will take place at 09:30 on Monday 5 October 2015 at the main conference room.

The formal sessions will be held from Monday 5 October to Thursday 8 October and run daily from 09:00 to 18:00. Lunch and refreshments will be provided throughout the meeting. For full details please refer to the Provisional Annotated Agenda and Schedule.

A full-day excursion is being planned for Day 3 of the meeting – details will be communicated to the meeting participants closer to the date.

### **Documents, printing and photocopying facilities**

For environmental and economic reasons, hard paper copies of the meeting documents will not be distributed before or during the meeting.

However, a free Wireless Internet (Wi-Fi) service will be available to all delegates throughout the venue. The Coordinating Unit therefore wishes to encourage bringing a personal laptop or other electronic device with you. Alternatively, you may prefer to print hard copies of the documents before you travel or bring with you a memory stick with relevant documents.

Limited printing and photocopying facilities will be available to participants by contacting the Coordinating Unit.

### **Meals**

Lunch will be provided free of charge to all participants. Please remember to wear your badge. Likewise complimentary refreshments will be provided during mid-morning and mid-afternoon breaks.

### **List of Participants**

A list of pre-registered participants will be published on the [MoS2 webpage](#) in due course. A list of participants who attended the meeting will be made available as an Annex to the final MoS2 Report. If any participant does not wish their full contact details to appear on the List of Participants, please notify the Coordinating Unit.

### **Other practical information**

#### **Overview of Trondheim**

Trondheim with approx. 200,000 inhabitants is the third largest city in Norway. The city recently celebrated its 1000<sup>th</sup> anniversary and due to the compact city center, most sights can be easily reached on foot. Traditional wooden buildings, the cathedral and the music/instrument museum of Ringve are among the most famous sights in town.

## Postal and bank facilities

There are ATMs (called 'Minibank' in Norway) close to the exit of the airport terminal and at various places in Trondheim (for example, the building next to the meeting venue and at the main Central Bus and Train Stations). ATMs in Norway are available 24 hours a day, while most banks are open Monday - Friday 09:00 - 15:30 hours.

Post office services are found in many supermarkets, while the main post office is located in the city center.

## Currency and foreign exchange

The currency in Norway is the Norwegian krone (NOK). Coins occur in denominations of 1, 5, 10 and 20 NOK. Notes are in denominations of 50, 100, 200, and 500. Foreign currency must be changed in banks (e.g. near the town square). At the time of writing the currency conversion rates are: NOK 1 = USD 0.12 = EUR 0.12 – subject to daily fluctuations.

## Official language and local time

The official language is Norwegian. However, English is widely spoken and well understood.

Norway is two hours ahead of Coordinated Universal Time (UTC +2) during Daylight Savings Time from 29 March 2015 until 25 October 2015.

## Weather and clothing

We recommend that participants bring warm and waterproof clothing. The day temperature in Trondheim in October can vary between 0 and +15 degrees Celsius, with an average around +10 degrees. Current weather and forecast for Trondheim can be found for example at: <http://www.yr.no/sted/Norge/Sør-Trøndelag/Trondheim/Trondheim/>.

## Electricity and water

Electric current is 230 V at 50 Hz, utilizing 2-pin plugs (see image). Socket adapters are freely available for sale, and can usually be purchased in hotels.



Tap water in Norway is of high quality and safe to drink.

## Travel and health insurance

All participants are responsible for their own travel and health insurance. It is recommended that all participants take out comprehensive policies before arriving in Norway. Concerning emergencies or need for hospital services, citizens of EU and EEA are covered through their national health programmes.

## Shopping

Shopping hours vary. Many shops close at 17:00, Thursdays at 19:00, Saturdays at 15:00, Sundays closed all day. Shopping centers are open from 09:00 to 20:00, Saturdays to 18:00. Many supermarkets are open until 21:00, 22:00 or 23:00. Credit cards such as Mastercard, Eurocard, Visa, Diners, Amex and JCB are widely accepted at hotels, restaurants, taxis, train stations and tourist shops (but not at supermarkets where mainly cash or debit cards apply).

## Tourist information

Information about Trondheim is available at <http://www.visitnorway.com/no/reisemal/midt-norge/trondheim/> and <http://www.visitnorway.com/no/reisemal/midt-norge/trondheim/turistinformatjon-i-trondheim/>. For more information about travelling to Norway we recommend the official travel guide at <http://visitnorway.com/>.

Smoking is not allowed inside any publicly accessible building in Norway, including hotels, shops, cafes, restaurants, public transportation, schools, and so on.

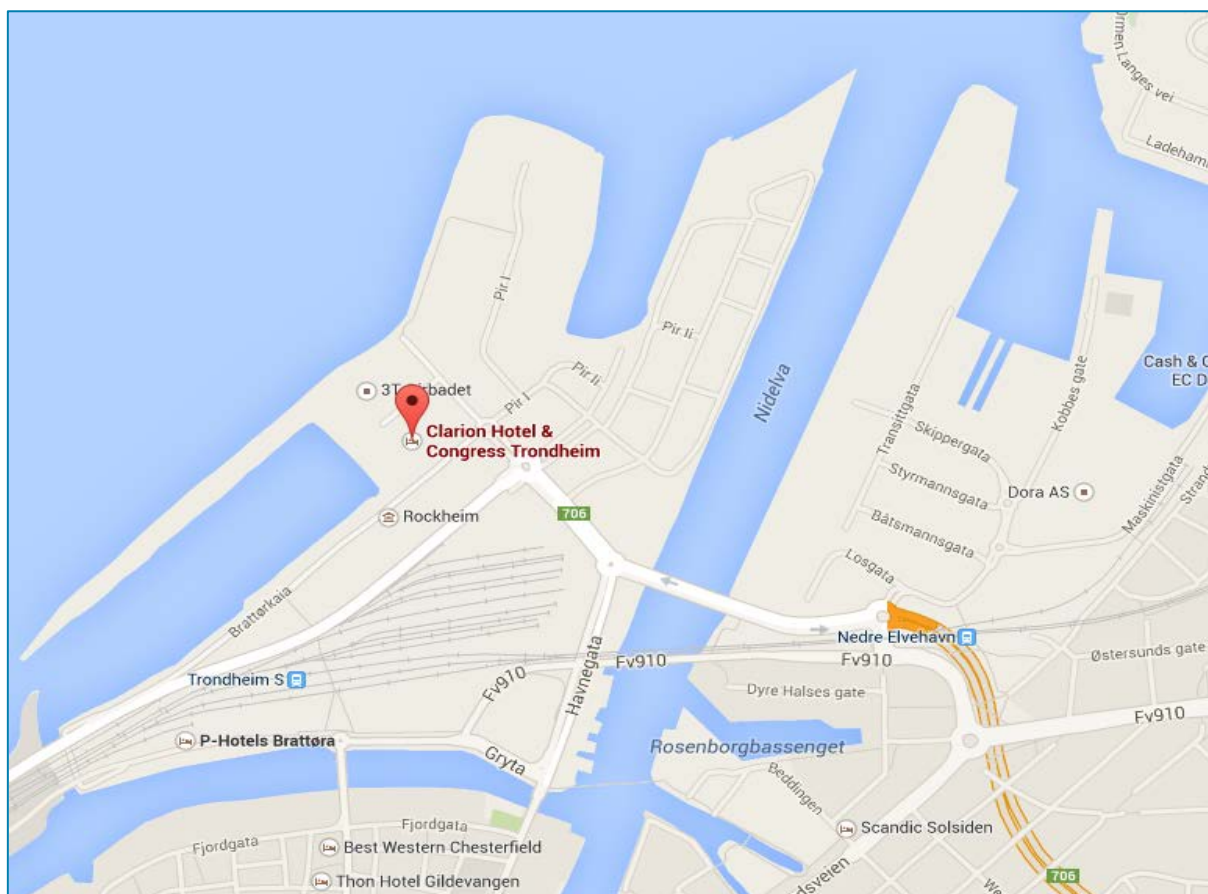
## Emergency numbers

Police: 112

Fire: 110

Ambulance: 113

## Maps



Conference venue (Clarion Hotel & Congress) and P-Hotels Brattøra (near 'Trondheim S' = Central Station).

**Note:** The content of this Information Note was accurate at the time of writing (6 September 2015).