



EIFL GENERAL ASSEMBLY
12 - 14 NOVEMBER 2015
RIGA, LATVIA

Pre-departure Information

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Welcome!

Dear Participants,

We are delighted that you will be joining us at this year's EIFL General Assembly (GA). It will be held in Riga at the National Library of Latvia.

This 'Pre-departure Information' document will hopefully assist and guide you as you prepare for your trip to Riga. We hope it will answer most of your questions about visa, health insurance, accommodation and other important logistical items you may have.

In receiving this document you should already have the following documents in your possession:

- Plane and/or train tickets

- Visa (if appropriate)

We have also created a website: <http://www.eifl.net/events/2015-eifl-general-assembly> where you can view the latest information on the GA, including programme, logistics and participant list.

Latvian Visa

People who don't need Latvian visa

You do not need a Latvian visa for your stay in Riga if your travel document is:

- a United Nations passport;
- a European Commission passport;
- a Vatican passport

If you are a participant from one of the following countries, you **DO NOT need** a Latvian visa for your stay in Riga.

Albania*	Honduras	Nicaragua
Andorra	Hong Kong (Special	Northern Mariana
Antigua and Barbuda	Administrative Region of	Islands
Argentina	the People's Republic of	Panama
Australia	China)	Paraguay
Bahamas	Israel	Saint Kitts and Nevis
Barbados	Japan	Samoa
Bosnia and	Republic of Korea	San Marino
Herzegovina*	Macau (Special	Serbia*
Brazil	Administrative Region of	Seychelles
Brunei	the People's Republic of	Singapore
Canada	China)	Taiwan **
Chile	Macedonia*	Trinidad and Tobago
Costa Rica	Malaysia	The Vatican
Croatia	Mauritius	United Arab Emirates
Dominica	Mexico	United States of America
East Timor	Moldova*	Uruguay
El Salvador	Monaco	Vanuatu
Grenada	Montenegro*	Venezuela
Guatemala	New Zealand	Saint Vincent

* Only for holders of biometric passports

** Only for holders of passports which include an identity card number

People who should have received embassy-issued visa

Participants from all other countries should have received an embassy-issued visa. With these visas, you can go directly to passport control after you have landed at the airport.

Health Insurance

We advise all participants to purchase travel insurance from a local travel agency that provides coverage to your nationality or country of residence. This travel insurance should mostly cover catastrophic or emergency medical care such as evacuation.

Accommodation

All partner country participants, EIFL staff, and invited speakers will be staying at the:

Radisson Blu Daugava Hotel

24 Kugu Street, Rīga LV-1048

Phone:+371 67 061 111

<https://www.radissonblu.com/en/hotel-riga>

Wireless internet is available at the hotel. The hotel also has a gym and indoor pool with sauna. We suggest you bring appropriate clothes if you would like to enjoy these services.

Meals

Breakfasts will be served at the hotel. We will also be eating lunches at the National Library of Latvia where the event will be held. Three dinners will be outside the hotel. Below is schedule of the dinners and restaurants where we will eat.

11 th of November – DINNER 19:30	Welcome Dinner at the hotel restaurant Radisson Blu Daugava Hotel Restaurant https://www.radissonblu.com/en/hotel-riga/restaurants Address 24, Kugu Street, Riga
12 th of November – DINNER 19:30 Meeting at the Hotel lobby at 19:00 for those who want to take public transport	Rozengals http://rozengrals.lv Address Rozena 1, Riga +371 25769877
13 th of November - DINNER 19:30 Meeting at the Hotel lobby at 19:00 for those who want to take public transport	Kalku Varti www.kalkuvarti.lv Address Kaļķu iela 11, Riga + 371 67 224 576
14 th of November - DINNER	Europa Royale Riga Benjamins http://www.benjamins.lv

19:30	<p>Meeting at the Hotel lobby at 18:50 for those who want to take public transport</p>
	<p>Address Krišjāņa Barona iela 12, Rīga +371 6 7079410</p>

For meals that not listed above and during your travel when you will have a long layover in airports between your flights, please keep your receipts for any meals that you have and we will reimburse you.

GA venue

General Assembly will take place at the National Library of Latvia, Mūkusalas iela 3, Rīga.
<https://www.lnb.lv/en> Please check GA programme for the names of the rooms.

Transportation

To/from airport

From airport: We are arranging for some people to be picked up from the airport by the hotel car. Please look for the EIFL sign. In other cases, it is more appropriate if the person/persons take a taxi to the hotel. I sent to you with the logistics documents a list of participants that will be picked up by shuttle. If your name is not on the list please take a taxi. Please note that the cost from Riga's airport to the hotel should be around 15 /25 Euro. Please do not forget to take the receipt from the taxi drivers as we will reimburse you.

In some cases, we have written that people share a taxi "if possible". This means that we hope that you will try to share a taxi with the person listed with your name, but we also understand that it can be difficult to find someone at the airport and people may choose to take separate taxis. If you will be sharing a taxi, it is necessary for only ONE person to pay the fare and collect the receipt for reimbursement.

To airport: In some cases the airport shuttle will take participants, in others cases taxis will be used. More information will be provided during the GA.

Reimbursement

For those whose travel is funded by EIFL, please collect and bring all receipts for expenses related to the GA with you to Riga. We will have a space where you will meet with Andrius Krisciunas (EIFL Finance Director) and provide him with all your receipts.

GA related expenses could include visa fee (when applicable), transit visa fee (when applicable), travel insurance, transportation to/from airports, meals during long layovers during travel, and flight or train ticket purchase.

About Latvia and Riga

For general information about Riga and Latvia you can view them at wikipedia.org.

<https://en.wikipedia.org/wiki/Latvia>

<https://en.wikipedia.org/wiki/Riga>

Weather

Please remember to wear warm winter clothes and be prepared for rain. For a ten-day forecast of the weather in Riga, you can look at the following websites:

<http://www.bbc.com/weather/456168>

<http://www.accuweather.com/en/lv/riga/225780/weather-forecast/225780>

Electricity

Electrical sockets (outlets) in Latvia (Lettonia) are one of the two European standard electrical socket types: The "Type C" Europlug and the "Type E" and "Type F" Schuko. If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in. Travel plug adapters simply change the shape of your appliance's plug to match whatever type of socket you need to plug into. If it's crucial to be able to plug in no matter what, bring an adapter for all three types.

Adapter for "Type C" European CEE 7/16 Europlug

Adapter for "Type E/F" European CEE 7/4 or CEE 7/5 Schuko

Currency

Euro

Language

Latvian is the official language.

Time

Time zone EET (Eastern Europe Time)

<http://www.timeanddate.com/worldclock/latvia/riga>

Contact Information

EIFL Staff	
Rima Kupryte Director	e-mail: rima.kupryte@eifl.net
Carla MacCallum Programmes and Events Coordinator	e-mail: carla.maccallum@eifl.net mobile: +39 333 444 2429
Raddison Blue Daugava	Address: 24 Kugu Street, Rīga LV-1048 Phone:+371 67 061 111

Final Checklist Before Departure (Print and Use)

<input type="checkbox"/>	Passport
<input type="checkbox"/>	Plane tickets
<input type="checkbox"/>	eVisa or embassy-issued visa (if applicable)
<input type="checkbox"/>	NGO airfare letter (only if you received one from Carla)
<input type="checkbox"/>	Some Euros in cash for taxis if appropriate and other unexpected expenses
<input type="checkbox"/>	Check weather
<input type="checkbox"/>	Travel health insurance (from local travel agency)
<input type="checkbox"/>	Swimming suit if you want to use the pool or sauna

