GENERAL INFORMATION

**Strengthening national capacities for safeguarding ICH:
training of trainers workshop**

***14 to 18 March 2011, Sofia, Bulgaria***

1. **Place of Meeting**

Grand Hotel Sofia

Address: 1, General Gurko Street

Sofia 1000

Bulgaria

Tel: (+359 2) 811 0811

E-mail: concierge@grandhotelsofia.bg

Web: [www.grandhotelsofia.bg](http://www.grandhotelsofia.bg/)

1. **Dates**

14 to 18 March 2011

1. **Host Country Responsible**

Bulgarian National Commission for UNESCO

1. **Approximate Number of Participants**

Approximate 25 (including one international trainer, ten regional experts, nine UNESCO staff from Headquarters and Field Offices, five observers from Bulgaria)

1. **Working Languages**

English and Russian

1. **Travel Arrangements**

The host country will provide 10 regional experts each with a round-trip economy-class air ticket between an international airport in the country of origin and Sofia International Airport in Sofia, Bulgaria. Upon your arrival and departure, the host country will arrange transportation for you between the airport and your hotel.

1. **Accommodation & Meals**

Experts’ accommodations will be covered for the nights of 13 to 19 March 2011 during the official schedule of the workshop. Lunches during the official schedule will be covered by the organizer as well. Extra services (such as laundry, mini-bar, phone calls, etc) are to be paid by participants directly to the hotel upon departure.

1. **Climate and Time Zones**

Essentially continental climate with warm summers (average temperature of 23°C) and dry (rain mainly at the beginning of the summer) and cold winters (average temperature of -1,3°C). The winter in Bulgaria is generally stronger that in other European countries of the same latitudes. The City of Sofia is located in a valley surrounded by mountains which brings also occasional fog.

The average temperature in Sofia is 0°C to 10°C during the meeting period.

Local time for Sofia is UTC/GMT+02:00

1. **Electricity**

The power supply is 220 volts; outlets are ‘Type C’ European or ‘Type E/F’ European (two pins, with third ground).

1. **Currency and Credit Cards**

The money in use is Leva (BGN).

VISA and MasterCard are accepted in hotels and many restaurants.

1. **Secretariat**

All inquiries concerning the logistics of the workshop should be addressed to:

Ms Violeta Tzankova

Chief of Cultural Section

Bulgarian National Commission for UNESCO

Tel: +3592 948 2417

E-mail: vtzankova@mfa.government.bg

Questions concerning the programme should be addressed to:

Ms Min Zhang

Intangible Cultural Heritage Section, UNESCO

Tel: +33145684168

E-mail: m.zhang@unesco.org