MINISTERIAL MEETING OF AFRICAN LDCS ON “STRUCTURAL TRANSFORMATION, GRADUATION AND THE POST-2015 DEVELOPMENT AGENDA”

“EXPO MILANO 2015”, MILAN, ITALY
8, 9 AND 10 JUNE 2015

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The meeting will take place at the ‘Auditorium’ of the Pavilion Italia, which is within the EXPO Milano 2015 site.

The Expo Milano 2015 site is located a few kilometers from the center of Milan, with direct public transport links from the city of Milan, as well as to the three main Milan airports, Linate, Malpensa and Bergamo Orio al Serio.

The name of the train and subway stops of the Expo Milano 2015 is Rho-Fiera. Detailed information on how to reach the Expo Milano site can be found at: http://www.expo2015.org/en/explore/exhibition-site/how-to-reach-the-expo-site

2. Visa arrangements

Participants are required to make their own VISA arrangements at the Italian consulate or embassy nearest to their place of residence. A list of Italian consulates and embassies can be found at http://www.esteri.it/mae/en/ministero/laretediplomatica/

3. Travel arrangements

Participation of officials (Ministers and experts) from African LDCs and Haiti will be funded by OHRLLS thanks to the generous contribution of the Government of Italy.

Accordingly, travel arrangements for sponsored participants will be made through OHRLLS, which will provide them with a round trip economy class air ticket and daily subsistence allowance (DSA).

All other participants are requested to make their own travel arrangements and are advised to arrive in Milan one day prior to the Meeting.
4. **Arrival at the Airport**

Malpensa airport is located 50 kilometers (31 miles) from the center of Milan.

The following transportation options are available to and from the airport:

- **Train:** Milan Malpensa Terminal 1 is connected with the Malpensa Express train to Porta Garibaldi station, which is a few minutes walking distance from the Atahotel Executive (See details on accommodation below). To transfer from Terminal 1 to Terminal 2 and vice versa there is a free shuttle running 24 hours a day, approx. every 7 minutes during the day and approx. every 30 minutes during the night (from 22.45 hours to 05.15 hours). More information is available at [http://www.milanomalpensa-airport.com/en/directions-and-parking/by-train](http://www.milanomalpensa-airport.com/en/directions-and-parking/by-train). For tickets see [http://www.malpensaexpress.it/en/](http://www.malpensaexpress.it/en/)


- **Taxi service:** Taxis are available at the arrival terminal. Average price is around 100 euros to Milan center.

Other information about transport services and airport facilities is available at [http://www.milanomalpensa-airport.com/en](http://www.milanomalpensa-airport.com/en)

5. **Hotel accommodation and transportation to the venue of the meeting**

OHRLLS will assist sponsored participants in making a reservation at the Atahotel Executive. For sponsored participants the daily rate at the Atahotel Executive for a double room for single use is **179 euros** (+5 euro city tax per night). All participants will be responsible for paying accommodation and other expenses incurred during their stay.

All other participants to the meeting are encouraged to make their own booking at the Atahotel Executive or at any other hotel near-by. This will greatly facilitate registration and transport arrangements to the venue.

The Atahotel Executive is located in Via Don Luigi Sturzo, 45, 20154 Milano, Italy (in *Stazione Porta Garibaldi* area). The hotel is located close to *Porta Garibaldi* train station and the M2 (Green line) and M5 (Lilac line) subway lines. More information about facilities and other amenities provided by the hotel can be found at [http://www.atahotels.it/en/executive](http://www.atahotels.it/en/executive)

OHRLLS will provide scheduled transportation by bus for **all participants** between the hotel and the venue of the meeting. The bus will depart from the Atahotel Executive at 8.15 am on Monday 8 June and Tuesday 9 June to bring all participants to the EXPO Milan 2015. The bus will return from the EXPO Milan 2015 to the hotel at 6.30 pm on both days.

Further logistic details regarding the field visit that will take place on Wednesday 10 June 2015 will be shared shortly.
6. **Daily Subsistence Allowance (DSA) disbursement**

OHRLLS will provide DSA to sponsored participants to cover accommodation costs, terminal expenses and meals. DSA will be disbursed, upon presentation of passport and original boarding pass on Monday 8 June and Tuesday 9 June at the venue of the meeting.

Non-sponsored participants are responsible for their own expenses.

7. **Registration**

Registration will take place between 5 pm and 7 pm on Sunday 7 June and from 7 am to 8 am on Monday 8 June in the lobby of the Atahotel Executive.

All participants will be provided with complimentary 3 day passes to the EXPO Milano 2015, which are to be carried at all times. Please note that the venue of the meeting cannot be accessed without the pass.

8. **Programme**

The meeting will take place on June 8, 9 and 10. The programme and other background documents are available at [http://unohrlls.org/milan-ministerial-meeting/](http://unohrlls.org/milan-ministerial-meeting/)

9. **Currency and Banking Services**

The local currency is the Euro. All major foreign currencies are exchangeable in Italy.

10. **Telecommunication Services**

TIM, Vodafone, Wind and Tre provide cellphone coverage in 98% of the territory.

11. **Working Languages**

The Meeting will be conducted in English and French. Simultaneous interpretation services will be provided.

12. **Additional information**

The weather in Milan is typically Mediterranean, with average temperatures that can range from 18 to 30 degrees Celsius (68 to 86 Fahrenheit) in June. The voltage in Italy is 220-240V (frequency 50 hz) and power sockets are of the type F and L (See picture below)

![Power sockets](https://example.com/pic)

Although some hotels provide outlet adapters for certain configurations, it is advisable to bring one or purchase one before arriving to Milan.

The time zone of Milan is Central European Time (GMT+1)
13. Contact information – UN-OHRLS

For further information or clarification, participants may wish to contact following OHRLS staff members:

Ms. Margherita Musollino-Berg, musollino@un.org

Mr. Tomás González, gonzalezt@un.org

Ms. Oksana Yarashuk, yarashuk@un.org

Ms. Cecilia Tan (travel arrangements for sponsored participants), tan12@un.org