



**UNEP Regional Foresight Workshop – Europe  
Warsaw, Poland, 24 – 25 October 2023**

**PARTICIPANT INFORMATION NOTE**

**1. Opening and Registration**

The UNEP Regional Foresight Workshop – Europe will be held at the Copernican Revolution Lab in Copernicus Science Centre in Warsaw, Poland, from Tuesday, 24 October, to Wednesday, 25 October 2023.

Participant registration is open at 8:30 a.m. and the meeting will start at 9:00 a.m. on Tuesday, 24 October 2023.

**2. Venue**

The meeting will be held at:

**Saint-Gobain space in Copernican Revolution Lab**

Copernicus Science Centre  
Wybrzeże Kościuszkowskie 18,  
00-390 Warsaw  
Poland

Metro station: *Centrum Nauki Kopernik*, line M2

Bus stop: *Metro Centrum Nauki Kopernik*, line 185, 162 and *Biblioteka Uniwersytecka*, line 106, 118, 127

**3. Working language**

The meeting will be held in English.

**4. Meeting Documents**

Documents will be circulated to meeting participants via email within 1 week of the meeting. In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no hard copies of meeting documents made available on site during the meeting. WIFI access will also be provided.

**5. General information on access to Warsaw**

Most flights to Warsaw land at Chopin Airport ([www.lotnisko-chopina.pl/en/index.html](http://www.lotnisko-chopina.pl/en/index.html)) about 10 km from the city centre. The second airport operating in Warsaw is Warsaw Modlin Airport (<https://en.modlinairport.pl/>), located around 35 km north-west from the city centre. Information on how to get from each airport to the venue is provided in the table below, including rates.

	Chopin Airport	Modlin Airport
Bus/metro	<b>Public transport, bus 175</b> from <i>Lotnisko Chopina - Przyloty 02</i> to <i>Uniwersytet 02</i> Runs every 15 min, the trip will take approx. 40 min + 10 min walk to the venue You will need a <i>Single-fare 75 minute ticket</i> for 4,40PLN, bought from a ticket machine near bus stop.	<b>FlixBus</b> ( <a href="https://www.flixbus.com/">https://www.flixbus.com/</a> , it's good to book it before) to <i>Stadion Narodowy</i> . It will take approx. 50 min for 32PLN. From there you need to get in metro line M2 from <i>Stadion Narodowy</i> to <i>Centrum Nauki Kopernik</i> . It will take 2 min and you will need a <i>20 minute ticket</i> for 3,40PLN bought from a ticket machine at the metro entrance.
Taxi	Chopin Airport recommends <b>ELE Taxi</b> , with taxi rank in front of the Terminal. It will take approx. 35 min, at the cost of approx. 50PLN during day and 75PLN at night.  In Warsaw you can also use <b>Uber, Bolt</b> and <b>FreeNow</b> apps. Depending on chosen app and conditions the price should vary from 30 to 60PLN.	Warsaw Modlin Airport recommends <b>OPTI TAXI</b> and <b>TAXI MODLIN</b> . It will take approx. 50 min at the cost of 130 to 160PLN with <b>OPTI TAXI</b> and 250PLN during day and 280PLN at night with <b>TAXI MODLIN</b> .  In Warsaw you can also use <b>Uber, Bolt</b> and <b>FreeNow</b> apps. Depending on chosen app and conditions the price should vary from 60 to 130PLN.

## 6. Visa information

Citizens of EU countries can arrive in Poland on the basis of a valid identity card or passport. The document must be valid for at least the duration of the intended stay.

Participants from Albania, Bosnia and Herzegovina, Montenegro, Georgia, North Macedonia, Moldova, Serbia and Ukraine need a biometric passport to enter Poland without a visa.

Participants from countries listed in **annex A** require “The Uniform Schengen Visa (C-type visa)” and are strongly advised to contact the nearest Polish diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

Information on visa procedures and needed documents are available on the web site of Ministry of Foreign Affairs Republic of Poland at: <https://www.gov.pl/web/diplomacy/visas>.

Before submitting a visa application, participants need to register with [eConsulate](#).

To facilitate the issuance of visas, UNEP will issue **upon request** invitation letters to be attached to the visa applications.

## 7. Hotel information

Participants are kindly reminded that **they must make their own hotel reservations and should do so as soon as possible**. Below is a list of hotels with preferred rates located in the vicinity (max 20 min walking distance) of the venue.

Hotel name and website	Address and phone number	Price
SleepWell Boutique Apartments <a href="https://www.sleepwellwarsaw.pl/">https://www.sleepwellwarsaw.pl/</a>	Nowy Świat 50, 00-363 Warsaw tel: +48 606 200 062	From 2710PLN for 2 nights Breakfast: 55PLN
Tiffi Old Town Hotel **** <a href="https://oldtownhotel.tiffi.com/pl/">https://oldtownhotel.tiffi.com/pl/</a>	Krakowskie Przedmieście 7, 00-068 Warsaw tel: +48 698 991 001	From 1796PLN for 2 nights Breakfast: 59PLN
Jess Hotel & Spa Warsaw Old Town *** <a href="https://www.booking.com/hotel/pl/jess-amp-spa-warszawa.pl.html">https://www.booking.com/hotel/pl/jess-amp-spa-warszawa.pl.html</a>	Krakowskie Przedmieście 47/49/51, 00-071 Warsaw tel: +48 22 551 70 00	From 1298PLN for 2 nights Breakfast: included
Barceló Warsaw Powiśle **** <a href="https://www.barcelo.com/en-ww/barcelo-warsaw-powisle/">https://www.barcelo.com/en-ww/barcelo-warsaw-powisle/</a>	Wybrzeże Kościuszkowskie 43A, 00-347 Warsaw tel: +48 22 102 70 50	From 1066PLN for 2 nights Breakfast: included
Sava Boutique Hotel <a href="https://www.savaboutiquehotel.pl/">https://www.savaboutiquehotel.pl/</a>	Wybrzeże Kościuszkowskie 43, 00-347 Warsaw tel: +48 882 999 000	From 885PLN for 2 nights Breakfast: 79PLN
Motel One Warsaw-Chopin *** <a href="https://www.motel-one.com/pl/hotele/warszawa/hotel-warszawa-chopin/">https://www.motel-one.com/pl/hotele/warszawa/hotel-warszawa-chopin/</a>	Tamka 38 00-355 Warsaw tel: +48 22 417 60 01	From 780PLN for 2 nights Breakfast: 50PLN
Logos * <a href="https://hotellogos.pl/kontakt/">https://hotellogos.pl/kontakt/</a>	Wybrzeże Kościuszkowskie 31/33 00-379 Warsaw tel: +48 22 622 55 62	From 673PLN for 2 nights Breakfast: 35PLN

## 8. Payment of the Daily Subsistence Allowance (DSA)

The relevant portion of DSA, taking also into account meals provided during the meeting, will be disbursed to funded participants via direct bank transfer following the meeting. **Funded participants are kindly requested to bring their passports and boarding passes on the first day of the meeting.** These will be photocopied and returned to participants during the meeting. It is advisable that participants have some cash at hand to cover expenses that may occur during their stay.

## 9. Official languages

The official language in Poland is Polish. However, English is widely spoken in Warsaw.

## 10. Weather and time zone information

In October, daily temperatures in Warsaw range between 8°C in the evenings and 13°C during the day. Current weather conditions can be found at: <https://worldweather.wmo.int/en/city.html?cityId=24>.

The time zone in Warsaw will be CEST — Central European Summer Time and is equivalent to UTC/GMT +2 hours.

## 11. Electricity

In Poland, the voltage is 230V, 50 Hz. The plug is the standard European double plug.

## 12. Currency

The currency in Poland is the Polish Złoty (PLN) 1 PLN = 100 groszy. The current exchange rate as of 27 September 2023 is US \$1 = 4,40 PLN and € 1 = 4,63 PLN (rates are subject to change, source: [www.xe.com](http://www.xe.com)). Currency exchanges are available at airport and in hotels.

## 13. Additional information

In Poland, smoking cigarettes at public transport stops and in clubs, pubs and restaurants (unless there are separate rooms for smokers) is prohibited. Drinking alcohol in public places (parks, squares, streets, etc.) outside of designated places such as summer gardens in certain restaurants, pubs and Vistula boulevards is also prohibited.

## 14. Workshop Focal Points and contact information

Should you have any other inquiries regarding this workshop please contact:

UNEP Focal Points	GRID Warsaw Focal points
Sarah Cheroben Office of the Chief Scientist UNEP Tel: +254721675980 Email: <a href="mailto:Sarah.Cheroben@un.org">Sarah.Cheroben@un.org</a>	Maria Andrzejewska Director Tel: +48 604 904 538 Email: <a href="mailto:maria.andrzejewska@gridw.pl">maria.andrzejewska@gridw.pl</a>
Jason Jabbour Office of the Chief Scientist UNEP Email: <a href="mailto:Jason.Jabbour@un.org">Jason.Jabbour@un.org</a>	Zofia Pawlak Specialist Tel: +48 604 531 554 Email: <a href="mailto:zofia.pawlak@gridw.pl">zofia.pawlak@gridw.pl</a>

## 15. Disclaimer

The UNEP disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of the meeting participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

## Annex A – Country Listing

### COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE **VISAS** IN ORDER TO ENTER POLAND AS VISITORS

(as listed in Regulation (EU) 2018/1806 of the European Parliament and of the Council of 14 November 2018 listing the third countries whose nationals must be in possession of visas when crossing the external borders and those whose nationals are exempt from that requirement)

Citizens of the following countries and territories require a visa to **visit** Poland:

<b>A</b>	Fiji	Morocco
Afghanistan		Mozambique
Algeria	<b>G</b>	Myanmar/Burma
Angola	Gabon	
Armenia	Gambia	<b>N</b>
Azerbaijan	Ghana	Namibia
	Guinea	Nepal
	Guinea-Bissau	Niger
<b>B</b>	Guyana	Nigeria
Bahrain		North Korea
Bangladesh	<b>H</b>	
Belarus	Haiti	<b>O</b>
Belize		Oman
Benin	<b>I</b>	
Bhutan	India	<b>P</b>
Bolivia	Indonesia	Pakistan
Botswana	Iran	Palestinian Authority
Burkina Faso	Iraq	Papua New Guinea
Burundi		Philippines
	<b>J</b>	<b>Q</b>
<b>C</b>	Jamaica	Qatar
Cambodia	Jordan	
Cameroon		<b>R</b>
Cape Verde	<b>K</b>	Russia
Central African Republic	Kazakhstan	Rwanda
Chad	Kenya	
Chambers	Kosovo <i>as defined by United Nations Security Council Resolution 1244 of 10 June 1999</i>	<b>S</b>
China	Kuwait	Sao Tome and Principe
Congo	Kyrgyzstan	Saudi Arabia
Côte d'Ivoire		Senegal
Cuba	<b>L</b>	Sierra Leone
	Laos	Somalia
<b>D</b>	Lebanon	South Africa
Democratic Republic of the Congo	Lesotho	South Sudan
Djibouti	Liberia	Sri Lanka
Dominican Republic	Libya	Suriname
		Syria
<b>E</b>	<b>M</b>	
Ecuador	Madagascar	<b>T</b>
Egypt	Malawi	Tajikistan
Equatorial Guinea	Maldives	Tanzania
Eritrea	Mali	Thailand
Eswatini	Mauritania	Togo
Ethiopia	Mongolia	Tunisia
		Türkiye
<b>F</b>		Turkmenistan

**U**

Uganda  
Uzbekistan

**V**

Viet Nam

**Y**

Yemen

**Z**

Zambia  
Zimbabwe

