



**BOLOGNA MINISTERIAL
ANNIVERSARY CONFERENCE**
Hungary Austria 2010

Handbook

Bologna Ministerial Anniversary Conference
Hungary Austria 2010
Budapest – Vienna, 11-12 March 2010

-CONFIDENTIAL-

The information in this brochure is correct as at February 10, 2010 and may be subject to change.

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1 Overview

The Bologna Declaration has reformed the structures of European higher education systems over the past ten years and has played a remarkable role in strengthening the competitiveness and attractiveness of European higher education.

This independent intergovernmental initiative, the Bologna Process, has been characterised by the partnership of public authorities, higher education institutions, staff and students, and other important stakeholders. These actors have all made an impressive contribution to the implementation of the Bologna Process and will continue to define the shape of the European Higher Education Area in the future as well.

To honour and to assess the achievements of common action and its contribution to enhancing the quality and the diversification of higher education in Europe, an extraordinary Ministerial Anniversary Conference will be held and co-hosted by Hungary and Austria on 11-12 March 2010, in Budapest and Vienna. The Ministers in charge of higher education of Austria and Hungary invited their colleagues from the other 44 countries participating in the Bologna Process - at the time originally envisaged for the establishment of the European Higher Education Area - to review and assess the progress made towards the achievements of this unique partnership. In the time-honoured tradition of the Bologna Process, the stakeholders will attend the Conference as part of the official delegations and will assess the results of the joint efforts together with the Ministers.

The venues of the conference will be the Parliament Building in Budapest and the Imperial Palace Congress Centre in Vienna. On 12 March 2010 the Second Bologna Policy Forum will be convened as a dialogue between the 46 Bologna countries and countries from across the world. A festive evening event will take place before the second part of the Bologna Ministerial Anniversary Conference in Vienna jointly with representatives from different stakeholders.

1.1 Programme Bologna Ministerial Anniversary Conference

Technical programme (preliminary)

Thursday, 11 March 2010

td	Transfer from official conference hotels to Budapest Parliament
10.00 – 12.00	Arrival at Budapest Parliament (Hungary) and Registration 1055 Budapest, Kossuth tér 1-3.
11.30 – 12.00	Press briefing
12.00 – 13.00	Luncheon for the Heads of Delegation Budapest Parliament – Hunter room (buffet lunch) Luncheon for the delegates Budapest Parliament – Foyer Upper house room (buffet lunch)
12.50	Family Photo for the Heads of Delegation Budapest Parliament – Main staircase
13.00 – 14.30	Ministerial Conference – First Session Part One* Budapest Parliament – Upper house room
14.30 – 15.00	Coffee break Budapest Parliament – Foyer Upper house room
15.00 – 16.00	Ministerial Conference – First Session Part Two* Budapest Parliament – Upper house room
thereafter	Transfer by bus to the train station Transfer to Vienna (Austria) on a nostalgia train Dinner for the Heads of Delegation and the delegates on the train Arrival in Vienna and transfer to the official conference hotels
from 20.30	Transfer by bus from official conference hotels to the Imperial Palace
21.30 – 01.00	Festive Evening Event – “Celebrating Cooperation” at the Imperial Palace Hofburg – Redoutensäle Josefsplatz A-1010 Vienna
00.00 – 01.30	Transfer to the official conference hotels

* Simultaneous interpretation from/to English, German and Hungarian will be provided.

Friday, 12 March 2010

- 07.30 – 08.30 Transfer from official conference hotels to Hofburg Congress Centre
- 08.00 – 15.00 Registration for those who have not registered in Budapest, both for the Bologna Ministerial Conference and the Bologna Policy Forum
Hofburg Congress Centre
Heldenplatz
A-1010 Vienna
- 09.00 – 10.30 Ministerial Conference – Second Session Part One***
Hofburg Congress Centre – Festsaal
- 10.30 Family Photo for the Heads of Delegation of the Bologna Ministerial Conference
Hofburg Congress Centre – Feststiege
- 10.30 – 11.00 Coffee break
Hofburg Congress Centre – Galerien
- 11.00 – 13.00 Ministerial Conference – Second Session Part Two***
Hofburg Congress Centre – Festsaal

PARALLEL PROGRAMME

(for the international delegations taking part in the Bologna Policy Forum; optional)

- 10.15 – 13.00 **Information Session on the European Higher Education Area****
Hofburg Congress Centre – Zeremoniensaal

* Simultaneous interpretation from/to English, German and Hungarian will be provided.

** Simultaneous interpretation from/to English, French, German, Russian and Spanish will be provided.

13.00	Press Conference
13.00 – 14.30	Joint Luncheon for all Heads of Delegation Ministerial Conference & Bologna Policy Forum Hofburg Congress Centre – Wintergarten (served lunch)
	Joint Luncheon for all delegates Ministerial Conference & Bologna Policy Forum Hofburg Congress Centre – Galerien (buffet lunch)
14.30 – 17.00	Bologna Policy Forum – Part One* „Building the Global Knowledge Society: Systemic and Institutional Change in Higher Education“ Hofburg Congress Centre – Festsaal
14.30 – 15.30	Plenary session
15.30 – 17.00	Working groups** WG 1: Hofburg Congress Centre – Festsaal WG 2: Hofburg Congress Centre – Zeremoniensaal [WG 3: Hofburg Congress Centre – Rittersaal]
17.00	Family Photo for all Heads of Delegation Hofburg Congress Centre – Feststiege
17.00 – 17.30	Coffee break Hofburg Congress Centre – Galerien
17.30 – 18.30	Bologna Policy Forum – Part Two* „Building the Global Knowledge Society: Systemic and Institutional Change in Higher Education“ Hofburg Congress Centre – Festsaal
thereafter	Departures

* Simultaneous interpretation from/to English, French, German, Russian and Spanish will be provided.

** WG 1/2: Simultaneous interpretation from/to English, French, German, Russian and Spanish.

WG 3: Realisation depends on number of participants! Working language: English; no interpretation!

2 Venues

2.1 *Budapest Parliament*

As the millennial celebrations of state formation of 1896 approached, the Hungarian nation's demand for representation channelled the conception of a unique Parliament building.

The Palace of Westminster in part inspired the design, but a well-known Hungarian architect, Imre Steindl, laid out the plans in their entirety. The building stretches 268 meters in its length, along the Danube embankment. Ornamented with white neo-gothic turrets and arches, it forms the most outstanding landmark of the Pest side horizon.



Bologna Ministerial Anniversary Conference – Budapest Parliament March 11, 2010

Entrance: H-1055 Budapest,
Kossuth tér 1-3.

The Building of the Parliament is a specially guarded public building. The participants will need their passports/ID cards to enter the building.

The names entered in the online registration form have to be identical with the names on the passports/ID cards.

Ministers and ambassadors will enter the building by a specific gate (Gate VI). This does not apply for Heads of delegation holding other dignities. Other participants will enter by Gate IV, VII and XII. Gate XVII is reserved for media representatives and participants with disabilities.

The gate numbers may change depending on the parliamentary sessions.



Please note that the mandatory security controls (airport-like security controls) at the entrance may take some time. For security reasons, it is not possible to leave and re-enter the Parliament building during the Budapest session. Once participants have left the building, they cannot re-enter.

Due to strict security measures, it is not permitted to take knives, scissors, manicure sets, liquids, etc. into the Parliament building. Suitcases must not be brought in either!

2.2 Hofburg Imperial Palace

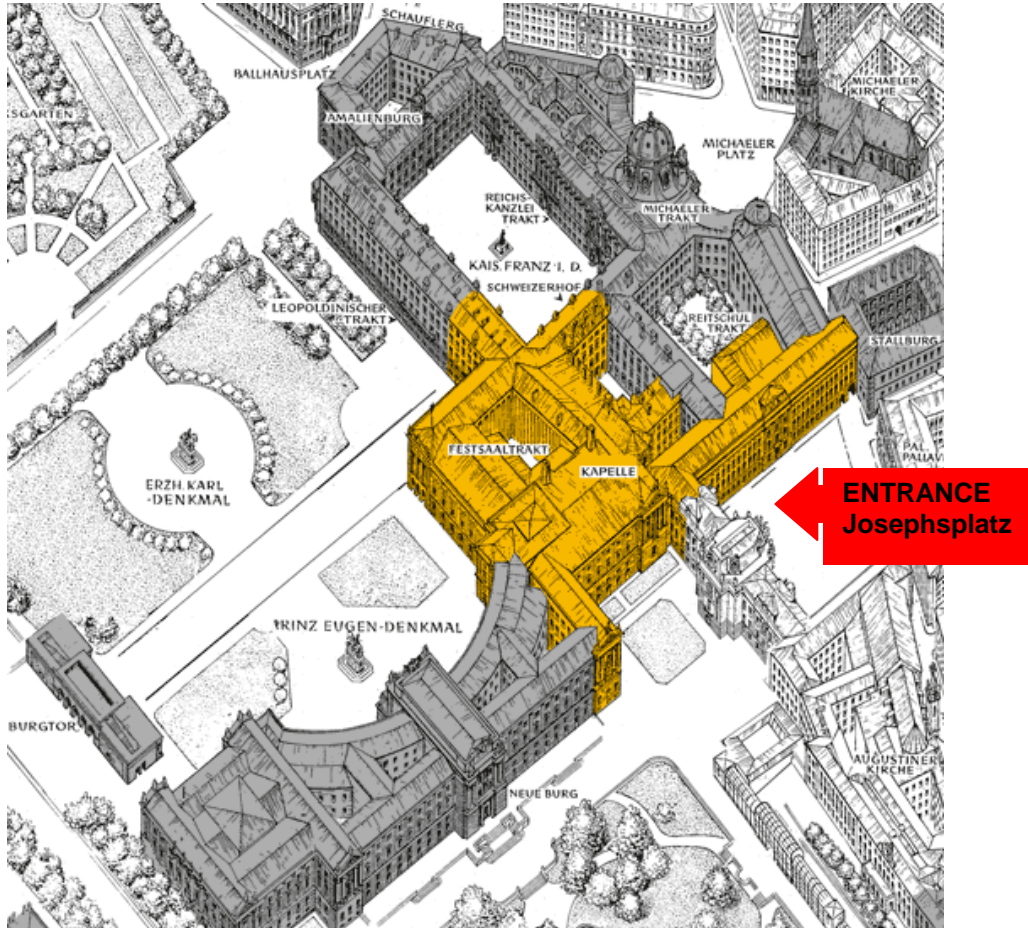
Over a period of 700 years, Austria's rulers enlarged the Hofburg to make it a fitting imperial residence.

The emergence of Austria as a major European power during the Baroque period saw the Hofburg become a stage for world political and cultural history. Maria Theresia, Joseph II and Metternich lived and worked at the Hofburg, while Mozart, Beethoven, Liszt and Strauss performed music here. Emperor Franz Joseph I gave the Hofburg its present day appearance.



**Festive Evening Event – “Celebrating Cooperation”
Hofburg Imperial Palace Redoutensäle
March 11, 2010**

Entrance: Josephsplatz
A-1010 Vienna



Participants of the Bologna Ministerial Anniversary Conference will receive the tickets for the Festive Evening Event at the on-site registration counters at the Hungarian Parliament in Budapest.

For all other registered participants, tickets will be available on-site on March 11, 2010 between 18.00 and 22.00 at Radisson SAS Style Hotel Vienna (Herrengasse 12, A-1010 Vienna).

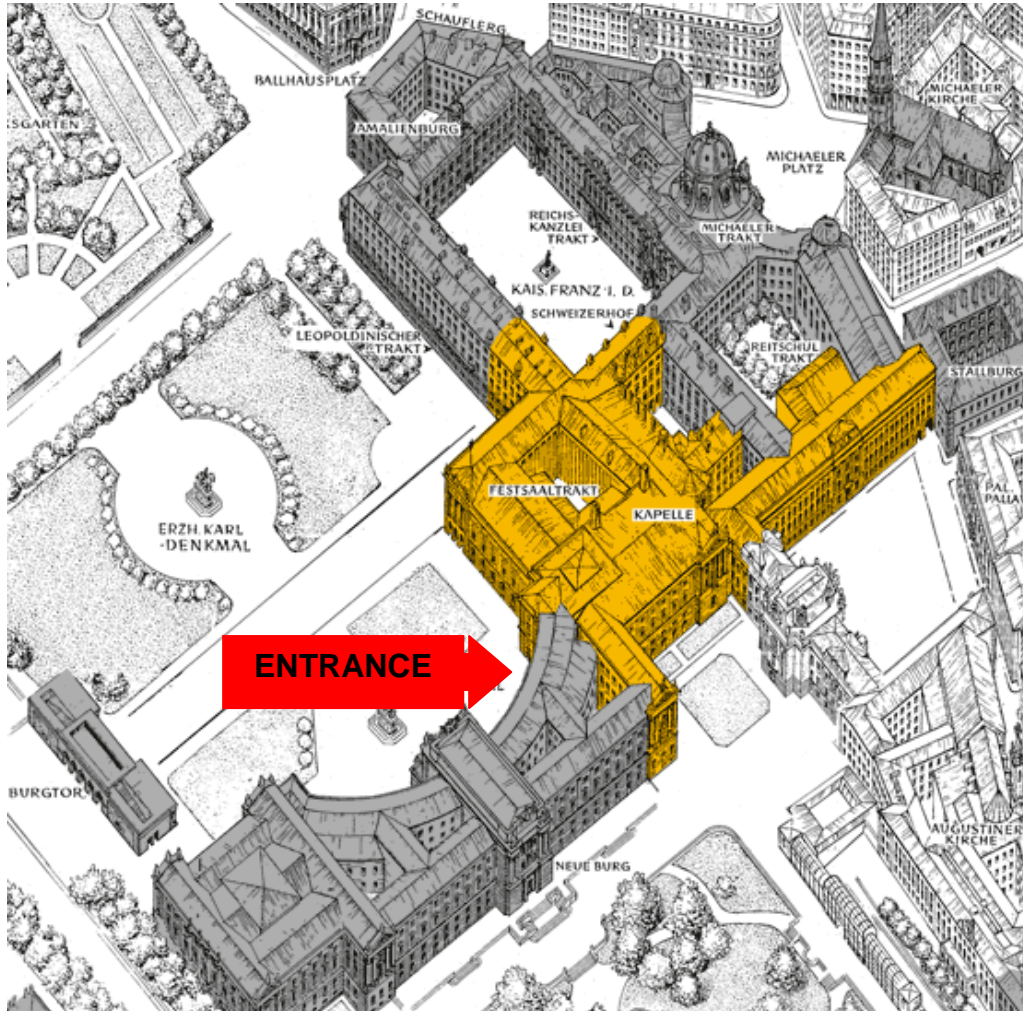
Shuttle buses will be provided from Radisson SAS Style Hotel and all other official conference hotels to the venue of the Festive Evening Event from 20.30 to 01.30.

It is strongly recommended to use the shuttle buses!

Tickets are valid for one person only. For capacity reasons, participation is limited to registered delegates!

**Bologna Ministerial Anniversary Conference – Hofburg Congress Centre
Bologna Policy Forum – Hofburg Congress Centre
March 12, 2010**

Entrance: Heldenplatz
A-1010 Vienna



It is strongly recommended to use the shuttle buses operating between the official conference hotels and Hofburg Imperial Palace from 07.30 to 08.30.

Please note that due to security regulations access to the venue will only be granted to members of the official delegations.

3 Logistics

3.1 Registration Bologna Ministerial Anniversary Conference

For registration, changes to your registration or additional information please contact bolognastaff@kulturpont.hu

No registration/accreditation will take place at the hotel or airports (Information counters only).

3.2 Tickets Festive Evening Event – “Celebrating Cooperation”

Participants of the Bologna Ministerial Anniversary Conference will receive the tickets for the Festive Evening Event at the on-site registration counters at the Hungarian Parliament in Budapest.

For all other registered participants, tickets will be available on-site on March 11, 2010 between 18.00 and 22.00 at Radisson SAS Style Hotel Vienna (Herrengasse 12, A-1010 Vienna).

Shuttle buses will be provided from Radisson SAS Style Hotel and all other official conference hotels to the venue of the Festive Evening Event from 20.30 to 01.30.

Tickets are valid for one person only. For capacity reasons, participation is limited to registered delegates!

3.3 Badges and conference bags

For identification and security reasons, participants are obliged to wear badges at all times during the conference.

HUNGARY – Budapest

Badges & conference bags will be distributed at the on-site registration counters in the Hungarian Parliament in Budapest on March 11, 2010.

AUSTRIA – Vienna

For those only participating in the Bologna Ministerial Anniversary Conference in Austria, badges & conference bags will be distributed at the on-site registration counters in the Hofburg Imperial Palace Conference Centre in Vienna on March 12, 2010.

3.4 Accommodation

All delegates are responsible for their own travel arrangements and expenses.

We strongly recommend to book rooms at the official conference hotels listed below.

Conference hotels in Budapest can be booked by fax (booking forms can be downloaded from the links below).

Conference hotels in Vienna can be booked online. Special conference rates are applicable.

Bologna Ministerial Anniversary Conference (Budapest):

Hotel Sofitel: <http://www.kulturpont.hu/bologna/Sofitel.pdf>

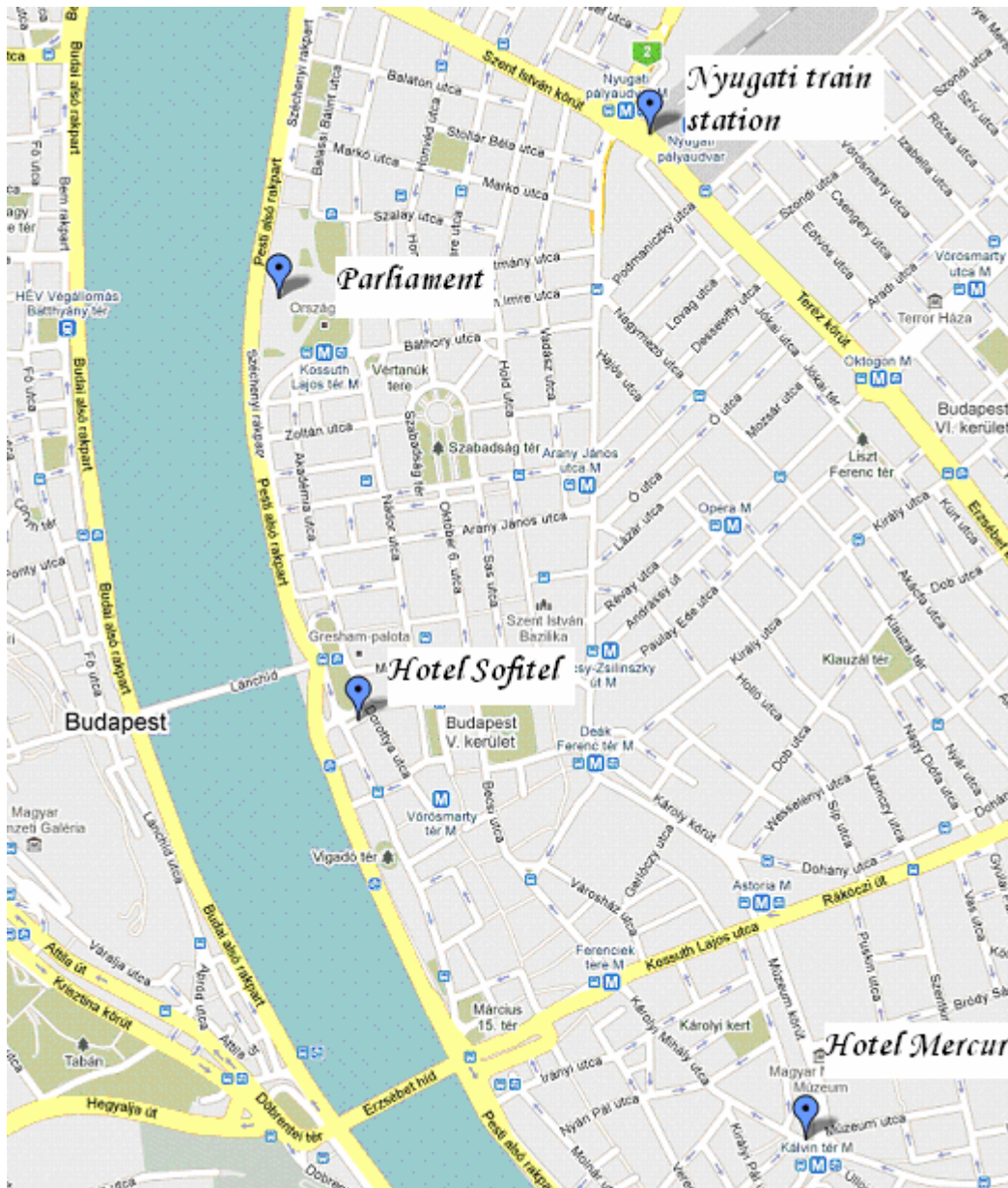
Hotel Korona: <http://www.kulturpont.hu/bologna/Korona.pdf>

Bologna Ministerial Anniversary Conference (Vienna):

https://secure.austropa-interconvention.at/ei/getdemo.ei?id=375&s=_2640KFQNV

Transport to/from the conference venues will only be provided from/to the official conference hotels.

3.4.1 Hotels Budapest

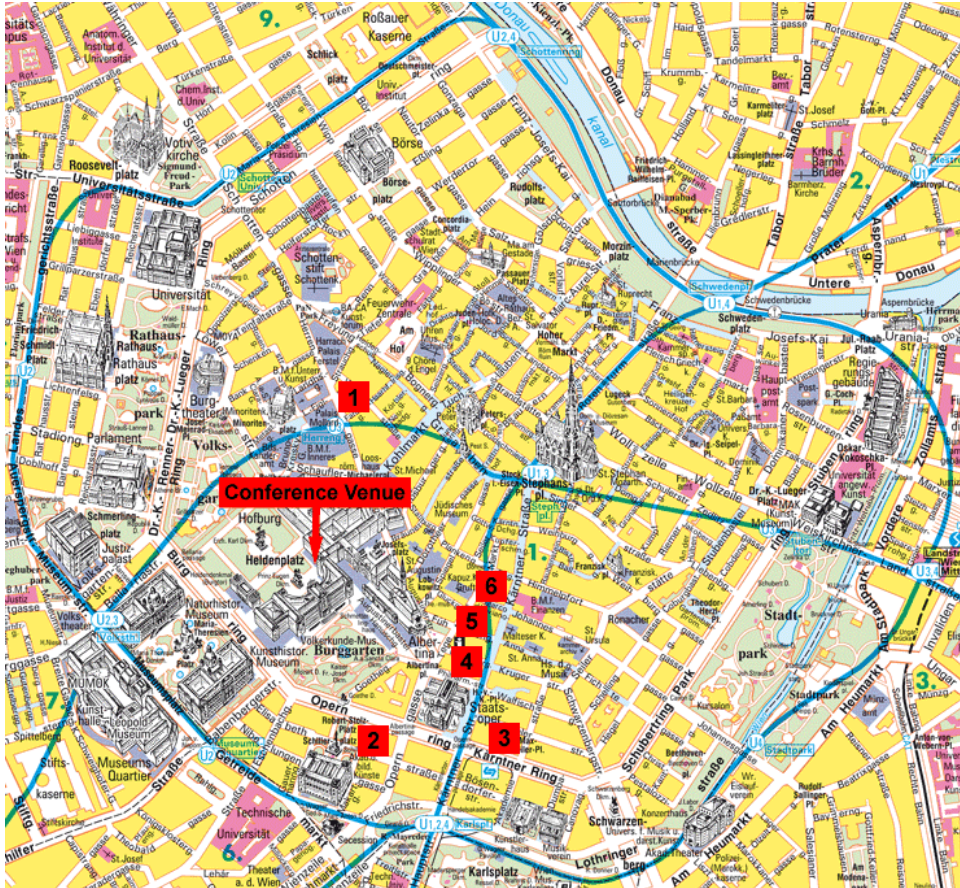


1 Hotel Mercure Budapest Korona
Kecskeméti utca 14.
H-1053 Budapest
Tel: +36 (0) 1 486 8892
Fax: +36 (0) 1 318 3867
E-Mail: H1765-sb4@accor.com

2 Sofitel Budapest Hotel
Roosevelt tér 2.
H-1051 Budapest
Tel: +36 (0) 1 235 5691
Fax: +36 (0) 1 266 9101
E-Mail: H3229@accor.com

3.4.2 Hotels Vienna

Bologna Ministerial Anniversary Conference



- | | |
|--|---|
| 1 Radisson SAS Style Hotel Vienna
Herrengasse 12
A-1010 Vienna
Tel: +43 (0) 1 227 80-0
http://www.stylehotel.at/ | 2 Hotel Le Meridien
Opernring 13-15
A-1010 Vienna
Tel: +43 (0) 1 588 90-0
http://www.starwoodhotels.com |
| 3 Grand Hotel Vienna
Kärntner Ring 9
A-1010 Vienna
Tel: +43 (0) 1 515 80-0
http://www.grandhotelwien.com/ | 4 Hotel Sacher Wien
Philharmonikerstrasse 4
A-1010 Vienna
Tel: +43 (0) 1 514 56-0
http://www.sacher.com/ |
| 5 Hotel Astoria
Kärntner Strasse 32-34
A-1010 Vienna
Tel: +43 (0) 1 515 77
http://www.austria-trend.at | 6 Hotel Europa
Kärntnerstrasse 18
A-1010 Vienna
Tel.: +43 (0) 1 515 94
http://www.austria-trend.at |

3.5 Transfers

3.5.1 Transfers Budapest

Budapest Ferihegy Airport

The organisers will run an info desk at the airport in Budapest on March 10 and 11, 2010. No transfer from/to the airport will be provided by the organizers.

Please note that the conference participants will receive a 10 % discount off the rate of the airport shuttle service from Budapest Ferihegy Airport

(http://www.bud.hu/english/transport/airport_shuttle).

If you choose taxi service, we propose “Zona Taxi Company” (in front of the airport building).

(<http://www.zonataxi.eu/en/tartalom/fooldal/>)

Only the following transfers will be provided by the organisers:

Official conference hotels → Budapest Parliament

March 11, 2010

A shuttle service from the two official conference hotels (Sofitel and Mercure Korona) to the Parliament Building will be provided.

Departure times will be displayed at the lobby.

Budapest Parliament → Train Station

March 11, 2010

A shuttle service from the Parliament to the railway station will be provided.

The shuttle buses will leave immediately after the end of the First Session (around 16.00).

3.5.2 Transfer Budapest → Vienna

March 11, 2010

All official delegates will be transferred by train from Budapest to Vienna.

The train is composed of a VIP-dining car for Heads of delegation only and Superior-dining cars for delegates. Free seating in each section.

During the trip, dinner will be served for all delegates.

Only Heads of delegation are asked to board the VIP-dining car!

Please note: Due to limited space on the train, all luggage will be transferred by bus from Budapest to Vienna.

Duration of transfer: appr. 3 hours

3.5.3 Transfers Vienna

Vienna International Airport

The organisers will run an info desk at Vienna Airport in the baggage claim area from March 10 to 12, 2010.

The fare between Vienna City Centre and Vienna Airport is about €35 by taxi, €9 with the city airport train (CAT), €3.60 with public transport (Schnellbahn/Rapid Transit Train).

For more information (timetables etc.) please visit:

<http://www.viennaairport.com/jart/prj3/via/website.jart?rel=en&content-id=1129903097097&reserve-mode=active>

Only the following transfers will be provided by the organisers:

Train Station → Official conference hotels

March 11, 2010

Buses to the official conference hotels will be provided for all delegates.

Duration of transfer: appr. 15 min.

For delegates not accommodated in the official conference hotels, a limited number of taxis will be available – at the delegates' own expense – at the train station.

Official conference hotels ↔ Hofburg Imperial Palace (Festive Evening Event)

March 11, 2010

Shuttle buses will be operating between the official conference hotels and Hofburg Imperial Palace from 20.30 to 01.30.

Buses will depart on a convenient and regular basis.

Duration of transfer: appr. 15 min.

Please note: Access to the shuttle buses for registered participants only!

Official conference hotels → Hofburg Congress Centre

March 12, 2010

Shuttle buses will be operating between the official conference hotels and Hofburg Imperial Palace from 07.30 to 08.30 (Hotel de France: from 07.30 to 10.30).

Buses will depart on a convenient and regular basis.

Duration of transfer: appr. 15 min.

Please note: Access to the shuttle buses for registered delegates only!

3.5.4 General information

BUDAPEST

The organisers will run an info desk at the airport in Budapest on March 10 and 11, 2010.

Please note that the conference participants will receive a 10 % discount off the rate of the airport shuttle service from Budapest Ferihegy Airport (http://www.bud.hu/english/transport/airport_shuttle).

If you choose taxi service, we propose “Zona Taxi Company” (in front of the airport building).

(<http://www.zonataxi.eu/en/tartalom/fooldal/>)

Budapest map:

http://www.talkingcities.co.uk/budapest_pages/sights_budapest_map.htm

For public transport in Budapest: <http://www.bkv.hu/english/home/index.html>

More information is available at <http://www.budapestinfo.hu/en/>

VIENNA

The organisers will run an info desk at Vienna Airport in the baggage claim area from March 10 to 12, 2010.

The fare between Vienna City Centre and Vienna Airport is about €35 by taxi, €9 with the city airport train (CAT), €3.60 with public transport (Schnellbahn/Rapid Transit Train).

For more information (timetables etc.) please visit:

<http://www.viennaairport.com/jart/prj3/via/website.jart?rel=en&content-id=1129903097097&reserve-mode=active>

Vienna map:

<http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

For public transport in Vienna: <http://www.wienerlinien.at/wl/>

More information is available at <http://www.wien.info/en>

Car rentals, taxi, limousine service:

<http://www.viennaairport.com/jart/prj3/via/website.jart?rel=en&content-id=1135697462787&reserve-mode=active>

Hofburg Congress Centre:

http://www.hofburg.com/cms/front_content.php?idart=91&changelang=2

YOU WILL NEED TO MAKE YOUR OWN ARRANGEMENTS BACK TO BUDAPEST IN CASE YOU BOOK YOUR RETURN FLIGHT FROM THERE.

For information on the train schedules see:

<http://www.oebb.at/en/index.jsp>

or

<http://elvira.mav-start.hu/elvira.dll/xslms/index?language=2>

3.6 Luggage

Participants staying at official conference hotels in Budapest AND Vienna

The luggage of participants staying at official conference hotels in Budapest and Vienna will be transferred directly from the two official conference hotels in Budapest to the train station in Vienna.

On March 11, 2010 hostesses at Hotel Mercure Korona and Hotel Sofitel in Budapest will label the suitcases when they receive them from the participants staying at these two official hotels; a proof of receipt will be handed out in return. The labelled suitcases will then be transferred by bus to the train station in Vienna where the buses pick up participants getting off the conference train and take them to their hotels. The participants receive their luggage upon arrival at their hotel in Vienna, in return for their proof of receipt.

Participants staying at official conference hotels in Budapest ONLY

The luggage of participants staying at official conference hotels in Budapest but not in Vienna will be transferred directly from the two official conference hotels in Budapest to the train station in Vienna.

On March 11, 2010 hostesses at Hotel Mercure Korona and Hotel Sofitel in Budapest will label the suitcases when they receive them from the participants staying at these two official hotels; a proof of receipt will be handed out in return. The labelled suitcases will then be transferred by bus to the train station in Vienna. Upon arrival of the conference train in Vienna delegates will receive their luggage in return for their proof of receipt.

Participants staying at official conference hotels in Vienna ONLY

Participants not staying at the conference hotels in Budapest but staying in one of the six official conference hotels in Vienna will have to give their suitcases to the hostesses in the car park of the Parliament (behind the security barrier) in Budapest.

The hostesses will label the suitcases with coloured labels; a proof of receipt will be handed out in return. The labelled suitcases will then be transferred by bus to the train station in Vienna where the buses pick up participants getting off the conference train and take them to their hotels. The participants receive their luggage upon arrival at their hotel in Vienna, in return for their proof of receipt.

Participants NOT STAYING at official conference hotels in Budapest and Vienna

Participants not staying at official conference hotels in Budapest and Vienna but travelling by the conference train have to give their luggage to the hostesses in the car park of the Parliament (behind the security barrier) in Budapest. The hostesses will label the suitcases and a proof of receipt will be handed out in return.

The labelled suitcases will then be transferred by bus to the train station in Vienna.

Upon arrival of the conference train in Vienna, delegates will receive their luggage in return for their proof of receipt.

PLEASE NOTE:

Due to strict security measures, it is not permitted to take knives, scissors, manicure sets, liquids, etc. into the Parliament building.

Suitcases must not be brought in either!

Please make sure you have everything you may need during the day with you, as leaving and re-entering the Parliament building will not be allowed.

Participants not travelling by the conference train from Budapest to Vienna also need to leave their luggage with the hostesses before entering the building. They can collect it after the conference session in the car park.

If you have any further questions or requests please contact:

Ms. Barbara Lázár

Tel: +36 (0) 30 339 2753

3.7 Conference facilities

3.7.1 Bilateral meetings

HUNGARY

In Budapest, separate rooms for meetings will not be provided (however, the generous inner space of the Hungarian Parliament can accommodate informal discussions).

AUSTRIA

In Vienna, a limited number of rooms will be available for bilateral meetings (with a maximum duration of 30 minutes each) at Hofburg Imperial Palace Conference Centre. We kindly ask you to inform us about your planned bilateral meetings and to make reservations from March 1, 2010 onwards (bolognaconference2010@oead.at) or on-site at the Hofburg Imperial Palace Conference Secretariat.

Please provide the following information when making a booking:

- Name of the person for whom the room is being booked and his/her counterpart
- Date and time of the talks
- Number of participants, including interpreter(s) (*total may not exceed 12 persons*)
- Name and mobile phone number of a contact person on your side

If a room is available, you will receive a confirmation of booking.

Please note that for security reasons we will not be able to allow persons without accreditation to enter the conference venues.

3.7.2 Media/Business Centre

HUNGARY

In Budapest, the Hungarian Parliament hosts a Business Centre (for participants) and a Media Room (for media representatives).

The Business Centre will be equipped with:

- computer working places with Internet access;
- printers
- basic office supplies
- help desk

The Media Room will be equipped with:

- computer working places with Internet access
- live streaming of the conference
- printers
- fax machine
- copy machine (bw)
- basic office supplies
- help desk

The Business Centre and the Media Room will be open on March 11, 2010 from 10.00 to 16.00.

AUSTRIA

In Vienna, the Hofburg Imperial Palace Congress Centre hosts a Media and Business Centre.

It will be equipped with:

- working places (WLAN provided)
- fax machine
- printers (bw)
- copy machines (bw/colour)
- basic office supplies
- live streaming of the conference
- help desk

WLAN will be provided free of charge in all areas of the Hofburg Imperial Palace Congress Centre.

The Media and Business Centre will be open on March 12, 2010 from 08.00 to 19.30.

3.7.3 Live Stream

It will be possible to follow the conference on the Internet via live streaming (in English).

http://www.bologna2009benelux.org/2010_conference/

There will be no transcription service.

3.7.4 Medical Services

HUNGARY

In the Hungarian Parliament, a physician in attendance will be available.

In case of emergency during the conference please notify the hostesses.

EMERGENCY PHONE CODE (Hungary): 121

AUSTRIA

Medical services in all conference venues are guaranteed.

Emergency medical assistance will be carried out by a mobile emergency team which can provide both life-saving treatment on the spot and, where necessary, transport to a hospital.

In case of emergency during the conference please notify the hosts and hostesses or contact the conference secretariat by dialling +43 (0) 664 969 96 11

EMERGENCY PHONE CODE (Austria): 144

3.7.5 Security

The security level at the conference is being constantly monitored and assessed, and security controls will be modified accordingly.

For the protection of the delegations, event venues are subject to thorough police checks, including searches and access controls.

On the way from the two official hotels of Budapest to the Parliament, and from the Parliament to the railway station for participants travelling by train, police escort will be guaranteed. At the railway station in Budapest, the Guard Regiment of the Hungarian Republic will ensure the undisturbed change from bus to train.

For identification and security reasons, participants are obliged to wear badges at all times during the conference.

3.8 Proceedings of the conference – Ministerial discussion

Only the heads of delegation may take part in the discussions, ideally by making short statements or by asking questions. The speaking order will be determined by the chair during the conference.

3.9 Conference documents

Conference documents will also be available online at http://www.bologna2009benelux.org/2010_conference/ shortly before the conference.

They will be available in printed form at the conference.

Members of the „Bologna Follow-up Group” have been informed that all documents or other material related to the conference should be sent directly to both venues (Budapest AND Vienna) so that it arrives no later than February 28, 2010 as there is no transfer of conference material between Budapest and Vienna.

3.10 Conference languages

Bologna Ministerial Anniversary Conference

The conference language will be English, with interpretation from and into German and Hungarian.

Bologna Policy Forum

The conference language will be English, with interpretation from and into French, German, Russian and Spanish in all plenary sessions and in two of the three working groups. One working group will be conducted in English only.

If you would like to take your own interpreter for a different language into the room, please contact the conference secretariat at bolognaregistration@kulturpont.hu

3.11 Visa Information

If you need a Schengen visa, please contact bolognaregistration@kulturpont.hu to receive a personalised invitation letter, which is only issued upon registration.

As visa procedures can take several weeks, those who require a visa are advised to register for the conference as soon as possible.

Website of the Ministry of Foreign Affairs of the Republic of Hungary:

http://www.mfa.gov.hu/kum/en/bal/consular_services/Entry_of_Foreigners_to_Hungary/

Website of the Federal Ministry for European and International Affairs:

<http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html>

3.12 Dress Code Festive Evening Event “Celebrating Cooperation”

For the Festive Evening Event on March 11, 2010 a formal evening dress code (long dresses for women and black coats for men), a traditional costume – which is representative and typical of your country (e.g. a kilt for Scotland) – or a more informal attire is welcome.

4 Media

Media representatives are welcome to cover the Bologna Ministerial Anniversary Conference as well as the Bologna Policy Forum 2010.

4.1 Website

General information on the Bologna Process is available on the official website:

<http://www.bologna2009benelux.org>

Conference documents will be available online at

http://www.bologna2009benelux.org/2010_conference/

shortly before the conference.

4.2 Accreditation for media representatives

Media representatives need accreditation in order to get access to the Bologna Ministerial Anniversary Conference in Budapest and Vienna, including the Bologna Policy Forum and the Festive Evening Event “Celebrating Cooperation” in Vienna.

Media representatives have to use the on-line accreditation system of the Austrian Federal Press Service following the link:

<http://www.bundeskanzleramt.at/accreditation> (English)

Please tick “Accreditation for events”

<http://www.bundeskanzleramt.at/akkreditierung> (Deutsch)

The **DEADLINE** for accreditation is **FRIDAY, MARCH 5, 2010!**

PLEASE NOTE: Bus transfer from Budapest to Vienna can only be provided for a limited number of media representatives registered for the conference both in Budapest AND Vienna. Please book your seat on the bus via l.schoeffel@hofherr.com until March 5, 2010.

4.2.1 Instructions

After sending an email address, the media representative will receive a personal password by return, giving him/her access to the list of events as well as to the media accreditation form (application form).

To complete the process successfully, the media representative is required to attach a recent digital coloured photograph and to fill in the data of his/her valid press card. Instead of a press card he/she may also attach a letter from the media organisation confirming the personal assignment for the conference (letter of endorsement). These attachments must be sent in jpg (for the photograph), doc or PDF format (maximum 150 KB).

Please tick the event you want to attend in the list of events:

- Bologna Ministerial Anniversary Conference Budapest
and/or
- Bologna Ministerial Anniversary Conference Vienna (including Bologna Policy Forum and the Festive Evening Event "Celebration Cooperation")

Note: The application form only has to be filled in once. The personal password allows changing or adding data to the application form at any time.

Note: The data is submitted to an accuracy check as well as to a security check and treated with the highest standards of security and confidentiality.

Quick Login link Online-Accreditation:

<https://www.akkreditierung.bka.gv.at/website/Login.aspx>

4.2.2 Media Registration Desk – Issue of badges and tickets

Media representatives are expected to collect their **accreditation badge** for the conference in Hungary and Austria at the registration desk

either in Hungary on March 11, 2010 from 10.00 to 15.30
Budapest Parliament
H-1055 Budapest, Kossuth tér 1-3
(Entrance at Gate XVII)

or in Austria on March 12, 2010 from 07.30 to 15.00
Hofburg Congress Centre
Heldenplatz (Entrance Congress Centre)
A-1010 Vienna

For the Festive Evening Event “Celebrating Cooperation” a special **entrance ticket** is required.

Media representatives are expected to collect their ticket at the registration desk

in Austria on March 11, 2010 from 18.00 to 22.00
Radisson SAS Style Hotel Vienna
Herrengasse 12
A-1010 Vienna

Shuttle buses will be provided from Radisson SAS Style Hotel to the venue of the Festive Evening Event from 20.30 onwards.

To receive the accreditation badge and/or the entrance ticket, media representatives are required to present a valid press card or the original letter of endorsement from their media organisation and an official identity card (a passport or other official document with a photograph).

ATTENTION!

You will not be able to enter the conference venues or attend the press conference without a valid badge. The badge is non-transferable and must always be worn visibly during the event. Furthermore the media representative must be ready to prove identity at all times by means of an official identity card (a passport or other official document with a photograph).

4.2.3 Budapest Parliament – Security regulations & luggage

The Building of the Parliament is a specially guarded public building.

Media representatives will need their passports/ID cards to enter the building.

The names entered in the online registration form have to be identical with the names on the passports/ID cards.

Please note that the mandatory security controls (airport-like security controls) at the entrance may take some time. For security reasons, it is not possible to leave and re-enter the Parliament building during the Budapest session (once media representatives have left the building, they cannot re-enter).

Due to strict security measures, it is not permitted to take knives, scissors, manicure sets, liquids, etc. into the Parliament building. Suitcases may also not be brought in!

Media representatives with luggage are required to deposit their baggage before entering the building. Hostesses at the car park (behind the security barrier) will label the suitcases and a proof of receipt will be handed out in return.

Information for media representatives travelling by official bus from Budapest to Vienna:

Media representatives have to give their luggage to the hostesses in the car park of the Parliament (behind the security barrier) in Budapest.

The labelled suitcases will then be transferred in the bus with the media representatives to Vienna.

Upon arrival in Vienna, media representatives will receive their luggage in return for their proof of receipt.

4.3 Live Stream

The entire conference will be broadcast live. Thus media representatives have the opportunity to follow the conference in the media room on big screens or on their own laptops.

http://www.bologna2009benelux.org/2010_conference/

4.4 Media Centre

In Budapest, the Hungarian Parliament hosts a Media Room.

It will be equipped with:

- computer working places with Internet access
- live streaming of the conference
- printers
- fax machine
- copy machine (bw)
- basic office supplies
- help desk

The Media Room will be open on March 11, 2010 from 10.00 to 16.00.

Food and beverages will be provided.

In Vienna, the Hofburg Imperial Palace Congress Centre hosts a Media and Business Centre.

It will be equipped with:

- working places (WLAN provided)
- fax machine
- printers (bw)
- copy machines (bw/colour)
- basic office supplies
- live streaming of the conference
- help desk

WLAN will be provided free of charge in all areas of the Hofburg Imperial Palace Congress Centre.

Food and beverages will be provided.

The Media and Business Centre will be open on March 12, 2010 from 08.00 to 19.30.

4.5 Media Programme

Thursday, 11 March 2010

The first part of the conference will be held in Budapest - Parliament:

- From 10.00** **Registration for media representatives in Budapest**
Budapest Parliament (Hungary)
1055 Budapest, Kossuth tér 1-3.
(see point 2.2: Registration Desk)
- Attention!** Media representatives will only be granted access to the area of the Budapest Parliament after previous online-accreditation.
- 11.30 – 12.00** **Press Briefing (in Hungarian with simultaneous interpretation in English)**
Hungarian Minister of Education and Culture István HILLER
Budapest Parliament
- 12.50** **Family Photo of the Heads of Delegation**
Budapest Parliament – Main Stair Case
Open to media representatives.
- 13.00 – 14.30** **Ministerial Conference – First Session Part One**
Budapest Parliament – Upper house room
Not open to media representatives. Media representatives are welcome to follow the Ministerial Conference in the Media Room. (projected on big screens)
- 15.00 – 16.00** **Ministerial Conference – First Session Part Two**
Budapest Parliament – Upper house room
Not open to media representatives. Media representatives are welcome to follow the Ministerial Conference in the Media Room. (projected on big screens)
-

The second part of the Conference will be held in Vienna:

16.30 – 19.30 **Transfer of media representatives by bus to Vienna (Austria)**
Meeting point: In front of the Budapest Parliament

Bus transfer from Budapest to Vienna can only be provided for a limited number of media representatives registered for the conference both in Budapest AND Vienna. Please book your seat on the bus in advance. (see point 2: Accreditation)

18.00 – 22.00 **Issue of tickets for the Festive Evening Event**

Radisson SAS Style Hotel Vienna
Herrengasse 12
A-1010 Vienna
(see point 2.2: Registration Desk)

Shuttle buses will be provided from Radisson SAS Style Hotel to the venue of the Festive Evening Event from 20.30 onwards.

20.30 – 01.00 **Festive Evening Event – “Celebrating Cooperation”
at the Imperial Palace**

Hofburg – Redoutensäle
Josefsplatz
A-1010 Vienna

Media representatives are invited to join the Festive Evening Event. An Info-Point for media representatives will be provided at the venue.

***Access for accredited media representatives with ticket ONLY!
(see point 2)***

Friday, 12 March 2010

- 08.00 – 15.00** **Registration**
Only for those media representatives not registered yet.
Hofburg – Congress Centre
Heldenplatz
A-1010 Vienna
- 08.50** **“Tour de table”** – Opportunity for taking photos and film.
(Before the start of the official part of the conference)
Hofburg Congress Centre
- 09.00 – 10.30** **Ministerial Conference – Second Session Part One**
Hofburg Congress Centre – Festsaal
Not open to media representatives. Media representatives are welcome to follow the Ministerial Conference in the media centre. (projected on big screens)
- 10.30** **Family Photo of the Heads of Delegation**
Hofburg Congress Centre – Feststiege
Open to media representatives
- 11.00 – 13.00** **Ministerial Conference – Second Session Part Two**
Hofburg Congress Centre – Festsaal
Not open to media representatives. Media representatives are welcome to follow the Ministerial Conference in the media centre. (projected on big screens)
- 13.00** **Press Conference in English**
Hofburg Congress Centre
- thereafter** **Press Conference in German**
Hofburg Congress Centre
- 14.30 – 17.00** **Bologna Policy Forum – Part One**
‘Building the Global Knowledge Society: Systemic and Institutional Change in Higher Education’
Hofburg Congress Centre – Festsaal
Not open to media representatives. Media representatives are welcome to follow the Policy Forum in the media centre. (projected on big screens)
- 17.00** **Family Photo of all Heads of Delegation**
Hofburg Congress Centre – Feststiege
Open to media representatives
- 17.30 – 18.30** **Bologna Policy Forum – Part Two**
‘Building the Global Knowledge Society: Systemic and Institutional Change in Higher Education’
Hofburg Congress Centre – Festsaal
Not open to media representatives. Media representatives are welcome to follow the Policy Forum in the media centre. (projected on big screens)

4.6 Media Contact

For further information please contact:

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Ministry of Education and Culture

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5 Conference Hotline

For additional information or special requests, please contact the Conference Hotline at +43 (0) 664 969 96 11 or e-mail at bolognaconference2010@oead.at

6 General Information

The currency of Hungary is the Hungarian Forint (HUF). It is common practice for some shops and restaurants to accept Euros or US dollars (the exchange rate is less advantageous than at exchange offices).

The currency of Austria is the Euro (EUR). For detailed information about the currency exchange rates, see <http://www.xe.com/>

Austria and Hungary are in the same time zone as the rest of Continental Central Europe: Central European Time (GMT + 1 hour).

The weather in Budapest and Vienna in March can be cold and chilly; the temperature may fall below 10°Centigrade.

Due attention should be given to personal allergies or intolerances.

Personal safety is of no special concern in the regions. Please exercise the same caution as you would during any visit abroad.

Before visiting Hungary and Austria, you should take into account differences in power plugs. Both countries use the French type E (French 2-pin, female earth) socket with 220 V/230 V and 50 Hz.

Tourist information centres: <http://www.budapestinfo.hu/en/>
<http://www.wien.info/welcome.html>