



EI's SECOND WORLD WOMEN'S CONFERENCE  
DoubleTree by Hilton Dublin – Burlington Road, Dublin, Ireland  
7<sup>th</sup> – 9<sup>th</sup> April 2014

**Practical Information**

[Language in the Republic of Ireland](#)

**Languages**

In the Republic of Ireland the spoken language is English, French, Spanish, German and Polish may be used in certain limited parts of Dublin.

[Time and Climate](#)

**Time**

The time zone for the Republic of Ireland is GMT (Greenwich Mean Time). For the specific time, or time conversion, please refer to the [World Time Observer](#).

**Climate**

Irish weather in April is generally mild, increasingly sunny, warm and humid. There is mild rain often, and an umbrella is advisable. In April, the average temperature during the day is 8-10 °C, and an average precipitation rate of 71%. For more information on the climate in Ireland, refer to the hyperlinked topic below.

[Weather in Ireland](#)

[Irish Voltages and Outlets](#)

**Voltage**

The standard domestic electricity supply in Ireland is 230v 50Hz. It's important to note that a plug adaptor does not change the electrical supply. If your appliance is not specifically "dual voltage," it's important to obtain **both a plug adaptor and a voltage converter**. If the appliance you are using supports dual voltage and dual frequency then a plate/tag will be located on the item stating "120/240v, 50/60Hz".

For more information about the voltage and outlets in Ireland, refer to the link below.

[Electricity in Ireland](#)

**Outlets**

The most common plug used is the 13 amp three-pin plug, pictured right:



[Currency, Banking, ATM and Taxes](#)

**Currency**

The official currency is the Euro (since 1 January 1999), marked by the "€" currency sign, or by the three letter alphabetic code "EUR".

There are six euro notes, denominated in 200, 100, 50, 20, 10 or 5 EUR; and there are eight euro coins, denominated in 2 and 1 EUR coins, as well as 50, 20, 10, 5, 2 or 1 EUR cent coins. One hundred euro cents make up one euro, and it's important to note that €100 notes and above may not be widely accepted, or be may be cautiously examined in shops.

For more information about using the Euro in Ireland, refer to the hyperlinked topics below.

[Universal Currency Converter](#)

[Ireland Banks and Money](#)



### **Debit and Credit cards**

Debit and credit cards may be used for purchases or for ATM transactions. Maestro, Visa Debit and MasterCard Debit are widely accepted. It's important to note that other debit cards, not carrying the Maestro, Visa Debit or MasterCard logos are not accepted. Also, Non-Irish issued Maestro cards are generally not accepted on-line or over the phone in Ireland, but they may be used in retail outlets and ATMs where the PIN is entered.

Additional cards:

- American Express (AmEx) is sometimes accepted, but not nearly as readily as in the United States or Canada.
- Diners Club, JCB, and Discover are generally not accepted.
- check with your card issuer that your card is acceptable abroad before you travel;
- check with your bank that your credit card, debit card or ATM card is activated for use in the Republic of Ireland;
- carry some cash for problematic transactions.

### **Travellers' cheques**

Not accepted in Ireland.

### **ATMS**

ATMs are usually located outside bank branches, but increasingly can be found in convenience stores, supermarkets, petrol stations and even some bars. Individual ATMs generally display a list of credit card services that they accept. Many ATMs in Ireland allow credit card withdrawals for Visa and MasterCard credit cards, as well as ATM cards with the Cirrus or Plus logo. Amex and Link cards may also be accepted at some ATMs, including AIB and Bank of Ireland (the two largest banks).

### **Taxes**

In Ireland, VAT ("Value Added Tax") is applied to most goods and services. The rate depends on the type of product, but for most items the rate is 21%. Additionally, the VAT is included in the price marked on the item, meaning there are no additional taxes upon paying.

It is possible for non-EU visitors to benefit from tax relief spent on goods while in the European Union. Services, however, (e.g. hotel accommodation, meals, car hire, etc.) are not eligible for tax relief. For more information about the process of tax relief, refer to the hyperlinked topics below.

There is a tax reclaim booth on the departures level, before passing through security.

[Tax Free Shopping](#)

### **Travel Tips**

#### **On Arrival at Dublin Airport**

##### **Immigration**

If you have received a visa to enter the country, it is important that you have the following documents ready to show the Immigration Officer: Hotel confirmation, return ticket, invitation letter from EI and the local affiliates.

##### **Aircoach**



The Aircoach is the most efficient and cost effective way to travel to and from the airport and departs from outside terminals 1 and 2.



- Terminal 1: The stop is located at the front door on the Arrivals road at Terminal 1. On exiting the baggage reclaim area turn left, and turn left again immediately as you exit the terminal building.
- Terminal 2: The stop is located on the Departures Road at Terminal 2. On exiting the baggage reclaim area please continue along the same level, following the signs for buses and coaches. Cross the footbridge, and then exit down the escalator on the left hand side. There is a customer service booth waiting at the stop to answer any questions.
- Hotel: The Aircoach stops directly outside the DoubleTree – Burlington Road Hotel on Leeson Street.

In order to book your transport from Dublin Airport to the hotel by bus, and benefit from the discounted price offered to the participants to EI's second World Women's Conference, refer to the hyperlinked web page below.

[Aircoach](#)

You will then need to select "Dublin Airport" as your origin and "Leeson Street Upper" (Route 700) as a destination, before choosing the journey type (single or return). After you have entered the dates of your trip, a box will appear with a space for 'Discount Code' - **you then need to introduce the discount code: EIWWC**

After you have accepted the terms and conditions you will be taken to the payment page to complete your booking and be able to print your ticket.

A single ticket with the discount costs €6.40 per adult and a return ticket costs €11.20 per adult.



### **By Taxi**

From Dublin Airport: Taxis are available from the forecourts directly outside Terminal 1 and 2. Passengers should follow Taxi signage to the designated taxi ranks. A taxi dispatcher is available at either taxi rank if you require any further information or assistance.

The cost of a taxi from the airport to the DoubleTree by Hilton - Burlington Road, will cost approximately €35 (depending on traffic).

For all relevant information about travelling from Dublin Airport, refer to the hyperlinked topic below.

[By Taxi or Bus](#)

### **Irish National Journey Planner**

The new Journey Planner from Transport for Ireland lets you see all of the public transport options and plan your journey times more accurately. The Planner covers bus, rail, tram, taxis, ferries and walking with fully mapped-out route information, printable timetables and details of overall journey times. Please refer to the hyperlinked topic below for all information.

[Irish National Journey Planner](#)



## Conference Venue Information

### Hotel Contact Information:

DoubleTree by Hilton - Burlington Road,  
Upper Leeson Street,  
Dublin, 4  
Ireland  
TEL: +353-1-6185600

### Hotel Website

Please refer to the hotel website for all information regarding local sites, history and hotel information.

### Conference Venue

The conference will take place in the Fitzwilliam Hall, which is located on the ground floor of the hotel. Please refer to the timetable and the map of the hotel for the location of Workshops and side meetings. Below is a list of the rooms to be used during the conference:

#### Ground Floor

Fitzwilliam Hall	Plenary Sessions
Concourse	Registration, Coffee breaks, Exhibition space
Ulster Room	Workshops/Side events
Munster Room	Workshops
Sussex Restaurant	Sunday Welcome Reception, Breakfast, Lunch

#### First Floor

Meeting Room 3	EI Secretariat
Meeting Room 4	Finance Office (Assisted participants)
Meeting Room 5	Press Office
Meeting Room 1	Workshops
Meeting Room 2	Workshops
Meeting Room 6	Workshops
Meeting Room 9	Workshops

### Internet

Wi-Fi is available throughout the hotel. If you are a guest staying at the hotel, you will be able to login to the Wi-Fi network using your room number. Information about how to connect will be given to you on arrival. For participants not staying at the hotel, please speak to a member of the EI secretariat who will be able to arrange connection to the Wi-Fi network.

There is a business centre which operates 24/7 in the reception area of the first floor meeting suite. Two computers, internet connection and a printer are available.

### Registration

Registration will open on Sunday 6<sup>th</sup> March at 2.00 p.m. until early evening. We encourage as many participants as possible to register on Sunday so that Plenary can begin sharp at 9.00 a.m. on Monday.

### Information Desk and Finance Office

Once registration is complete, an Information Desk will be set up in the Concourse outside the plenary and available for your questions and needs during Conference hours.

The Finance Office will deal with matters relating to assisted participants. We would encourage assisted participants to proceed to the Finance Office as soon as they have registered.



### Interpretation

During the Plenary sessions held in Fitzwilliam Hall there will be simultaneous interpretation into English, French, Spanish and Russian.

Workshops that will take place in the main Plenary room will have simultaneous interpretation. Languages of other Workshops will be confirmed at Registration.

### Interpretation Equipment

Each 'head set' consists of ear phones and a receiver unit. These will be placed on the tables in Fitzwilliam Hall and should not be removed from the room. A technician will be at the back of the room during the meeting to assist with any problems relating to the interpretation equipment.

Head sets are expensive pieces of equipment; the cost of replacement is €250. They are not usable for any other purpose. Any mislaid headsets will be charged to EI, so please make sure that you do not remove them from the premises.

**REQUEST: PLEASE DO NOT REMOVE THE HEADSETS FROM THE FITZWILLIAM HALL**

### Exhibition Space

Tables will be available in the Concourse for affiliates to display information, leaflets, posters and any other materials.

### Catering

Coffee, tea and soft drinks will be provided once in the morning and once in the afternoon at the designated breaks. The breaks will be in the Concourse area.

A buffet lunch will be served on Monday, Tuesday and Wednesday in the Sussex Restaurant.

No provision has been made for dinner, however bar snacks and light meals are available in the Lobby Lounge and Bellini Bar.

## Social Events

### Sunday 6<sup>th</sup> April

All participants are invited to an informal Welcome Reception where 'afternoon tea' will be served at 4.30 p.m. in the Sussex Restaurant.

The documentary 'Las Maestras de la República' produced by FETE/UGT, which in Spanish with English subtitles, will be shown at 6.30 p.m. in the Ulster Room, all welcome but space limited to 75.

### Tuesday 8<sup>th</sup> April

The EI Irish Affiliates (ASTI, IFUT, INTO, TUI) have arranged a special evening, hosted by the Mayor of Dublin at City Hall. Participants will experience some Irish traditional music and entertainment. Light cocktail snacks will be served. Coaches will depart from the hotel at 6.00 p.m. and will return at the end of the event at 8.30 p.m. Full details will be made available at the conference.



## Other Information

### **Tourist Information**

Please refer to the hyperlinked topics below for all tourism information.  
[Visit Dublin](#) [Tourist Information](#) [Discover Ireland](#) [Lonely Planet - Ireland](#)

### **Travel Insurance**

If you're an EU citizen, a European Health Insurance Card (EHIC), available from health centres covers you for most medical care. The EHIC won't cover non-emergencies, or emergency repatriation home. Citizens from other countries should find out if there is a reciprocal arrangement for free medical care between their country and Ireland. If you do need health insurance, make sure you get a policy that covers you for the worst possible case, such as an accident requiring an emergency flight home. Find out in advance if your insurance plan will make payments directly to providers, or reimburse you later for overseas health expenditures.

### **Embassy Assistance**

It is advisable to refer to all information regarding entry requirements for the EU and Ireland, as well as your country of origin, prior to traveling. For a comprehensive list of the diplomatic missions, and their contact information, please refer to the hyperlinked topic below.  
[List of Embassies](#)

### **Emergency Services**

Dial 112 or 999                      For Police, ambulance and fire services.

### **Emergency Assistance - Please get in contact with one of the EI staff listed below:**

Head Office: +32-2-2240611  
Petra Gwyn-Jones: +32-473 545541  
Dalila El Barhmi: +32-473 3860539  
Raphael van Woensel: +32-486 841598