

## 2<sup>nd</sup> ASEM Working Group Seminar on Eco-Innovation Competence of SMEs

### - Administrative Circular -

#### Venue, Location and Date

Date: 9-10 March, 2016

Address: Austria Trend Hotel Bratislava, Vysoká 7490/2A, 811 06 Bratislava, Slovakia

Website: <http://www.austria-trend.at/de/hotels/bratislava>

#### Contact in Korea

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#### ASEIC (ASEM SMEs Eco-Innovation Center)

ASEIC was officially endorsed at the 8th ASEM Summit. ASEIC aims to perform actively the role as a bridge between Asia and Europe through facilitating programs for green competitiveness of SMEs in ASEM member countries. (More info: [www.aseic.org](http://www.aseic.org))

#### SBA (Slovak Business Agency)

SBA is the oldest specialized non-profit organization in Slovakia focusing on the support of small and medium-sized enterprises (SMEs). Slovak Business Agency (SBA) was founded in 1993 by a common initiative of the EU and the Government of Slovakia. SBA mission is to support SMEs at the national, regional and local level in compliance with the principles of Small Business Act for Europe (SBAfE) with the purpose to improve competitiveness of SMEs within the single EU market as well as non-EU markets. (More info: [www.sbagency.sk/en/slovak-business-agency](http://www.sbagency.sk/en/slovak-business-agency))

#### Guideline for Participants:

Invited country delegates who have joined for the first time will be asked to bring their own approaches on SMEs eco-innovation policies, strategies, deployed in their on-going projects. The participants welcome suggestions for future collaboration methods and approaches. Each participant will be given 5-15 min for a presentation during the session for country proposals and 5 min for Q&A on Day1. Where participants have new ideas to share we encourage them to freely discuss them with ASEIC in advance.

#### Language

English

#### Welcome Dinner

The Welcome Dinner will be served in the foyer on the 1<sup>th</sup> floor of Austria Trend Hotel Bratislava starting at 6 p.m. on 8 March, 2016. An opportunity will be provided for the honoured delegates

from all over the world to network Freely. It is our sincere hope the environment will be comfortable and friendly for participants networking.

### **VISA**

All the participants are required to possess valid passports to enter into Slovakia. Participants are advised to check with the nearest Slovak diplomatic or consular representation for information on visa requirements. Participants are responsible for arranging their visas, if required. Further inquiries about visa and entry requirements; please check the following website: [http://www.mzv.sk/web/en/consular\\_info/visa](http://www.mzv.sk/web/en/consular_info/visa). We could send an individual invitation letter in your name if a participant requires one please do not hesitate to write to us.

### **Accommodation**

For all the participants, the accommodation is ensured in Austria Trend Hotel Bratislava, Vysoká 7490/2A, 811 06 Bratislava

### **Dress Code**

Smart casual for all meetings

### **Arrivals (Airport Bus)**

- **From Vienna airport**

Vienna airport is the usual destination airport for international travellers to Slovakia. There are 3 different operators that provide bus transport between Vienna airport and Bratislava. The price varies between 4 and 7.50 euro (one way) according to the operator the distance is approximately one hour.

The following companies provide the bus transportation:

- Postbus / Slovak Lines (shared Slovak-Austrian line) runs regularly every 30 minutes and its single ticket price is 5 euro.  
<http://www.slovaklines.sk/vienna/im-flying-from-the-vienna-airport.html>
- Regiojet offers bus service to Bratislava every hour for 4 euro.  
<https://www.studentagency.eu/en/>
- Blaguss Slovakia provides the service every 1-2 hour for a price of 5 to 7, 50 euro.  
<http://www.blaguss.sk/pages/en/home.php>

Allbus operators mentioned above will take you to the city bus terminal Mlynské Nivy. After arriving at the bus terminal you can use the city public transportation to get to the hotel. The price of a single ticket (for 15 minutes of journey, which is enough) is 0.70 euro. The bus stop is located in front of the bus station. Take the trolley bus line No. 206 or 208 and get off at the stop Hodzovo namestie (4<sup>th</sup> stop). Use the underpass to get to the other side of the street where the hotel is located (see the map in the annex).

Alternatively you can take a taxi, but be aware about the risk of being overcharged or exaggerated taxi prices which happens sometimes to foreign travellers. The usual price for the distance between the bus station and the hotel should be 6 - 8 euro.

- **From Bratislava airport**

From Bratislava airport you can use the Bratislava public transportation service. The Bus stop is located in front of the Arrival Terminal. In order to get to the hotel, take bus No. 61 which links Main Railway Station (Hlavna zeleznicna stanica), then transfer to the bus No. 39 and leave at the bus stop Namestie 1. maja. Get on the other side of the street and go 300 m to get to the hotel, in case you find it difficult to locate the hotel please ask the people will gladly help.

Alternatively you can take a taxi with the above information in mind. The usual price for the distance between the (Bratislava) airport and the hotel should be 15 - 20 euro.

More information about public transportation in Bratislava can be obtained at the following website:  
<http://www.dpb.sk/en/>

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## General Information of Slovakia

### Slovakia

Slovakia is a small country situated in the eastern central Europe. The population is over 5 million and comprises mostly ethnic Slovaks. The capital and largest city is Bratislava. The official language is Slovak of the Slavic language family. Slovakia is a member of the European Union and its currency is euro. It is bordered by the Czech Republic and Austria to the west, Poland to the north, Ukraine to the east and Hungary to the south. Slovakia's territory spans about 49,000 km<sup>2</sup> and is mostly mountainous with many natural jewels. The Carpathian Mountains extend across the northern half of the country and include the High Tatras, which provide a natural watershed between Slovakia and Poland. In the southern half of the country are the lowlands of the Danube plain. 425 chateaus and 220 castles make Slovakia a European rarity.

<http://slovakia.travel/en/about-slovakia/>

### Bratislava

Known as Pressburg to German-speakers or Pozsony to Hungarian-speakers, Bratislava got its present name only 90 years ago. But the city has a long and proud history that dates back to pre-Roman times. Between 1536 -1848 Bratislava was the capital of Hungarian Kingdom. It has been the capital city of Slovakia since 1918. Its population is estimated to be around half a million. For more information on Bratislava, feel free to visit:

<http://www.bratislava.sk/en/>

### Currency & Tipping

The official unit of currency in Slovakia is the Euro (EUR). The exchange rate of 1 EUR is equivalent to approximately 1.09 USD (as of January 19, 2016). Currency exchange services are available at banks, airports and major hotels. Tipping is not required but it is expected to be around 5-10 percent in the most restaurants.

### Climate

Bratislava belongs to the northern moderate climatic zone with four seasons. Summers can be hot and humid, while winters are often frigid and snowy. The yearly average temperature is 10.5°C (50.9°F), The March temperature varies from 2°C to 10°C (36°F to 50°F), averaging 6°C.

### Electricity Supply

Electricity is mainly supplied at 220V/60 Hz. As a primary socket type Europlug is used - with two round holes (two round-pinned plugs). Adapters and converters may be needed for participants from countries which use 110V or other types of plugs.

### Local Time

Standard time zone: GMT +1 hours

### Local & International Phone Calls

Slovakia's country code for incoming international calls is 421, and Bratislava's area code is 02.

### Taxi Service

TAXI BRATISLAVA	+421 2 16 300
Hello Taxi	0800 116 321
Taxi Trend	+421 2 556 421 37

**EMERGENCY PHONE NUMBER: 112**

Annex  
Bratislava  
Access route to the seminar venue

