ACI Global Training
Training Venue Fact Sheet

Zagreb, Croatia

Location	Zagreb Airport, Conference Lounge
Meeting point:	Information Desk located at the Passenger Terminal of Airport Zagreb
Directions to the classroom	Report to the Information Desk – can be easily recognized by round construction and close to the steps that leads to Conference and VIP lounges
Ground transportation from/to the airport	Bus: "Pleso prijevoz" "Pleso prijevoz" buses from Main Bus Terminal Zagreb to the airport are leaving every 30 minutes
On-site contact	Dajana Grbavac Misetic Tel: + 385 1 4562 578 Fax: + 385 1 4562 358 e-mail: dgrbavac@zagreb-airport.hr
First day of class	Arrive at the Training Centre 30 minutes before the course is due to begin. Locate and meet the Global Training on-site administrator and/or the course instructor(s). Settle any outstanding administrative matters: fee payment, badge etc. Meet your fellow course participants. **Enjoy the Global Training course.**
Security clearance	Valid Passport is required to obtain the necessary badge to enter the administrative building. **Please fax or scan a copy of your passport to + 385 1 4562 019** / e-mail: **ijuric@zagreb-airport.hr**

Suggested Hotel Accommodations

WESTIN hotels & resorts, Kršnjavoga 1
www.westinzagreb.com

Four Points By Sheraton PANORAMA Hotel Zagreb, Trg Krešimira Ćosića 9 www.fourpoints.com/zagreb

SHERATON Zagreb Hotel, Kneza Borne 2
www.sheraton.com/zagreb

Hotel INTERNATIONAL , Miramarska 24
www.hotel-international.hr

The Regent ESPLANADE, Mihanovićeva 1
www.regenthotels.com

Hotel ARCOTEL Allegra Zagreb, Branimirova 29
http://www.arcotelhotels.com/en/allegra_hotel_zagreb/

Reservation process

Global Training course participants are responsible for making their own hotel reservations by contacting one of the above mentioned hotels or making other arrangements. Each hotel will offer the best available rate.

Visa requirements

Passport valid for at least 30 days after the intended date of departure is required by all nationals referred to in the chart above. **Passport must have at least one blank page for entry stamp**. Passengers who also require a visa must have a passport with two blank facing pages, one for the visa and one for their entry stamp. Anyone attempting to enter Croatia without the required pages will be returned to their country of origin.

Visas are not required by all nationals from EU, USA, Canada and Schengen Zone. All other nationalities should check with the closest Croatian Consulate or Embassy.

Note: The above list is subject to change at short notice; please check with the Croatian Consulate or Embassy closest to you before traveling. ACI Global Training will provide a letter of invitation upon payment of the registration fee. **Please be sure to obtain your visa well in advance of your departure.**

Mobile phone systems

Standard-European

Electricity and plugs

Standard-European

Local currency and Exchange

KN - Croatian Kuna

Money can be changed at banks, bureaux de change and some hotels. Proof of identity may be requested; therefore, it is_advisable to carry a passport. Visitors are restricted to bringing in and taking out a maximum of (Add in Currency) in cash. MasterCard and Visa are preferred. American Express and Diners Club are also widely accepted.

ATMs are available all over the towns and cities including shopping malls and petrol stations, and accept all international debit and credit cards. Almost all hotels, shops and restaurants, and even national parks and game reserves accept credit cards.

Traveller's cheques are valid at banks, hotels, restaurants and some tourist-orientated shops. To avoid additional exchange rate charges, travellers are advised to take traveller's cheques in Pound Sterling or US Dollars.

For additional information please contact the ACI Global Training team at training@aci.aero