

# 31<sup>st</sup> Economic Forum

## Karpacz/ Poland, September 6<sup>th</sup> - 8<sup>th</sup> 2022



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### 1. REGISTRATION

All conference attendees are required to register online at: [www.forum-ekonomiczne.pl](http://www.forum-ekonomiczne.pl)

The registration consists of **two stages**.

#### *First stage*

To take part in the event you must first fill up the *First stage* of the online registration form, which does not charge you any additional fees.

Submitting The *First stage* of the online registration form does not mean that you are registered as a participant of the Economic Forum.

To fully complete the registration, please fill up the Second stage registration form that you will receive via email in the form of an access CODE.

#### *Second stage*

- Attach your photo. It will be placed on an ID badge as well as on the list of participants. An accompanying person should also attach a photo that will be placed on their ID badge,
- Provide short background information about yourself (up to 300 characters) – if the guest shall be listed in the list of participants,
- Check if you want to receive a printed version of the conference materials,
- Choose the hotel reservation,
- Provide information about accompanying person – spouses, if requested,
- Accept appropriate payments (hotel, conference fee) and provide the invoice data,
- Check, accept and submit all data.

In addition, the second stage indicates the amount of the conference fee, which requires to providing invoice details.

Only after receiving the confirmation after second stage, the participant is fully registered and able to attend the Event.

#### **! Please note:**

**The *Second stage* registration form is valid for up to 7 days. Failure to complete the registration within the specified time may result in removing the registration form from the system without notifying the participant.**

**Only the correct completion of the form guarantees the successful completion of the registration. Your participation in the Economic Forum will be also confirmed by e-mail. The lack of a confirmation message means that the form has been completed incorrectly. The participation fee must be paid within the deadlines indicated on the proforma invoice, which will be sent within 48 hours after the registration.**

**After the 5<sup>th</sup> of August 2022, the fees are non-refundable.**

Each change of the participants must be reported via e-mail:

[rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl)

From the 23<sup>rd</sup> of August 2022, the change results in an additional fee of 98 EUR.

Due to a limited number of attendees, the registration will be closed before the event (more information will be available on our website). On-site registration will not be possible.

## **2. INFOFORUM / ECONOMIC FORUM APP**

Registered participants (those who completed the second stage of the registration) are encouraged to follow the information in the INFOFORUM / Economic Forum app. This is an information service – secured by **personal login and password**. The INFOFORUM / Economic Forum app will open in August.

Please, use your personal login to enter the website information service and:

- check your data,
- check your accommodation,
- make a transport reservation
- view the profiles of all Economic Forum guests,
- check the updated Forum agenda and the cultural events program,
- sign up for recreational events,
- receive your invitation to the discussions, presentations and accompanying events,
- to get acknowledged with the logistics (hotel map, FORUM BUS schedule, Congress Centre map, parking spots)

To login to the INFOFORUM / Economic Forum app, you'll have to enter your **login** and **password**. In case you have lost them - please use the password reset available at: <https://infoforum.pl/forgotpassword>

In case of any issues send us an email at: [INFOFORUM@isw.org.pl](mailto:INFOFORUM@isw.org.pl) .

### **! Please note:**

**The login and password will be sent to the address provided in the registration form after paying the conference fee.**

## **3. ACCOMMODATION**

- Participants whose hotel reservation was made by the Organizer can collect conference materials and ID badge in their hotel's reception
- Participants are accommodated in about **40 hotels** of different standards in Karpacz, and around Karpacz – up to 20 km. Due to limited number of available hotel rooms in Karpacz, please register at your earliest convenience.
- **A standard booking is made for 3 nights** (including breakfast per day). **Check-in: 12:30 on the 6<sup>th</sup> of September, check out: at 12:00 on the 9<sup>th</sup> of September.** Additional facilities, such as meals

to order, mini-bars, car parks, phone calls, SPA services are extra charged at the hotel. Guests are liable for any damage caused and are obliged to settle an account with the hotel.

- If you would like to extend your stay, please contact the hotel directly. Please keep in mind that you should also settle the bill separately for the additional nights.
- The confirmation of the hotel reservation will be sent to you by email in August. Details about hotel reservations will also be available at INFOFORUM.
- The reservations are made per person. If requested, two participants can share a room. In that case, please send us an email in advance at: [hotel@isw.org.pl](mailto:hotel@isw.org.pl)
- Participants are welcome to come with their spouses. The reservation can be made through the second stage registration form (the accompanying person and the guest are accommodated in one shared room).
- **Free of charge cancellation** is possible only until the **5<sup>th</sup> of August**. To cancel your participation, please send an email at [hotel@isw.org.pl](mailto:hotel@isw.org.pl)  
Missing the deadline or not arriving results in being charged with the overall cost of the reservation and participation. For anyone registering after the 5<sup>th</sup> of August free of charge cancellation is possible only up to 24h after completing the form.

**! Please note:**

**It is not possible to split this reservation into separate days.**

**Please, visit the INFOFORUM to check your accommodation details.**

**You can make a reservation only through the registration form. It is not possible to do it neither via email nor phone call.**

Starting from the 2<sup>nd</sup> of September 2022, additional fees will be charged for each change of the hotel reservation. Each change must be reported via e-mail:

[hotel@isw.org.pl](mailto:hotel@isw.org.pl) the change results in an additional fee of 98 EUR.

#### **4. TRANSPORT**

**Guests are provided with transport by the organizer.**

- The transport is free of charge and available only for participants with a "the Guest" badge.
- We provide a couple of different transport options for example: vans, buses, minibuses. The available transport option depends on the number of people for each transfer.
- The transport reservation can be made by filing up the transport form (date, flight, destination).
- Buses departure according to the timetable available in the reservation form and are compatible with the participants' flights.
- **The deadline for registering for transport is the 26<sup>th</sup> of August 2022.** After that, there is no guarantee of available transportation.
- Any changes or cancellations should be reported via email at [transport@isw.org.pl](mailto:transport@isw.org.pl) until the **26<sup>th</sup> of August**.
- The transportation is to be confirmed by the **31<sup>st</sup> of August 2022**.



## Departures from Wrocław to Karpacz

**6,7<sup>th</sup> of September (Tuesday, Wednesday)**- transportation on the route: **Wrocław – Karpacz**

- Transfers from Wrocław will be organized from two places:
- Wrocław Airport: 6, 7<sup>th</sup> September
- Railway station: Wrocław Główny PKP: only the 6<sup>th</sup> of September (Tuesday)

The guests are transported to the Forum Point

- Guests accommodated in Karpacz have to change to the FORUM BUS line, which includes their hotel on the route
- Guests accommodated outside Karpacz leave the bus at their hotel addresses on the route to Karpacz

**The guests accommodated through the Organizer, collect their ID badges at their hotel (except for Gołębiewski Hotel).**

**The shortest estimated travel time from Wrocław to Karpacz:**

- from the airport- about 2 hours, 20 minutes  
*\*please keep in mind, that getting off the plane takes about 30 minutes.*
- Wrocław Railway station- Wrocław Główny PKP – about 2 hours 30 minutes.  
*\*The real travel time may be extended, especially in case of transfers containing passengers accommodated in hotels on the outskirts of Karpacz*

## Departures from Karpacz to Wrocław

**7,8,9<sup>th</sup> of September (Wednesday, Thursday, Friday)**- transportation on the route: **Karpacz - Wrocław**

- Guests are picked up from Forum Point in Karpacz.  
In individual cases, the pickup point might be elsewhere (the exact location will be visible on the guest's transport confirmation).

### The shortest estimated travel time from Karpacz to Wrocław

The transfer from Karpacz to Wrocław route will be planned differently than the arrival. The first stop will be scheduled for the airport. After that, the remaining participants will be transferred to the Railway Station.

- To the airport- about 2 hours, 20 minutes  
*\*please remember, that the check-in takes about 2 hours.*
- To the railway station – about 3 hours

## LOCAL TRANSPORTATION WITHIN KARPACZ:

Guests are provided with a free of charge transportation on 6<sup>th</sup>/7<sup>th</sup> and 8<sup>th</sup> of September. Please note that to use the transportation Only participants who have their ID badge with them can use this option.

The timetable and a map will be included in Conference materials and in INFOFORUM app.

## FORUM BUS

**Hotels >> Forum Point >> Conference Centre (Gołębiowski Hotel) >> Forum Point >> Hotels**

Participants accommodated in other hotels than Hotel Gołębiowski may use free of charge transport service – **FORUM BUS**. You must keep your ID badge with you to travel this way. The buses will circulate **from the 6<sup>th</sup> to the 8<sup>th</sup> of September** on the appointed routes.

The FORUM BUS gives participants access to a few different bus lines. The bus stops will be situated near the hotels. FORUM BUS circulates from hotels to Conference Centre, with the Forum Point Stop in between.

## SHUTTLE BUS

**Forum Point >> Conference Centre (Gołębiowski Hotel) >> Forum Point**

This is another form of transportation available for the participants. SHUTTLE BUS runs from Conference Centre directly to Forum Point on 6,7 and 8<sup>th</sup> of September.

Timetable and the map will be available in the conference materials as well as in the INFOFORUM.

9<sup>th</sup> of September (Friday)- the route of the FORUM BUS will be changed. FORUM BUS will run only from Hotels to Forum Point- the Timetable will be adjusted to the buses departing to Wrocław.

## 5. ID BADGE

- For security reasons, the Conference Center is under surveillance. Entry to the Conference Center is possible only with a personal ID badge.
- The ID badge can be collected:

In the hotel reception- if the guest was provided with a hotel reservation by the Organizer

At Forum Point- for guests who have not book the hotel through the Organizer

The participant should have his ID badge with him at **all times**, as the lack of it will prevent access to discussion panels as well as participation in the accompanying events.

- Only with the "The Guest" badge you'll have unlimited access to the Conference Center. Other participants have limited access. Admission to some of the accompanying events, organized by the Forum partners is possible only by personal invitation.
- In case the participant has lost the ID badge, there is a possibility of duplicating such at Forum Point
- The ID badges are going to be distributed from IDBOXES with invitations for galas and banquets

- Apart from the IDBOX the participant with the "Guest" badge will receive a Conference bag which consists of:

-Programme of cultural and recreation events

-"Brands of leaders"- the publication which includes the most important Forum Partners as well as companies that are the trendsetters in their industries

- other marketing materials

## 6. FORUM POINT

Is located in *Nowa Królowa Karkonoszy* Hotel the Konstytucji 3 maja 22 st., Karpacz.

Guests who do not book their accommodation through the organizer can pick up their badges and conference materials there.

At Forum Point you will also be able to find information about transport and car passes.

Forum Point is located near the FORUM and SHUTTLE BUS stops.

### **! Please note:**

**The guests accommodated in Gołębiewski Hotel have to first collect their ID badges from Forum Point.**

## 7. CONFERENCE CENTRE

Is located in Gołębiewski Hotel, address: Karkonoska 14, Karpacz.

All Forum events (plenary sessions, panel discussions, meetings, presentations, banquettes) are held in various rooms and buildings at The Hotel Gołębiewski.

- The Conference Center map will be added to the conference materials.
- Please, check the Forum Program for the map and specific venue location.

### **! Please note:**

**The Conference Centre Area will be closed. The parking lot won't be available.**

## Internet

The entire area of the Conference Center will have a Wifi network available to ensure wireless Internet connection to all Forum guests.

## 8. PROGRAM

The program will be available in the INFOFORUM service / the Economic Forum app, where it will be systematically updated. Printed version of the Program will be available only to those participants who pre-ordered it via second stage registration form. The Program, as well as the List of Participants, will not be added to the conference materials- you can collect them at the Information desk in Gołębiowski Hotel.

## 9. ADDITIONAL INFORMATION

### Recreational and Cultural events

Participants have an exclusive opportunity to take part in cultural and recreational events. With the "Guest" badge the events are free of charge.

The Recreational Programme gives the guests a chance to experience the charm of Lower Silesia. One can sign up for:

Visiting "Park Miniatur" (Miniature exposition of Lower Silesia)

Sightseeing "Sztolnia Kowary" (Kowary Adit)

A trip to "Dolina Pałaców I Ogrodów" (Palace and gardens valley)

Guided tour around Karpacz

Reaching the summit of the highest peak of Karkonosze- Śnieżka Mountain

The coach trips take part on the 7<sup>th</sup> of September. The meeting point will be located near Forum Point.

Events planned for 8<sup>th</sup> of September are walking tours. The meeting point will be located near Gołębiowski Hotel.

The Cultural Programme gives the opportunity to take part in literature events and meetings with authors- a chance to discover excellent publications on a variety of topics- from prose, through international relations, to trends in economic changes in the world.

Music lovers will be able to take advantage of numerous concerts and enthusiasts of discovering other cultures will be able to participate in events such as a Hungarian evening.

Feel encouraged to follow updates using the INFOFORUM / Economic Forum app.

Due to limited number of places please register at your earliest convenience via mobile app or INFOFORUM website.

## Conference languages

The official languages of the Economic Forum are **English and Polish**. Participants will be provided with the simultaneous translation (headsets) during all sessions and discussion panels. The translation kits will be available at the Conference Center. Participants will be charged the cost of the equipment of PLN 1,000 for non-returned translation kits.

## Coffee breaks and Lunch

Coffee breaks are planned in between the discussion panels and will be served on the 6<sup>th</sup> level of the Gołębiewski Hotel in the foyer.

Lunches for guests accommodated in the Gołębiewski Hotel will be served in the Red Restaurant (4<sup>th</sup> level) on the 6, 7, 8<sup>th</sup> of September. Please remember to take your room card with you to collect your meal.

For guests who stay in hotels other than Gołębiewski, it is possible to purchase a buffet lunch at the reception of the Gołębiewski Hotel.

In the a case of group order, please contact the hotel in advance at the following address: [karpacz@golebiewski.pl](mailto:karpacz@golebiewski.pl)

Banquets are available only for the participants with the "The Guest" badge.