

Useful and Pratical Information

➤ **Accommodation:**

Accommodation has been arranged in the Sheraton Grand Tbilisi Metechi Palace for the meeting.

The agreement concluded with the hotel establishment allows each participant joining in the 4th BRITACOF to benefit from preferential rates during the period from **September 10 to September 14, 2023** (room rate between 110 USD and 140 USD and the tax per night).

As there is a limited number of rooms available, please arrange your booking reservation preferably by the **August 18, 2023**. After this date, the accommodation will be subject to availability and different rates may be charged. Please kindly find the booking link below :

[Book your group rate for Revenue Service Georgia](#)

Others:

- The rate includes Breakfast per person daily.
- Check-in time: 15:00 PM Checkout time: 12:00 noon.
- Early arrival between 12:00 am until 7:00 am will be charged 100% of the room charge for 1 night and the tax.
- Free cancellation 7 days prior to the arrival. Any further cancellation will be charged 100% of one night and tax.

Should you have any question or issue during the booking, please contact Ana Todua.

Ana TODUA

EBC Sales Manager

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Sheraton Grand Tbilisi Metechi Palace

20 Telavi Street

Tbilisi, Georgia 0103

E-mail Address: ani.todua@sheraton.com

➤ **Meals**

Complimentary working lunches will be provided for all delegates from September 11 to September 13, 2023. There will be a reception dinner on September 11 and a cultural event on September 13.

➤ **Visa Formalities:**

Each participant must ensure the conditions relating to the granting of visas to travel to Georgia, including any necessary transit visas.

Expenditures on any related fees, airport tax, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, etc. are borne by the participants.

For entry into Georgia, participants are kindly asked to **first** check the respective visa requirements at

<https://www.geoconsul.gov.ge/en/visaInformation?process=2>

or contact your Ministry of Foreign Affairs to confirm the visa requirements. For those who're required of **e-visa** for entry into Georgia, please visit the following link:

<https://www.evisa.gov.ge/GeoVisa/en/VisaApp>.

For challenges regarding visa application, please reach the organizing committee at the following email address: i.mikhelidze@rs.ge. A copy of the message should be sent to the BRITACOM Secretariat at the email address: secretariat@britacom.org.

➤ **Arrival And Departure Information**

Participants are recommended to arrive at the **International Airport** (Shota Rustaveli Airport) in Tbilisi. The airport is located around 11 km from the venue of the 4th BRITACOF, the Sheraton Grand Tbilisi Metechi Palace (Address: Telavi Street 20, 0103 Tbilisi City, Georgia).

Please note that transfer from/to airport will not be provided.

Please find the transfer options below:

1. Public transport

From the airport to the hotel take the bus No. 37 (the bus stop is located directly in front of the airport). Journey time: approx. 30 min. A one-way journey between the airport and the Sheraton costs 1.50 GEL (0.6 USD).

2. Taxi

The taxi journey from the airport to the hotel takes only 20 minutes and costs about 80 GEL (30 EUR). The taxi stations are located right outside of the arrival areas of the terminals. The following two apps are for your reference:

<https://bolt.eu/en-ge/>; <https://bene-exclusive.com/>.

Should your flight details change any time before the start of the event, please make sure that you update your registration form with your new travel details.

In case of last minute changes or delays and any other emergency, participants are requested to contact Mrs. Ia MIKHELIDZE – local team member responsible for transportation (Mobile: +995 595 907087; E-mail: i.mikhelidze@rs.ge) and copied to BRITACOM Secretariat (E-mail: secretariat@britacom.org).

➤ **Currency**

The Georgian currency is the Georgian Lari (GEL). Currency exchange booths are available at the airport terminals, railway stations, travel agencies, banks and various places in the city. Major credit cards are usually accepted in most hotels, restaurants and certain shops in the city.

➤ **Local Time**

The time zone of Georgia is UTC + 4:00 (Coordinated Universal Time) GMT+04:00(Greenwich Mean Time).