



# SINGLE MARKET FORUM 2014

## CLOSING CONFERENCE

Riga, 26 March 2015

### USEFUL INFORMATION

#### Schedule

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##### Thursday 26 March 2015

8:30 – 9:30	Registration and welcome coffee
9:00 – 9:20	Welcome address
9:20 – 9:40	Opening speech
9:40 - 10:00	Opening address
10:00 – 11:30	Roundtable discussion
11:30 – 12:00	Coffee break
12:00 – 13:30	Roundtable discussion
13:30 – 14:30	Lunch and networking
14:30 – 16:00	Roundtable discussion
16:00	Closing address

#### Conference Venue

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##### Radisson Blu Hotel Latvija

Elizabetes str. 55  
LV-1010 Riga  
Latvia

#### Official Languages

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The working language of the event is English, with simultaneous translation available between English and Latvian.

#### Logistics

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For further information about the logistics of the meeting, please contact:

##### TEAMWORK – Anna Karnafil

8, rue du Dahomey – 75011 Paris – France  
Phone: + 33 143677979 – Fax: + 33 143677900  
Email: [smf-closingconference@teamwork.fr](mailto:smf-closingconference@teamwork.fr)

#### Catering & Social Events

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On Thursday 26 March, a welcome coffee, a coffee break as well as a buffet lunch will be offered by the European Commission at Radisson Blu Hotel.

## Visa & Passport

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You are responsible for taking the necessary steps to obtain, if required, a visa for the entry in Latvia, and/or a visa for the country/countries of transit on the way to/from Riga, Latvia. If necessary, a certificate aiming to facilitate the transit formalities will be issued. Such a request is to be addressed by e-mail to: [smf-closingconference@teamwork.fr](mailto:smf-closingconference@teamwork.fr) indicating your passport number and its date of expiration.

**Please note that your passport must be valid for 6 months at least after the event to guarantee your entry in the country.**

## Local Information

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**Currency in Latvia:** Euro

**Official Language:** Latvian

**Time Zone:** (UTC+2)

**Weather in March :**

- Average min.: -2°C
- Average max.: 3°C