

Practical Information Note

# EUPAN Working Level Meeting

29-30 September 2025



**Danish  
Presidency**  
Council of the  
European Union

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## General Information

The Danish Presidency of EUPAN has the pleasure to welcome you to Copenhagen for the EUPAN working level meeting to be held on September 29-30, 2025, and the CAF National Correspondents' meeting on October 1, 2025.

This Practical Information Note (PIN) contains all necessary protocol and logistical information for preparing your visit.

Please note that this information may be subject to change. Any changes will be communicated in due time by the Presidency.

## Deadlines

Date	What	How
09-07-2025	Opening of the accreditation	Please follow <a href="#">this link</a> to access the accreditation platform
15-09-2025	Closure of the accreditation	

## Delegation size

The number of delegates for each EUPAN member and observer state or cooperating organization is limited to maximum **two delegates**.

Please note that only accredited members of the delegation will have access to the meeting venue and other official parts of the program.

Should you need to send a larger delegation, please contact [eupan@oes.dk](mailto:eupan@oes.dk) to make arrangements.

## Registration and accreditation

For security reasons, all members of the official delegation must be registered and accredited in order to access the meeting venue.

Registration will be made via the online [accreditation platform](#). All delegates must be registered in accordance with the instructions set out on the accreditation platform.

All personal information provided during accreditation will be processed in accordance with the EU General Data Protection Regulation (GDPR). A link to the terms and conditions can be found here: [GDPR - privacy notice](#).

## Badges

All participants will receive a personalised badge upon arrival to the venue. Please ensure that you wear your badge at all times and in a manner that it is visible to others.

If you lose your badge, please report it immediately to the presidency staff, or contact the Accreditation Desk at the meeting venue. The validity of the lost badge will immediately be terminated and a new badge will be issued subject to the approval of the Presidency security team.

## Preliminary Programme

Programme 29-30 September 2025.

Day 1/29 September	09:00 – 16:00, meeting
	17:00 – 18:30, social activity
	20:45 – 22:30, dinner

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Day 2/30 September	09:00 – 16:00, meeting
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## Meeting venue

The EUPAN Working Level meeting will take place at **Eigtveds Pakhus**, Strandgade 25D, København.

EUPAN Working Level and CAF National Correspondents' meeting will take place at **Sankt Annæ Palæ**, Landgreven 4, 1301 København.

All necessary services will be available at the conference venues, including cloakroom, printers and copiers and WiFi.

The venues are accessible by wheelchair. Both are centrally located, close to public transport hubs and shopping areas.

## Social activity and dinner

### Social activity

The afternoon's social activity on day 1 consists of a guided tour from **17:00 to 18:30**, of Copenhagen City Hall (Københavns Rådhus), **Rådhuspladsen 1, 1550 Copenhagen V**.

We will be given a tour of the City Hall and conclude the visit with pancakes and a glass of sparkling wine, with or without alcohol.

City Hall pancakes are a traditional dessert specifically associated with Copenhagen City Hall, known for being served at official receptions and festivities. They are an integral part of the city's culinary traditions.

Between the tour and the evening dinner, you are free to spend the time as you wish, whether it be exploring the streets of Copenhagen or returning to your hotel.

### Dinner

The evening dinner will take place at **20:45 PM** at Restaurant Delphine, **Vesterbrogade 40, 1620 Copenhagen**.

The restaurant will serve its Family Style menu, which has been pre-selected by the kitchen. Everything is served on small platters and plates for sharing at the table.

If you have any dietary restrictions, please inform us upon registration, and we shall accommodate.

The dress code is **business casual**.

## Transportation to and from Denmark

Delegations are advised to make early arrangements for their flights to Copenhagen Airport.

All delegations are kindly asked to provide flight numbers and arrival/departure times in the accreditation platform.

All participants departing with commercial flights are strongly encouraged to check-in online prior to their departure for the airport.

### Transport to/from airport

Delegates are kindly asked to make their own travel arrangements to and from the airport. Copenhagen Airport is accessible by metro, train and public busses.

For details on public transport, please visit [journey planner](https://www.rejseplanen.dk) ([rejseplanen.dk](https://www.rejseplanen.dk))

Taxis are located at designated stands directly in front of each Arrival Hall's exit. We encourage you to use electric powered taxis. Expect to pay approximately DKK 250-350 DKK for trips from Copenhagen Airport to the city centre.

### **Transport to/from venue**

All meeting venues in Copenhagen are accessible by metro from the airport. Eigtveds Pakhus, is centrally located 450 meters from the metro station "Christianshavn" (Metro line M1 + M2).

From your hotel to the meeting venue, we encourage you to walk or use public transportation. We have created a guide for you to easily navigate these possibilities. It includes the option to experience some of the sights in Copenhagen and Frederiksberg during your journey to and from the meeting venue. You can find the guide her: [Guide on transportation during eu2025dk](#).

### **Accommodation**

Hotel rooms have been pre-booked. Delegates who wish to avail themselves of pre-booked rooms must complete the booking process and cover the relevant costs. Please access the booked hotels via the link in the accreditation system.

Early check-in or late check-out might be arranged upon request.

### **Sustainability**

The Danish EU Presidency wants to organize and showcase a Presidency with focus on implementing sustainable actions throughout the events in Denmark. Denmark wants to ensure that environmentally, socially and economically responsible choices are made throughout the planning and execution.

One objective is to achieve certification according to the internationally recognized ISO 20121 standard for event sustainability management systems.

As the case was in 2012, we want to implement sustainable initiatives throughout our Presidency. We hope that you will notice this around our venues in Denmark.

For example, you will be asked to return your badge and lanyard – this way you can contribute to recycling and waste management. You will also be guided towards more sustainable forms of transportation.

We wish to inspire you to take these actions with you and maybe even develop them further.

To learn more about the sustainability efforts during the Danish EU Presidency and our five focus areas in this regard, please visit our [website](#).

## The Presidency's website and Social Media

The Danish EU Presidency website is the Presidency's main communication channel, where events, press releases, news, and other official material will be published. The website will be live from 19 June 2025.

Website: [eu2025.dk](https://eu2025.dk)

Social media channels:

- X: @eu2025dk
- Bluesky: @eu2025dk
- LinkedIn: Danish Presidency of the Council of the EU 2025
- Instagram: @eu2025dk
- YouTube: Danish Presidency of the Council of the EU 2025
- Flickr: Danish Presidency of the Council of the EU 2025
- Hashtag: #eu2025dk

## Practical information

**Emergency number:** 112 (fire brigade, ambulance, police)

**Electricity:** The voltage in Denmark is 230V

**Local time:** Central European Time (CET) – GMT +1:00

**Country code:** Denmark +45

**Currency:** The official currency of Denmark is Danish kroner

**Weather in Denmark:** [DMI](https://dmi.dk) (dmi.dk)

**Tap water:** You can drink the tap water in Denmark

**Smoking:** Smoking is only permitted in the designated areas of the official meeting venues.

## Contact details

**For information on the preliminary program and other inquiries regarding this meeting**

Main e-mail: [eupan@oes.dk](mailto:eupan@oes.dk)



Personal contacts: Maria Møller Kursch +45 23 46 09 21 ([markur@oes.dk](mailto:markur@oes.dk))  
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**For information on registration and accreditation:**

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