

Practical Information Note

EUPAN Director- Generals Meeting

1st – 2nd of December 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 Director-Generals meeting to be held on the 1st and 2nd of December 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.

Link to registration platform: <https://eu.eventsccloud.com/200293461>

Deadlines

Date	What to do	How
13-10-2025	Opening of the accreditation	
16-11-2025	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 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.

All delegates must be registered in accordance with the instructions set out on the accreditation platform.

Badges

All participants will receive a personalized badge upon arrival to the venue. Please ensure that you always wear your badge 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 1st-2nd December 2025.

Day 1, 1 st December	09:00 – 16:00, meeting
	16:45 – 17:45, social activity
	19:30 – 22:30, dinner

Day 2, 2 nd December	09:00 – 14:00, meeting
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Meeting venue

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

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

The venue is accessible by wheelchair. Eigtveds Pakhus is centrally placed and close to shops.

Social activity and dinner

Social activity

The afternoon's social activity consists of a guided tour from **16:45 to 17:45, December 1st** of Christiansborg Castle, **Christiansborg Slot - Prins Jørgens Gård 5 1218 Copenhagen K**.

We will be given a tour of the Royal Reception Rooms incl. the Great Hall and the Tapestries.

In Christiansborg Castle, art, architecture and royal moments weave together past and present seats of power. We will experience the overwhelming scale and detail of the Great Hall, and explore Bjørn Nørgaard's colorful tapestries, which showcase 1000 years of Danish history.

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, returning to your hotel for a brief visit or arrive early at Tivoli, where the evening dinner will take place.

Dinner

The evening dinner will take place at **19:30, December 1 at Restaurant Grøften situated in Tivoli Gardens, Vesterbrogade 3, 1620 København V.**

The restaurant will offer a classic Danish three-course menu, carefully curated by the kitchen. Wine, beer, and water will be served throughout the meal.

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

Please note that access to the restaurant requires an **entrance ticket to Tivoli**.

One of the hosts will be stationed outside the main entrance to Tivoli to hand out tickets. It is therefore important that you **bring your accreditation badge**, so we can identify you upon arrival.

We recommend arriving **30 to 10 minutes before our reservation** time to ensure a smooth entry and timely dinner.

If you wish to enter Tivoli Gardens earlier in the day, feel free to contact one of the representatives from the Danish team in advance to make arrangements.

Tivoli is famous for its beautiful Christmas decorations during December, so we encourage you to arrive early and take a stroll through the gardens to enjoy the festive atmosphere.

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://rejseplanen.dk) (rejseplanen.dk)

Taxis are located at designated stands directly in front of each Arrivals Hall 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

The Presidency has secured a limited number of hotel rooms. Delegates who wish to avail themselves of pre-booked rooms must complete the booking process and cover the relevant costs. Details and reservations are available through the accreditation platform.

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 - in that 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: [Danish presidency of the Council of the European Union](#).

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: [Danish presidency of the Council of the European Union](#)

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](#) (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

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For information on registration and accreditation:

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For information on hotels:

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