GENERAL INFORMATION NOTE

DATES AND PLACE

1. The 52nd Meeting of the Commission for Europe and the Seminar on Industrial Heritage in Tourism Policies for Sustainable Development will take place on 14 April 2011 (in Katowice) and 13 April 2011 (in Zabrze) respectively. The programme will be as follows:

   12 April 2011  Arrival of participants and Welcome Cocktail
   (Katowice)  Accommodation in Katowice

   13 April 2011  Transfer from Katowice to Zabrze (30 minutes)
   (Zabrze)  Seminar on Industrial Heritage in Tourism Policies for Sustainable Development

   14 April 2011  52nd Meeting of the UNWTO Commission for Europe
   (Katowice)  in Katowice

   15 April 2011  Departure or optional sightseeing

2. The Seminar on “Industrial Heritage in Tourism Policies for Sustainable Development” will be held on Wednesday, 13 April 2011, in Zabrze, from 09:30 hrs to 17:30 hrs.

* Changed venue for the seminar (changed 22 March, 2011))

The Seminar will take place at:

Former Coal Mine Queen Luiza (Krolowa Luiza)
Hall “POGON”
406 Wolnosc Street,
41-800 Zabrze
Tel / fax +48 32 37 33 519
E-mail: promocja@um.zabrze.pl
Website: www.um.zabrze.pl
3. The Fifty-second Meeting of the UNWTO Commission for Europe (CEU) will be held on Thursday, 14 April 2011, in Katowice, from 09:00 hrs to 17:00 hrs. The Meeting of the UNWTO Commission for Europe will take place at:

**HOTEL MONOPOL *****
Address: 40-012 Katowice, ul.Dworcowa 5
Tel.: 48 32 782 82 82
Fax: 48 32 782 82 83
Email: monopol@hotel.com.pl
Website: www.hotel.com.pl/monopol/

**REPLIES TO INVITATIONS**

4. A Participation form prepared for this purpose is attached as Annex II. Participants are requested to complete it and return it, by 1 April 2011, to each of the following addresses:

<table>
<thead>
<tr>
<th>Ministry of Sport and Tourism of Republic of Poland</th>
<th>World Tourism Organization - UNWTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Rafal Wilczkowski</td>
<td>Ms. Matilde Duran</td>
</tr>
<tr>
<td>Head of Promotion and International Affairs in Tourism, Tourism Department</td>
<td>Senior Programme Assistant</td>
</tr>
<tr>
<td>Tel.: +48 22 2443-195</td>
<td>Regional Programme for Europe</td>
</tr>
<tr>
<td>Fax: +48 22 2447-301</td>
<td>Tel.: +34-91-567 8210</td>
</tr>
<tr>
<td>Email: <a href="mailto:rafal.wilczkowski@msport.gov.pl">rafal.wilczkowski@msport.gov.pl</a></td>
<td>Fax: +34-91-571 3733</td>
</tr>
<tr>
<td>Website: <a href="http://www.msport.gov.pl">www.msport.gov.pl</a></td>
<td>Email: <a href="mailto:mduran@unwto.org">mduran@unwto.org</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.unwto.org">www.unwto.org</a></td>
</tr>
</tbody>
</table>

**FRONTIER FORMALITIES**

5. Participants may consult if they need an entry visa for Poland at the website: http://www.msz.gov.pl
For easier reference please note the following:

6. (a) Nationals of the following countries, Members of UNWTO Commission for Europe, DO NOT REQUIRE a visa to enter the Republic of Poland:

- Andorra
- Austria
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- France
- Germany
- Greece
- Holy See
- Hungary
- Israel
- Italy
- Latvia
- Lithuania
- Malta
- Monaco
- Netherlands
- Norway
- Portugal
- Romania
- San Marino
- Slovakia
- Slovenia
- Spain
- Switzerland
(b) Please note that holders of biometric passports from the following countries do not need a visa for Poland:

- Albania
- Bosnia & Herzegovina
- Former Yugoslav Republic of Macedonia
- Montenegro
- Serbia

(c) Nationals of the following countries NEED TO APPLY for an entry visa before proceeding to the Republic of Poland:

- Azerbaijan
- Kyrgyzstan
- Tajikistan
- Turkmenistan
- Uzbekistan

(d) Nationals of the following countries MAY OR MAY NOT NEED A VISA depending on the type of passport they are holding as follows:

- Ukraine (D, S),
- Turkey (D, Special and Service)

(e) Holders of ordinary passports need a visa, while holders of diplomatic passports do not need a visa:

- Armenia
- Belarus (up to 30 days)
- Kazakhstan
- Russian Federation
- Republic of Moldova

6. Visas can be obtained at the Embassy or Consulate of the Republic of Poland in the respective countries.

7. Detailed information on the procedure and the required documents to apply for a visa are available at the site of the Polish Ministry of Foreign Affairs:

http://www.msz.gov.pl/Visa,requirements,2346.html
8. For further information, if assistance is needed, kindly contact:

<table>
<thead>
<tr>
<th>Ministry of Sport and Tourism of Republic of Poland</th>
<th>World Tourism Organization - UNWTO</th>
</tr>
</thead>
<tbody>
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<td>Mr. Rafał Wilczkowski</td>
<td>Ms. Matilde Duran</td>
</tr>
<tr>
<td>Head of Promotion and International Affairs in Tourism, Tourism Department</td>
<td>Senior Programme Assistant</td>
</tr>
<tr>
<td>Tel.: +48 22 2443-195</td>
<td>Regional Programme for Europe</td>
</tr>
<tr>
<td>Fax: +48 22 2447-301</td>
<td>Tel. 34-91-567 8210</td>
</tr>
<tr>
<td>Email: rafał<a href="mailto:.wilczkowski@msport.gov.pl">.wilczkowski@msport.gov.pl</a></td>
<td>Fax. 34-91-571 3733</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:mduran@unwto.org">mduran@unwto.org</a></td>
</tr>
</tbody>
</table>

Applicants for a visa will be required to present a confirmation from UNWTO that they are registered as participants in the 52nd Meeting of the UNWTO Commission for Europe and the seminar.

Please note that entry visas cannot be issued on arrival at the border or at the airport in Poland.

No vaccination certificates are required unless coming from an infected area.

TRANSPORT

9. The Ministry of Sport and Tourism of the Republic of Poland will facilitate the transfer of the delegates between the Katowice Airport (or Krakow Airport – as a second choice) and/or Katowice railway station, and the Monopol Hotel or Diament Hotel in Katowice, on arrival in Republic of Poland and again on departure.

10. Katowice (Pyrzowice) International Airport – the airport is situated about 31 km from the Monopol Hotel or Diament Hotel in Katowice, where the Meeting will take place. The drive takes approx. 45-60 minutes. Further information regarding the airport is available at the airport’s website: [http://www.katowice-airport.com/en/index/index/0](http://www.katowice-airport.com/en/index/index/0)

11. The Krakow (Balice) International Airport – the international airport situated about 60 km from Monopol Hotel or Diament Hotel in Katowice were the Meeting will take place. The drive takes approx. 60-90 minutes. We suggest using this airport as a second option. Further information regarding the airport is available at the airport’s website: [http://www.krakowairport.pl/en](http://www.krakowairport.pl/en)

12. The Katowice railway station is situated within walking distance to both hotels (400 m). On arrival delegates will be picked up and accompanied to the hotels.

11. Both Monopol Hotel and Diament Hotel in Katowice are situated in the downtown part of the city.
ACCOMMODATION

12. Special room rates have been obtained for delegates staying at the Monopol Hotel Katowice (5-star) where the Fifty-second Meeting of the UNWTO Commission for Europe (CEU) will take place. Participants are recommended to reserve accommodation as soon as possible, before 3 April 2011.

More information about the Monopol Hotel can be found at the following website: http://www.monopolkatowice.hotel.com.pl/mono_ka_en/Home

<table>
<thead>
<tr>
<th>MONOPOL HOTEL KATOWICE *****</th>
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<tbody>
<tr>
<td><strong>Room Type</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Single room</td>
</tr>
<tr>
<td>Double room for sole occupancy</td>
</tr>
<tr>
<td>Double room</td>
</tr>
<tr>
<td>Double room with separate beds</td>
</tr>
<tr>
<td>Superior</td>
</tr>
<tr>
<td>Junior Suite</td>
</tr>
</tbody>
</table>

All prices are quoted in PLN
All mentioned rates include VAT and breakfast.
Exchange rates: 1 € approx. = 3,91 PLN, 1 $ approx. = 2,88 PLN

13. In addition special rates have been also obtained in Diament Hotel Katowice (3-star), which is located just beside the Monopol Hotel. Participants are recommended to reserve accommodation as soon as possible, before 3 April 2011. More information about the hotel can be found at the website: http://www.hotelediament.pl/strona,h1,main.html

<table>
<thead>
<tr>
<th>DIAMENT HOTEL KATOWICE ***</th>
</tr>
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<tbody>
<tr>
<td><strong>Room Type</strong></td>
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<td>----------------</td>
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<tr>
<td>Single room</td>
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<tr>
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<tr>
<td>Double room</td>
</tr>
<tr>
<td>Superior “STUDIO”</td>
</tr>
</tbody>
</table>

All prices are quoted in PLN
All mentioned rates include VAT and breakfast.
Exchange rates: 1 € approx. = 3,91 PLN, 1 $ approx. = 2,88 PLN
14. PROCEDURE FOR HOTEL RESERVATION

The Hotel Reservation form, hereby attached as Annex III, is to be filled in and submitted directly to the chosen hotel (Monopol Hotel Katowice (5-star) or Diament Hotel Katowice (3-star)) and copied to the Ministry of Sports and Tourism, as follows:

<table>
<thead>
<tr>
<th>Ministry of Sport and Tourism of Republic of Poland</th>
<th>Monopol Hotel Katowice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Rafal Wilczkowski</td>
<td>Email: <a href="mailto:monopol@hotel.com.pl">monopol@hotel.com.pl</a></td>
</tr>
<tr>
<td>Head of Promotion and International Affairs in Tourism, Tourism Department</td>
<td>Fax: +48 32 782 82 83</td>
</tr>
<tr>
<td>Tel.: +48 22 2443-195</td>
<td>Diament Hotel Katowice</td>
</tr>
<tr>
<td>Fax: +48 22 2447-301</td>
<td>Email: <a href="mailto:katowice@hoteldiament.pl">katowice@hoteldiament.pl</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:rafal.wilczkowski@msport.gov.pl">rafal.wilczkowski@msport.gov.pl</a></td>
<td>Fax: +48 32 253 90 43</td>
</tr>
</tbody>
</table>

Please, note that in order to obtain the preferential rates, reservations should be made exclusively and directly to the Hotel. Also the indication “UNWTO” must be always written.

14. PAYMENT

Payment will be made directly in the hotel. Credit cards are requested as a guarantee of the reservation.

(a) Payment by Credit Card: Payment with Visa Card, Master Card, Amex is accepted.

(b) Payment by cash: must be done in Polish currency (PLN), only.

Replacement of delegates and/or accompanying persons is allowed provided that the substitution is communicated in writing to the Ministry of Sport and Tourism of Poland and to the Monopol or Diament Hotel Katowice.

16. CANCELLATION POLICY

No penalty will be applied if cancellation is received by the Organizing Committee, till the 3rd of April 2011. Otherwise, the amount corresponding to the first night will be charged.

17. EXTENSION OF STAY

The Monopol Hotel Katowice and Diament Hotel Katowice are offering the same contracted rate in respect of stays that exceed the period of time of the meeting and the seminar. The offer is valid subject to availability of rooms. It is advisable that extension of stays be communicated at the time of registration.
AIR TRANSPORT

18. The Company LOT Polish Airlines has advanced the possibility of offering discounted travel rates of about 8% in economy and 12% in business class. Confirmation will be provided shortly.

OPTIONAL EXCURSIONS

19. A list of complementary organised tours will be given upon request at the Registration Desk situated at the Monopol Hotel Katowice for those participants who are willing to stay in Poland after the meeting in order to visit other places of interest.

REGISTRATION AND IDENTIFICATION BADGES

20. Access to the areas set aside for the meetings will be restricted exclusively to participants wearing identification badges. Badges may be obtained at the Registration Desk at the lobby of Monopol Hotel Katowice. The Registration Desk will be opened from 12 April 2011 (12:00 – 22:00) until 15 April 2011.

WORKING DOCUMENTS

21. The Documents of the 52nd meeting of the UNWTO Commission for Europe as well as the Seminar programme and any advance working documents will be dispatched to the participants by the UNWTO Secretariat.

22. Participants are requested to bring with them to the meeting the documents sent in advance, as only a limited number of documents will be available on the spot.

LIST OF PARTICIPANTS

23. A provisional list of participants, based on the replies to invitations, will be included in the welcome pack provided to delegates upon their registration.
WORKING LANGUAGES

24. Simultaneous interpretation will be provided in English, French and Russian during the 52\textsuperscript{nd} Meeting of the Commission for Europe.

25. Simultaneous interpretation will be provided in English, French, Russian as well as Polish during the Seminar.

ADDITIONAL IMPORTANT INFORMATION

**Poland:** General information about Poland (location, history, economy, tourist attractions, etc.) can be found on following websites:

**Climate:** Poland has average Central European climate with pleasant summer and cold winter. In April the temperature in Katowice is usually between 6\degree C (at night) and 14\degree C (in the afternoon)

**Official time:** The Republic of Poland is on Greenwich Mean Time (GMT) plus 1 hour. Summer time, from the end of March until the end of September, GMT plus 2 hours.

**Official currency:** Polish zloty PLN (1 zloty is divided into 100 groszy).  
1\euro = approx. 3.91 PLN  
1\$ = approx. 2.88 PLN

**Language:** The native language is Polish; but many people speak at least German, English or Russian. Business meetings are usually held in English.

**Insurance:** Each of the participant from the European Union is obliged to have a European Health Insurance Card. Nationals from outside the European Union should have health insurance covering hospital treatment and death compensation for the entire period of stay in Poland for at least 30,000 Euros.
# ANNEX I

**PROVISIONAL PROGRAMME OF THE MEETING AND SEMINAR**

<table>
<thead>
<tr>
<th>FIFTY-SECOND MEETING OF THE UNWTO COMMISSION FOR EUROPE (CEU) AND SEMINAR ON “INDUSTRIAL HERITAGE IN TOURISM POLICIES FOR SUSTAINABLE DEVELOPMENT” KATOWICE AND ZABRZE (POLAND), 12-15 APRIL 2011</th>
</tr>
</thead>
</table>

## Tuesday 12 April 2011

- Various  
  Arrival of the participants and transfers to the hotels in Katowice
- 12:00 – 22:00  Registration and information provided at the Registration and Information Desk (located in the lobby of the Monopol Hotel Katowice)
- 19:00 – 22:00  Welcome cocktail at the Monopol Hotel Katowice

## Wednesday 13 April 2011

**Seminar on Industrial Heritage in Tourism Policies for Sustainable Development**

- 08:30  Departure by buses from the Hotel Monopol in Katowice to Zabrze
- 09:00–09:30  Registration and Coffee
- 09:30-10:15  Official Opening Ceremony of the Technical Seminar
- 10:15-11:00  Seminar
- 11:00-11:20  Coffee-break
- 11:20-13:30  Seminar
- 13:30–14:30  Lunch break
- 14:30–17:00  Seminar and Conclusions
- 17:15  Transfer by buses to the Historic Coal Mine “Guido” in Zabrze
- 17:30–22:30  Sightseeing of the former Coal Mine and Dinner in the Mine
(Note: The dinner will take place at a depth of -320 m. Average temperature in the mine is +18°C. It is recommended to take a jacket and wear proper shoes down to the mine for the dinner).

22:30 Transfer by buses to Katowice.

Thursday 14 April 2011
52nd Meeting of the UNWTO Commission for Europe

9:30 Official Opening

09:30–11:00 Meeting of the Commission for Europe

11:00–11:30 Coffee break

11:30–13:00 Meeting of the Commission for Europe

13:00–15:00 Lunch

15:00–16:00 Meeting of the Commission for Europe

16:00–16:30 Coffee break

16:30–18:00 Meeting of the Commission for Europe

20:00–24:00 Official Reception

Friday 15 April 2011

Departures or Optional Sightseeing tours

***
**ANNEX II**

**PARTICIPATION FORM**

**FIFTY-SECOND MEETING**
**OF THE UNWTO COMMISSION FOR EUROPE (CEU)**
**AND SEMINAR ON**
**“INDUSTRIAL HERITAGE IN TOURISM POLICIES FOR SUSTAINABLE DEVELOPMENT”**
**KATOWICE AND ZABRZE (POLAND), 12-15 APRIL 2011**

<table>
<thead>
<tr>
<th>1. PARTICIPANT’S DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Organisation</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Family name (in block letters)</td>
</tr>
<tr>
<td>First name (Mr/Mrs/Ms/Prof/Dr)</td>
</tr>
<tr>
<td>Official title</td>
</tr>
<tr>
<td>Office address</td>
</tr>
<tr>
<td>Telephone number</td>
</tr>
<tr>
<td>Fax number</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. ACCOMPANYING PERSON’S DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name (in block letters)</td>
</tr>
<tr>
<td>First name (Mr/Mrs/Ms)</td>
</tr>
</tbody>
</table>
### 3. TRAVEL DETAILS

<table>
<thead>
<tr>
<th>Place and date of arrival</th>
<th>Time of arrival</th>
<th>Carrier and Flight number/Train #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Place and date of departure</th>
<th>Time of departure</th>
<th>Carrier and Flight number/Train #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The participation form is to be completed on behalf of each member of each participating delegation. Once completed, it should be sent to each of the following addresses:

**Ministry of Sport and Tourism of Republic of Poland**
Mr. Rafal Wilczkowski  
Head of Promotion and International Affairs in Tourism, Tourism Department  
Tel.: +48 22 2443-195  
Fax: +48 22 2447-301  
Email: rafal.wilczkowski@msport.gov.pl  
Website: www.msport.gov.pl

**World Tourism Organization - UNWTO**
Ms. Matilde Duran  
Senior Programme Assistant  
Regional Programme for Europe  
Tel. 34-91-567 8210  
Fax. 34-91-571 3733  
Email: mduran@unwto.org
ANNEX III/A

HOTEL RESERVATION FORM – MONOPOL HOTEL KATOWICE

FIFTY-SECOND MEETING
OF THE UNWTO COMMISSION FOR EUROPE (CEU)
AND SEMINAR ON
“INDUSTRIAL HERITAGE IN TOURISM POLICIES FOR SUSTAINABLE DEVELOPMENT”

KATOWICE/ZABRZE (POLAND), 12-15 APRIL 2011

RESERVATION FORM

52nd Meeting of the UNWTO Commission for Europe
Katowice, Poland April 12-15, 2011

HASLO: UNWTO

In order to book a room at MONOPOL HOTEL KATOWICE, please complete the details below and fax or e-mail the form to:
MONOPOL HOTEL KATOWICE (5-star)
Fax: +48 32 782 82 83
E-mail: monopol@hotel.com.pl
Tel.: +48 32 782 82 82

Family name: ___________________________ First name: ___________________________

Company: ______________________________________________________________
Tel: __________________ Fax: __________________ E-mail: __________________

Arrival date: ____________________ Departure date: ____________________

City* __________________________ Zip Code* __________

Country* __________________________

Nationality* __________________________ Date of Birth* __________

Passport No:* __________________________ Date of issue:* __________________________ Expiry date:* __________
Please kindly indicate type of room, total number of rooms and nights required

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Special Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
<td>420 PLN</td>
</tr>
<tr>
<td>Double room for sole occupancy</td>
<td>455 PLN</td>
</tr>
<tr>
<td>Double room</td>
<td>490 PLN</td>
</tr>
<tr>
<td>Double room with separate beds</td>
<td>490 PLN</td>
</tr>
<tr>
<td>Superior</td>
<td>585 PLN</td>
</tr>
<tr>
<td>Junior Suite</td>
<td>630 PLN</td>
</tr>
</tbody>
</table>

All prices are quoted in PLN
All mentioned rates include VAT and breakfast.

Room type: __________________________

Total nights:__________________________    No. of rooms:_________________________

Rates are quoted per room, per night, include costs of buffet breakfast and VAT.

Please indicate the method of payment and guarantee reservation with credit card details:

Credit card name:_______________________ Number:________________________

Expiry date:___________________________ Signature:_______________________
RESERVATION FORM

52nd Meeting of the UNWTO Commission for Europe
Katowice, Poland April 12-15, 2011

HASLO: GALOP

In order to book a room at DIAMENT HOTEL KATOWICE, please complete the details below and fax or e-mail the form to:
DIAMENT HOTEL KATOWICE (3-star)
Fax: +48 32 253 90 43
E-mail: katowice@hoteldiament.pl
Tel.: +48 32 253 90 41

Family name: ___________________________ First name: ___________________________

Company: _____________________________________________________________

Tel: __________________ Fax: ___________________ E-mail: __________________

Arrival date: ___________________ Departure date: ___________________

City* ___________________________ Zip Code* ________
Country* ___________________________

Nationality* ___________________________ Date of Birth* __________

Passport No:* ___________________________ Date of issue:* __________ Expiry date:* ________

Please kindly indicate type of room, total number of rooms and nights required
### Room Type

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Special Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
<td>195 PLN</td>
</tr>
<tr>
<td>Double room for sole</td>
<td>230 PLN</td>
</tr>
<tr>
<td>occupancy</td>
<td></td>
</tr>
<tr>
<td>Double room</td>
<td>260 PLN</td>
</tr>
<tr>
<td>Superior “STUDIO”</td>
<td>360 PLN</td>
</tr>
</tbody>
</table>

*All prices are quoted in PLN

*All mentioned rates include VAT and breakfast.*

Room type: __________________________

Total nights: ____________________________  No. of rooms: ____________________________

Rates are quoted per room, per night, include costs of buffet breakfast and VAT.

Please indicate the method of payment and guarantee reservation with credit card details:

Credit card name: ____________________________  Number: ____________________________

Expiry date: ____________________________  Signature: ____________________________

### CANCELLATION POLICY

- One night's room revenue will be charged for each room cancelled after April 4, 2011.
- For any cancellations made later than the day before the start of your reservation, the amount equal to 100% of your total reservation will be charged.
- For any "no shows", the amount equal to 100% of your total reservation will be charged.

### DEADLINE FOR HOTEL RESERVATION

**DEADLINE FOR RESERVATIONS IS APRIL 3, 2011.** After this date all unsold rooms will be released and additional reservations will be subject to availability.
Hotel Reservations are to be made directly to the Monopol Hotel Katowice or Diament Hotel Katowice (with a copy to the Ministry of Sport and Tourism of Poland). The Hotel Reservation Form is to be completed on behalf of each member of each participating delegation and sent to:

<table>
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