

Annex 2



PRACTICAL GUIDE

2nd Synergies Workshop: *“Synergies - Cases of implementation on national levels”*

Tuesday 4th June 2024 9:00-16:30 (CET)

Ljubljana, Slovenia



Event venue: Ministry of Higher education, Science and Innovation, Masarykova 16, Ljubljana

The 2nd Synergies Workshop: “*Seal of excellence and implementation on national levels*” will take place in large room at the [Ministry of Higher education, Science and Innovation, Masarykova 16, Ljubljana](#). The large hall is on the ground floor, right next to the main entrance and the reception of the ministry, where there will be someone to guide you.



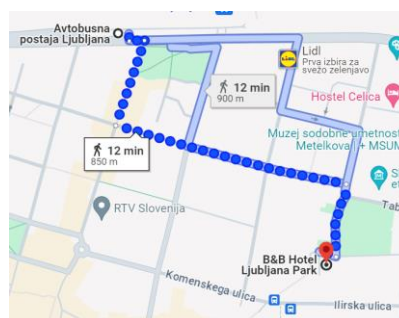
The event venue is next to the Ljubljana train station and Ljubljana main bus station (400 metres away). Next to the ministry, just across the street, there is a [larger parking lot](#). For more info about parking possibilities in Ljubljana please check [link](#).

If you’ll arrive to the venue by Ljubljana city bus ([LPP](#)), the nearest bus station is called “Friškovec”. Buses number 2, 9, 12, 12D and 25 stop there.

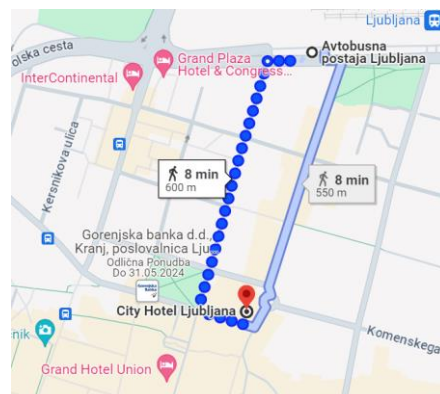
For a smooth performance of the event please arrange your travel according to start and end time of the workshop ensuring that you arrive on time and that you don't have to leave before the end of the workshop.

Recommended Accommodation: (All are in the city centre and within walking distance to the venue)

One of the reasonably priced hotels is [B&B HOTEL Ljubljana Park](#), Tabor 9 (12 minutes by foot to/from main bus station and train station) – ask for renovated rooms. The hotel is 500 metres from event venue.



And the other is [City Hotel Ljubljana](#), Dalmatinova 15 (8 minutes by foot to/from main bus station and train station). The hotel is 900 metres from event venue.



If those two hotels are not your preferred choice, feel free to choose your accommodation in plenty of other hotels, since everything is within walking distance from the meeting venue at Masarykova 16. Here are some suggested hotels:

- * [BEST WESTERN Premier Hotel Slon](#), Slovenska cesta 34
- * [Exe Hotel Lev](#), Vošnjakova ulica 1
- * [Grand Hotel Union Eurostars](#), Miklošičeva 1
- * [Eurostars uHotel Ljubljana](#), Miklošičeva cesta 3
- * [InterContinental Ljubljana](#), Slovenska cesta 59

About Ljubljana



Ljubljana is Slovenia's capital and largest city and it also happens to be one of Europe's greenest and most liveable capitals. Indeed, the European Commission awarded Ljubljana with the coveted Green Capital of Europe title for 2016. Car traffic is restricted in the centre, leaving the leafy banks of the green Ljubljanica River, which flows through the city's heart for pedestrians and cafes.

Useful info for visitors can be found at <https://www.visitljubljana.com/en/visitors/>

If you need a useful map, we recommend this one: [Ljubljana printable tourist map](#)

Transportation

HOW TO REACH LJUBLJANA

By Air

The closest airport to Ljubljana is [Jože Pučnik Airport](#), which is located around 26 kilometres from Ljubljana. There are many options for transport to/ from Ljubljana:

- * Shuttle transfer GoOpti: [GoOpti Airport Transfer](#)
(Online booking and purchase in advance is possible; transfer time 30-45 min)
- * Shuttle transfer Markun: [Ljubljana shuttle transfers | Markun shuttle - Markun transfer \(markun-shuttle.com\)](#)
- * Bus: The bus departures every hour on the hour and takes roughly an hour directly to the Central bus station (bus stop no. 28). You can find timetables by choosing:
From: Letališče Brnik - To: Ljubljana AP
[Going somewhere? - Ljubljana Bus Station \(ap-ljubljana.si\)](#)

Other airports within reasonable distance to Ljubljana:

Airport Graz, Austria: 187 km

Airport Klagenfurt, Austria: 85 km

Airport Zagreb, Croatia: 140 km

Airport Trieste, Italy: 130 km

Airport Venice, Italy: 230 km

Several airports within reasonable distance to Ljubljana are served by low-fare carriers. Favourably priced scheduled transfers from these airports and Ljubljana Jože Pučnik Airport can be booked online through: [GoOpti.com](#) or [Nomago shuttle service](#)

By Road

Ljubljana is located at the crossroads of Slovenia's most important road routes. Motorway access from any of the neighbouring countries is very easy.

Road tax e-vignettes (info and price at [link](#))

Road tax e-vignettes must be purchased for the use of Slovenian motorways, including the Ljubljana bypass. The roads where the vignette is required are marked by special vignette signs. E-vignettes can be purchased [on-line](#), at petrol stations located in the border areas of Slovenia's neighbouring countries, at DARS points of sale (DarsGo services) or at [authorised dealers](#).

Traffic information

The Traffic Information Centre for Public Roads collects and provides information on traffic and road conditions in Slovenia.

More information:

T: 1970 or +386 (0)1 518 85 18

W: [Traffic Information Centre for Public Roads](#)

AMZS, the Slovenian national automobile association, provides roadside assistance, car towing services and car repair services 24 hours, seven days a week.

More information:

T: +386 (0)1 530 53 00

W: [AMZS](#)

By Train

The Ljubljana Railway Station is Slovenia's main railway station. It connects Ljubljana to Trieste, Frankfurt, Munich, Zurich, Prague, Vienna, Graz, Budapest, Zagreb, and Belgrade. Railway is also a convenient means of transport within Slovenia, given that distances within the country are mainly short and travel costs low.

Information on train schedules:

- Slovenian Railways call centre T: 1999 (indicative call price; €0.75; the price depends on the phone network you are calling from)
- Answering service (information on train timetables from Ljubljana) T: +386 90 93 9801
- E: potnik.info@slo-zeleznice.si

W: [Slovenske železnice](#)

By Bus

The Ljubljana Bus Station has regular services to all Slovenia's neighbouring countries and the most popular tourist destinations within the country. Bus tickets can be purchased at the counter of the Ljubljana Bus Station or online from the Ljubljana Bus Station website.

European cities served by direct bus routes from Ljubljana: Trieste, Venice (Mestre, Marco Polo Airport), Florence, Milan, Klagenfurt, Vienna, Munich, Dortmund, Paris, Budapest, Zagreb, Sarajevo, Belgrade, Niš, Sofia.

Major Slovenian tourist destinations served by direct bus routes from Ljubljana: Bled and Bohinj lake resorts, Postojna cave, the coastal towns of Portorož and Piran. In addition to bus tickets for the above-mentioned tourist destinations, [Ljubljana Bus Station website](#) offers the possibility to purchase tickets for some of the major Slovenian tourist attractions.

T: +386 (0)1 234 46 00

Bookings for bus tickets from Ljubljana:

T: 1991 (the number is available only for calls placed from within Slovenian phone networks).

E: narocanje@ap-ljubljana.si

W: [Avtobusna postaja Ljubljana](#)

GETTING AROUND IN LJUBLJANA

It is very easy to get around in Ljubljana. As the city centre is relatively small, you can simply walk it or rent a bike. Don't search for subway, because of its size Ljubljana has never had it. To get to other parts of Ljubljana you should use public transport like city bus system or a taxi. Please see more tips on getting around in Ljubljana below.

Ljubljana on Foot

Walking is a quick, reliable and healthy way to get around Ljubljana. By staying in the city centre or around it, you can access all the biggest attractions of Ljubljana on foot, and you can manage easily without using a car or public transport. What makes walking in Ljubljana even more pleasant and safe is that Ljubljana has the largest pedestrian zone in Europe. Since 2007 the old town has been closed for motorized vehicles.

How to use Ljubljana City Buses

Public transport Ljubljana (LPP)

There are **85 bus lines** that connect all parts of the city and suburbs. To find **Ljubljana city bus timetable** and to plan your travel it is best to use Google Maps or check the links below.

Ljubljana city bus tickets

For a city bus ride, you pay the driver upon boarding the bus. Please note that paying the driver in cash is not feasible. However, you have the option to settle your fare using **a debit or credit card (Visa and Mastercard)**. To travel with Ljubljana city buses, you can also use an **Urbana Card** (*find information about Urbana Card usage just below*).



The price of **one bus ride is 1.30 €** if you pay by credit card.

Utilizing the Urbana Card enables you to **board multiple buses within a 90-minute period** following the initial validation, and there will be no extra charges incurred. If you pay by card, transferring between buses is not possible for the same fare.

Bus travel is complimentary **for children aged under 6**.

When you enter a bus, make sure you **approach your card to the validation scanner** (*there are two on each bus, usually at the front door*). When you hear a beep sound and see a green tick, a transaction is done.

Ljubljana city buses run **mostly until midnight or 1 am**, depending on a line. They start operating at 4-5 am again.

Ljubljana city bus (LPP) maps and timetables:

[Ljubljana city bus map](#)

[Interactive Ljubljana city bus map](#)

[Bus arrival announcements \(in Slovene\)](#)

[LPP timetables \(in Slovene\)](#)

Urbana Card

What can Urbana Card be used for?

With Urbana Card you can pay your bus ticket, a parking fee, [Park & Ride](#) ticket or rent a bike over the [public bike share system](#).

Where to buy Urbana Card in Ljubljana?

You can get **Urbana Card** for a one-time fee of 2€ on so-called **Urbanomats** (*photo on below*) and also at newsstands, in tobacco shops, at petrol stations, [tourist offices and post offices](#). When bought, **load it with an amount of credit you may need** and »Voila!«, you're ready to take your first bus ride.



Urbana App

You can also download the [Urbana App from Google Play](#) and load credit. When you board a bus, your phone must be unlocked and the NFC function enabled. Place your phone's NFC antenna against the validating machine on the bus.

Although a bus driver may not check your Urbana card validity, we recommend not to try your luck. There are **ticket inspectors** that can enter your bus at any station on the way.

How to use your Urbana Card for Park & Ride service?

Please read about that [here](#).

Useful links:

[Visit Ljubljana](#)

[The official travel guide to Slovenia | I feel Slovenia](#)

[meteo.si - National Meteorological Service of Slovenia - National Meteorological Service of Slovenia \(gov.si\)](#)

[The Slovenia Times](#)

[Ministry of Higher Education, Science and Innovation | GOV.SI](#)