Dear all,

It will be our pleasure to host the next **Study Group 3.2 meeting** to be held on **Wednesday, March 20,** and **Thursday, March 21, 2013** in Denmark at the offices of Energinet.dk in Ballerup, approximately 20 km from the capital city, **Copenhagen**.

The address of our offices is:

Energinet.dk

Pederstrupvej 76,

DK-2750 Ballerup.

Denmark.

In the following is some practical information regarding the meeting.

**Hotel**

We have made a block reservation for 2 nights (March 19 and March 20) for 12 single rooms:

Hotel Phoenix Copenhagen

Bredgade 37

DK-1260 Copenhagen

Denmark.

Phone: +45 33 95 95 00

E-mail: phoenixcopenhagen@arp-hansen.dk

Internet: [www.phoenixcopenhagen.com](http://www.phoenixcopenhagen.com)

The hotel is situated in the center of Copenhagen. The rate for the room is: Single room: 115 EUR (861 DKK). The breakfast buffet (23 EUR per person per day) is not included in the price. To obtain the listed room rate you must make your reservation latest by **Tuesday, February 19, 2013** and quote **“Energinet.dk – Booking 1389256”** in your reservation.

If you have any wishes that deviate from the above (e.g. reservation for more than 2 nights, a different room or a different hotel) then you will have to make the necessary arrangements yourself.

**Transport**

Energinet.dk will make arrangements for transport to and from Hotel Phoenix on the days of the meeting i.e. on March 20 and March 21. The meeting point and time of departure in the morning for both days will be the **lobby of Hotel Phoenix at 8 am**.

**Social events**

Energinet.dk would like to invite all participants for an informal dinner on the evening of Tuesday, March 19, 2013 and an official SG 3.2 dinner on the evening of Wednesday, March 20, 2013. The meeting point and time for both these social events will be **6.30 pm in the lobby of Hotel Phoenix**.

**Visa applications**

Please let me know as soon as possible if you require an official letter of invitation from Energinet.dk as part of a visa application for your trip to Denmark. We will send you a scan of such a letter as soon as possible upon your request.

**Tentative schedule**

Energinet.dk would like to suggest the following schedule for both days of the meeting.

Morning session: 9 am to 12 noon with coffee break 10.30 am to 10.45 am

Lunch: 12 noon to 1 pm

Afternoon session: 1 pm to 4.30 pm with coffee break 2.45 pm to 3.15 pm

We can also consider finishing already at 4 pm on the second day of the meeting.

**Weather**

The weather in Copenhagen in March is still fairly cold. See:

<http://www.holiday-weather.com/copenhagen/averages/march/>

**Sightseeing**

For guide to sightseeing in Copenhagen I would refer you to:

<http://www.visitcopenhagen.com/>

Please do not hesitate to contact me if you have any practical questions regarding your trip and your stay in Copenhagen.

I look forward to seeing you in Denmark ☺

Best regards,

Paddy Krishnaswamy

E-mail: PKR@energinet.dk

Mobile: +45 23 33 87 14.