

**IOTA**Intra-European Organisation  
of Tax Administrations

# PRACTICAL INFORMATION

## Meeting of IOTA Forum on Human Resource Management Future-Proof Learning and Development for the Innovative and Agile Tax Administration

28-29 October 2025  
Podgorica, Montenegro (hybrid event)

### REFERENCES OF IOTA

Intra-European Organisation of Tax  
Administrations (IOTA)  
Dohány str. 12-14, 1074 Budapest, Hungary  
Website: [www.iota-tax.org](http://www.iota-tax.org)

Contact person for the Agenda and content of  
the event:

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### HOST ADMINISTRATION

Ministry of Finance - Revenue  
Administration of Montenegro  
Šarla De Gola 2.  
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Montenegro  
Web site: <https://www.gov.me/en/mif>

Contact persons of the host administration:

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## FORMAT AND REGISTRATION

This Forum is organised as a **hybrid event**, meaning that participants are invited to join either in person or virtually.

Registration for both in-person and virtual participants is possible **only upon the invitation of the PCP in your country**. After being invited, the registration form can be accessed by IOTA website users, who have an account.

Log in to the IOTA website with your user account, go to profile and click on “**My Dashboard**”, and then choose “**My event invitations**” on the left side of the menu.

On that page you will find a listed event with a title “Human Resource Management Forum”, click on “**Event Details**” and you will be taken to [the dedicated webpage of the event](#) where you can find all the information about the event and access the online registration form by pressing the button “**Register for the event**”.

The registration deadline is 2 September 2025.

Registered online participants will be able to attend the plenary sessions virtually. Online participants will also receive from the IOTA Secretariat an MS Teams link to join the Forum sessions in due time.

## ACCOMMODATION AND VENUE

Both the venue and the place of accommodation of the event is the:

**CROWNE PLAZA PODGORICA Hotel**

Cetinjska 7 Podgorica  
81000 Montenegro  
Tel.: +382 20 684 000  
Email: [info.cppodgorica@ihg.com](mailto:info.cppodgorica@ihg.com)

The plenary sessions will be held in the **Grand Room** (1<sup>st</sup> floor). The venue for the group discussion sessions will be announced at a later stage.



## FINANCIAL CONDITIONS

IOTA will book and cover the cost of accommodation for a maximum of two nights (27 and 28 October 2025) for one participant per IOTA member tax administration.

Meals, including 1 lunch on **28 October 2025** and 4 coffee breaks on **28 and 29 October 2025**, will be covered by IOTA. Welcome reception on **27 October 2025**, social dinner on **28 October** and lunch on **29 October 2025** will be provided and financed by the Host Administration.

Your hotel room will be booked for up to 2 nights: 27 and 28 October 2025, based on the information given in the submitted registration form. We expect the nominated participants to attend the event until the end of the agenda, which will close at 16:30 on 29 October 2025. The accommodation costs beyond the first 2 nights that IOTA finances should be covered by the sending Tax Administration and require individual contact with the hotel. In such case, please contact **Ms Elma Pepeljak** from Crowne Plaza Podgorica Hotel by email [elma.pepeljak@ihg.com](mailto:elma.pepeljak@ihg.com) or tel.: +38268875200 and give reference to "IOTA Human Resource Management Forum". IOTA is not responsible for any modifications, cancellations or damages related to the hotel booking made by the delegate.

### IMPORTANT!

Please note that participation in person (including accommodation and meals services) may be cancelled without incurring any penalties until COB 6 October 2025. After this date, only a limited number of cancellations will be accepted free of charge. In the event of late cancellation or no-show at the event for which the participant has already been registered, IOTA cannot guarantee the waiver of penalties, and the sending member administration may be held liable for covering the cancellation fees arising from accommodation and catering costs.

If the journey or event is cancelled because of the fault of the organiser, the above costs are borne by the organiser.

However, member tax administrations may nominate additional delegate(s) at their own expense. Due to the overall participation limit, once all registrations have been collected, the IOTA Secretariat will confirm the participation of additional delegate(s) on a first-come, first-served basis. The costs associated with the participation of additional delegate(s) must be covered by the sending administration and are as follows:

- Hotel accommodation: **120,00 EUR/night** (single occupancy), including breakfast and VAT. City tax of 1,50 EUR and insurance of 1,50 EUR per room per person per night payable at the time of check-in.
- Meals package:
  - Day 1: **50.5 EUR** (covers 1 lunch and 2 coffee breaks)
  - Day 2: **18 EUR** (covers 2 coffee breaks)

## MEALS & SOCIAL PROGRAMME

On 27 October 2025, a **welcome reception** will be organised by the Host Administration. Venue will be the Sala Grand Room, located on the 1<sup>st</sup> floor of the Crowne Plaza hotel.

Throughout your stay, **breakfast** will be provided at the hotel (included in the room rate) from 7.00 to 10.30.

On 28 and 29 October 2025, a **lunch** will be served at the Hotel's restaurant.

On 28 October 2025, the Host Administration will organise a guided tour followed by a social dinner (depending on the weather conditions). Further details will be communicated in due course. The dress code for the evening is casual.

When filling in the registration form, please indicate whether you would be willing to attend the welcome reception on 27 October, the social dinner on 28 October, and the lunch on 29 October for better planning and organising purposes. Please note that in case of a delegate's no-show, the cost of the social dinner will have to be borne by the member administration.

Please indicate in the registration form if you have any special requirements (vegetarian/gluten/lactose intolerance/allergies).

## ARRIVAL AND DEPARTURE INFORMATION

### Arrival at the Airport-Podgorica

The distance from Podgorica International Airport to the hotel, where the event will take place, is approximately 13 km.

#### By Public Transport

Tickets can be purchased either on the bus or through the website: <https://busticket4.me/>.

From Podgorica Airport you can use bus transportation to the main bus station - Podgorica. The price of the transport ticket is 1.00 euro. Upon arrival at the main bus station, on the way out of the building, there is a stop for the lines leading to the hotel **54b** (every 1 hour and 20 minutes) or line **55** (every two hours). Both lines have an exit at the eighth stop to the Crowne Plaza Hotel, which is located opposite the bus stop. You can also take a TAXI, which is located immediately after exiting the Main Bus Station. The distance is on average 10 minutes, depending on the city crowd. Due to the short distance, we recommend a taxi.

#### By Taxi

If you choose to take a taxi from the airport to the Crowne Plaza Hotel, taxis are available just outside the airport building.

#### Zeta Taxi

Sajt: <https://zetataxi.me>

Email: [info@zetataxi.me](mailto:info@zetataxi.me) or [Zetataxi@gmail.com](mailto:Zetataxi@gmail.com)

Official telefon: [+38267995757](tel:+38267995757)

You can also order a taxi by phone using the address: <https://volimpodgoricu.me/novosti/taxi-u-podgorici>

### Arrival at the Airport- Tivat

The distance from the Tivat International Airport to the hotel Crowne Plaza is approximately 87 km. From Tivat Airport to Podgorica you can take a TAXI, you can also use Public Transport - Bus. The Tivat bus station is located near the airport. Please find the timetable here: <https://busticket4.me/>.

Due to the distance from Podgorica, we do not recommend using this airport.



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## INSURANCE & SECURITY

It is strongly recommended that participants take out adequate cover for health, travel and private liability insurance. The organisers do not take any responsibility for personal injury, loss or damage to private property belonging to the participants. Do not leave personal belongings unattended at any time.

In case of an emergency, please find below some useful telephone numbers:

124 – Ambulance

123 – Fire Brigade

122 – Police

## MONEY

The national currency of Montenegro is EURO.

Currency exchange booths are available at the airport terminals, travel agencies, banks and various places in the city. Major credit cards are usually accepted in most hotels, restaurants and certain shops in the city.

## VISAS

Participants are responsible for obtaining all necessary visas prior to entry to Montenegro. On request, IOTA Secretariat will send individual invitations to be used for that purpose. The host administration cannot offer any assistance in unresolved matters.

## ELECTRICITY

The electric current in Montenegro is 230 Volts. In case you intend to use any of your own electric devices (phone charger, laptop etc.) please consider taking with you an adapter which fits a Central European standard shockproof socket.

## PRIVACY POLICY & PRIVACY DISCLAIMER

Please take a look at our [privacy policy and privacy disclaimer](#).

## LOCAL TIME LOCATION AND CLIMATE

GMT + 1 hour

Please check the current local weather [here](#).

*We look forward to welcoming you to Podgorica!*

*You can find more information about Podgorica on the website of the tourist organization of Podgorica: <https://podgorica.travel/en/homepage/>*