# PRACTICAL INFORMATION

IOTA Workshop

***"Use of Modern Analytical Techniques and IT Solutions to Identify Organised Tax and VAT Fraud"***

11 - 12 November 2026
Sofia, Bulgaria

## REFERENCES OF IOTA

Intra-European Organisation of Tax Administrations (IOTA)

Dohány Street 12-14., V Floor, Budapest, Hungary, 1074
Website: www.iota-tax.org

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## REFERENCES OF HOST

National Revenue Agency of the Republic of Bulgaria
52 Knyaz Alexander Dondukov Blvd, 1000 Sofia, Bulgaria
Website: http://www.nap.bg/

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## FORMAT AND REGISTRATION

This Workshop is organised as a physical event, meaning that participants are invited to join only in person.

Registration of the participants is possible only upon invitation by the IOTA Principal Contact Person in your country.

After being invited, the online registration form and case study submission forms can be accessed by IOTA website users, who have an account. If you need to create a user account, please follow this link https://www.iota-tax.org/user/register

Log into your IOTA account on the IOTA website, go to "My Dashboard", and choose "My event invitations" on the left side of the menu.

The registration deadline is 9 October 2026.

## ACCOMMODATION AND VENUE

Both the venue and the place of accommodation for the event are the

Metropolitan Hotel Sofia, a member of Radisson Individuals
64 Tsarigradsko shosse Blvd., Sofia, 1784, Bulgaria
Tel.: +359 2 424 7900
Email: reservations@metropolitanhotelsofia.com

The venue of the plenary sessions will be held in the conference room "Sofia" (on the -1 floor). The venue of the group discussion sessions will be in the breakout rooms "Madrid", "Rome" (mezzanine floor) and "New York" (on the 9th floor).

## FINANCIAL CONDITIONS

Please note that a maximum of 44 delegates can be financed by the IOTA budget. In accordance with the Basic Conditions of Funding IOTA Events in 2026, in-person participation of one delegate per IOTA member tax administration in this event is considered. Participation of speaker(s) nominated by the member tax administrations and confirmed by the IOTA Secretariat for the Workshop's agenda is also financed from the IOTA budget.

IOTA will book and cover the cost of accommodation for a maximum of two nights (from 10 to 12 November 2026).

Meals consisting of 2 lunches, 1 social dinner and 4 coffee breaks on the event days will be covered by IOTA and the National Revenue Agency of the Republic of Bulgaria.

Your hotel room will be booked for up to 2 nights (from 10 to 12 November 2026), depending on the information given in the submitted registration form.

Any extension beyond these days requires direct contact with the hotel (Ms Doroteya Slavova, e-mail: sales@metropolitanhotelsofia.com, phone: +359 882 333 828), with a copy to the host: b.yankovasharkova@nra.bg. Please use code IOTA event/ 2611NAPNAP when contacting the hotel. IOTA and the host administration are not responsible for any modifications, cancellations or damages related to the individual booking made by the delegate.

IMPORTANT!

Please note that participation in person (including accommodation and meal services) may be cancelled without incurring any penalties until COB 9 October 2026. 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.

Check-in time is 15:00; check-out time is 12:00. Early check-in before 15:00 is subject to availability and must be confirmed by the hotel. The hotel reserves the right to refuse confirmed early check-in depending on availability.

Late check-out after 12:00 is subject to availability and must be confirmed by the hotel. For check-out until 16:00, 60% of the room night charge applies. For check-out after 16:00, the full cost of an additional room night applies. Any additional charges for early check-in or late check-out are not covered by IOTA and must be paid by the participant. Please note that guests leaving before the initially reserved departure date will be charged for the remaining reserved nights.

Please note that any incidentals will not be covered by IOTA. Upon arrival, guests will be kindly asked for a credit card as a guarantee or for a cash deposit. Any incidental fees will be paid directly by the participants upon check-out.

## MEALS & SOCIAL PROGRAMME

Throughout your stay, breakfast will be provided at the hotel (included in room rate) between 6.30 and 10.30 (EET).

On 11 November, lunch will be served in buffet style at the hotel's restaurant "Metropolitan".

On 11 November, a city tour, including dinner, will be organised and covered by the National Revenue Agency of the Republic of Bulgaria. Participants are kindly requested to gather in the hotel lobby or in front of the hotel at around 17:45, before the bus departs. Please note that the tour includes some walking; therefore, participants are encouraged to dress comfortably. The social dinner will be held at the restaurant "Manastirska Magernitsa" (in English: Monastery Cook House) (address: 67 "Khan Asparuh" St., 1000 Sofia Center, Sofia) and start at 19:30. The dress code is casual.

On 12 November, a business-styled, standing lunch will be organised in the pre-function Foyer outside the plenary room "Sofia" (-1 floor) and covered by the National Revenue Agency of the Republic of Bulgaria.

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

## ARRIVAL AND DEPARTURE INFORMATION

Delegates are kindly asked to organise and cover the cost of their transport from the airport to the hotel and back.

Sofia Airport is the main international airport serving Sofia. The airport has two terminals: Terminal 1 and Terminal 2. Please make sure to check your flight information in advance to identify the terminal of your arrival and departure.

Metropolitan Hotel Sofia is located at 64 Tsarigradsko Shose Blvd., Sofia 1784, approximately 7 km from Sofia International Airport.

### By Public Transport

Sofia Airport is connected to the city by public transport.

We suggest taking bus No. 84, which operates from both Terminal 1 and Terminal 2 and provides a direct connection towards the area of the hotel. The journey takes approximately 20 minutes, depending on traffic, and the ticket costs approximately €0.80. You can tap your contactless bank card (Visa or Mastercard) directly on the blue validators inside the bus to buy a ticket.

You need to get off the bus at Pliska stop – the 12$^{th}$ stop from Terminal 2. When you get off the bus, go down into the pedestrian underpass right next to the bus stop. Walk through the underpass to cross underneath the busy main boulevard and take the last exit to your left. From there you can take bus No. 76, No. 213 or No. 305 and travel to HMS stop. Walk back about 100 meters (1-2 minutes). You will arrive directly at the entrance of Metropolitan Hotel Sofia.

Metro Line M4 operates directly from Sofia Airport Terminal 2. Please note that the metro station is located at Terminal 2; passengers arriving at Terminal 1 can use the free shuttle bus connecting Terminal 1 and Terminal 2.

For further information on public transport routes, tickets and timetables, please visit the official website: https://www.sofiatraffic.bg/en/public-transport

### By Taxi

The official airport taxi provider at Sofia Airport is Yellow! Taxi. Their taxi desks are located in the Arrivals areas of both Terminal 1 and Terminal 2. The journey from Sofia Airport to Metropolitan Hotel Sofia is approximately 7 km and usually takes around 10 minutes, depending on traffic.

Please bear in mind that a system for pre-registration of each taxi order through a dedicated desktop of Yellow! or through kiosk devices in the Terminal 2 area has been recently introduced. After ordering the service, passengers receive a printed ticket, which contains information about the registered order.

Upon receipt of the ticket, customers must proceed to Exit 5, bearing a 'Taxi' plaque. There, a Yellow! coordinator will direct them to the next available car, with the aim of ensuring an orderly flow of passengers and preventing unlicensed drivers from offering services.

Please use only the official taxi services available at the airport and avoid unlicensed taxis.

The current regulated taxi rates in Sofia are between €0.73 and €1.24 per km during the day, and between €0.84 and €1.52 per km at night, depending on the taxi operator and tariff. 8-10 euros for the ride to the hotel is a reasonable price.

The official airport taxi provider is:

Yellow! Taxi
Tel.: +359 2 91 119
Website: Yellow! Taxi

Other established taxi companies operating in Sofia include OK Supertrans.

### By Hotel Shuttle

Metropolitan Hotel Sofia offers a shuttle service to and from Sofia Airport upon request. Delegates wishing to use the hotel shuttle are advised to contact the hotel directly in advance to arrange the transfer and confirm availability and applicable conditions. The price for a one-way trip is 10 Euros.

## 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 some useful telephone numbers below:
112 – Common emergency telephone number (Police, Ambulance and Fire Brigade)

## MONEY

The Bulgarian national currency is the Euro (EUR).

Major credit and debit cards are widely accepted in hotels, restaurants, shops and other establishments. Contactless payments are also commonly available. Cash can be withdrawn easily from ATMs located at banks, shopping centres, hotels and other convenient locations. Participants are advised to use ATMs operated by reputable banks and to check any applicable fees before making a withdrawal.

Foreign currency exchange offices are available in Sofia; however, as the Euro is now the official currency, participants travelling from Eurozone countries do not generally need to exchange their money.

## VISAS

Participants are responsible for obtaining all necessary visas prior to entry to Bulgaria. On request, IOTA will provide individual invitation letters to participants who require them for visa application purposes. Participants are advised to check the visa requirements applicable to their nationality well in advance of their travel. The host administration cannot offer any assistance in unresolved visa matters.

## ELECTRICITY

The electric current in Bulgaria is 230 Volts, 50 Hz. Bulgaria uses Type C and Type F sockets, which are compatible with the standard plugs used in most European countries. Participants travelling from countries with different plug types are advised to bring a suitable travel adapter for their electronic devices, such as phone chargers and laptops.

## PRIVACY POLICY & GDPR POLICY

Please take a look at our Privacy Policy and GDPR Policy of IOTA.

## LOCAL TIME LOCATION AND CLIMATE

GMT + 1 hour

Please check the current local weather here.

We look forward to welcoming you to Sofia!