

PLENARY MEETING OF THE LVI COSAC

13 – 15 NOVEMBER 2016, BRATISLAVA

PRACTICAL INFORMATION

Conference venue

National Council of the Slovak Republic / Bratislava Castle
Námestie Alexandra Dubčeka 1
812 80 Bratislava 1

Phone: +421 2 5972 2300

Email: info.skpres@nrsr.sk

Direct link to the map: <https://goo.gl/maps/VbPFMdoFibJ2>

Arrival, departure and local transport

Participants are kindly requested to make their own arrangements for transportation from and to the airport.

Bratislava Airport (BTS)

Located approx. 10 km from the city centre with flights from Athens, Barcelona, Berlin, Brussels – Charleroi, Dublin, London – Luton, London – Stansted, Madrid, Paris – Beauvais, Prague, Rome – Ciampino several days a week.

Taxi fare to the city centre ca. 15 €

Bus ticket to the city centre ca. 1 €

More information: <http://www.bts.aero/en/passengers/>

Vienna International Airport (VIE)

Thanks to its proximity to Bratislava (approx. 60 km) frequently utilized for international transport.

Taxi fare to Bratislava ca. 50 €

Bus ticket to Bratislava ca. 10 €

More information: <http://www.viennaairport.com/>

Transfer from recommended hotels to conference venue and to social events will be provided by organisers.

Accommodation / Hotels

Participants are kindly requested to book their hotel rooms in due time. Rooms have been pre-booked at preferential rate by the Chancellery of the National Council of the Slovak Republic.

The deadline for hotel booking is **14 October 2016** and rooms will be assigned on a first-come first-served basis. After this date, rooms will be booked according to their availability.

Participants are kindly asked to book the accommodation directly with the hotels using links below.

Participants can choose from the following hotels:

Austria Trend Hotel Bratislava ****

Vysoká 2A, 811 06 Bratislava

Online booking form: [HERE](#)

or

<https://bookings.ihotelier.com/Hotel-Bratislava/bookings.jsp?groupID=1700323&hotelID=75034>

Room	Preferential rate
Standard	89 €
Superior	118 €
Including	breakfast, wifi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421-2-527 758 18

Website: <http://www.austria-trend.at/en/hotels/bratislava>

Cancellation policy: A free of charge cancellation is possible until 14 days prior to arrival date. For cancellations until 3 days prior to arrival, 80 percent of the ordered service will be charged. From this date onwards the hotel will have to charge 100 percent of the ordered service in case of late cancellation, no show or early check out. All cancellations have to be in writing.

Crowne Plaza Bratislava ****

Hodžovo námestie 2, 816 25 Bratislava

Online booking form: [HERE](#)

or

<http://ichotelsgroup.com/redirect?path=rates&brandCode=CP&GPC=GIP&hotelCode=BTS&PMID=99801505>

Room	Preferential rate
Standard	117,35 €
Superior	156,35 €
Including	breakfast, wifi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421-2- 593 481 11

Website: <http://cpbratislava.sk/>

Cancellation policy: Cancelling your reservation before 6:00 PM (local hotel time) on Friday, 14 October 2016 will result in no charge. Cancelling your reservation after 6:00 PM (local hotel time) on 14 October, 2016, or failing to show up, will result in a charge of 1 night per room to your credit card. Taxes may apply. Failing to call or show up before the check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Radisson Blu Carlton Hotel Bratislava ****

Hviezdoslavovo námestie 3, 811 02 Bratislava

Online booking form: [HERE](#)

or

http://www.radissonblu.com/bookingentrance?language=en&sitaCode=BTSZH&adults_room1=1&rooms=1&children_room1=0&arrival=13/11/2016&departure=15/11/2016&paccode=COSAC

Room	Preferential rate
Standard	139 €
Superior	169 €
Including	breakfast, wifi, VAT
Excluding	city tax 1,65 € per person per night

Phone: + 421-2-593 900 00, 593 906 14

Website: www.radissonblu.com

Cancellation policy: Cancelling the reservation till 16 October 2016 will result in no penalty. Cancelling from 17 October 2016 till 13 November 2016, the penalty amount is of 100% reserved room price.

Sheraton Hotel Bratislava *****

Pribinova 12, 811 09 Bratislava

Online booking form: [HERE](#)

or

<https://www.starwoodmeeting.com/events/start.action?id=1609120517&key=342D047D>

Room	Preferential rate
Standard	150 €
Superior	200 €
Including	breakfast, wifi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421-2-353 500 00

Website: <http://www.sheratonbratislava.com/>

Cancellation policy: If you cancel till 4:00 PM hotel time on 14 October 2016, there will be no forfeiture amount. If you cancel after 4:00 PM hotel time on 14

October 2016, the forfeiture amount will be 50.00 percent. If you cancel after 4:00 PM hotel time on 30 October 2016, the forfeiture amount will be 100.00 percent.

Grand Hotel River Park *****

Dvořákovo nábrežie 7528/6, 811 02 Bratislava

Online booking form: [HERE](#)

or

<https://www.starwoodmeeting.com/events/start.action?id=1609120515&key=2C52BCDD>

Room	Preferential rate
Standard	170 €
Superior	219 €
Including	breakfast, wifi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421 2 322 38 222

Website: www.grandriverpark.com

Cancellation policy: If you cancel between till 4:00 PM hotel time on 14 October 2016, there will be no forfeiture amount. If you cancel after 4:00 PM hotel time on 14 October 2016, the forfeiture amount will be 50.00 percent. If you cancel after 4:00 PM hotel time on 30 October 2016, the forfeiture amount will be 100.00 percent.

Parking

Delegates should inquire about parking facilities at respective hotel.

Registration / Identification badges

Each participant is kindly requested to submit the registration form via email by **14 October 2016**.

A welcome & registration desks will be at the participants' disposal in the hotels upon their arrival on **13 November 2016 from 14:00 to 19:00** and at the meeting venue on **14 November 2016 up to 09:00** within the registration for those who will not have been registered yet at the hotels.

For security reasons, access to official venues of all respective meetings and events will be granted only to persons visibly wearing identification badges.

Colours of badges:

Red – Head of delegation

Orange – Speaker

Blue – Member of Parliament

Green – Official

Brown – Observers

Purple – Special guests

White – Organiser
Black – Support
Yellow – Interpreter
Pink – Media

Interpretation

Simultaneous interpretation into all official EU languages will be provided during the plenary meeting of the LVI COSAC and the meeting of the Chairpersons of COSAC.

Meeting of the Presidential Troika will be interpreted in Slovak, English and French.

Taking the floor

Participants who wish to take the floor during the meeting are kindly requested to fill out the request-for-the-floor cards. These cards will be provided upon registration together with other documents. The cards will be colour-coded with each colour matching an item on the programme.

The floor will be given in the order according to sequel of submitted request-for-the-floor cards. The floor can be taken from the participant's seat.

PC & internet facilities

Computers and a printer will be available in/at the premises of the meeting/conference. Wi-Fi internet connection will be also available.

Similarly, Bratislava offers free internet access on the most frequented territories (Old Town, Danube bank). Free Wi-Fi is available in restaurants, bars, museum, theatres and shopping malls.

Local time

27 March – 30 October 2016	CEST	GMT +2
30 October – 31 December 2016	CET	GMT +1

Climate and weather

Weather forecasts and other information about the climate in Slovakia are available on webpage of the Slovak Hydro-Meteorological Institute:
<http://www.shmu.sk/en/>

Currency

The official currency of Slovak Republic is the EURO (€).

Smoking

In Slovakia, smoking is prohibited at airports, bus/train/tram stations, in all public transports, offices, schools, hospitals, theatres, cinemas, museums, restaurants, cafés and other indoor public premises - with the exception of areas especially designated for smokers.

Contacts

General contact: info.skpres@nrsr.sk

Phone: +421 2 5972 2300