

As of 16 November 2015

## LIV COSAC

**Luxembourg, 29 November – 1 December 2015**

### General Information

#### Conference venue

*European Convention Center Luxembourg*

4, place de l'Europe

L-1499 Luxembourg

Phone: (+ 352) 43 02 57 751

Fax: (+ 352) 43 02 57 575

The meeting will be held on Monday 30 November and Tuesday 1 December 2015 in the meeting room 1 of the *European Convention Center Luxembourg* located on the Kirchberg Plateau. Access to the session venue is through the main entrance on the ground floor of the Conference center.

#### Hotels

Participants are invited to book their hotel rooms as soon as possible. Rooms have been pre-booked by the Chamber of Deputies in the following hotels:

##### 1) Mélia Hotel

1 Park Dräi Eechelen,

L-1499 Luxembourg

Phone: (+352) 27333-1

Fax: (+352) 27333-999

Room type	Preferential rate per night per room
Classic King	180,- €
Including	Breakfast buffet, internet, service and taxes

## 2) Hotel Novotel Luxembourg Kirchberg

6, rue Fort Niedergrünwald  
 Quartier Européen Nord  
 Plateau du Kirchberg  
 L-2226 Luxembourg

Phone: (+ 352) 42 98 48 1

Fax: (+ 352) 43 86 58

Room type	Preferential rate per night per room
Superior Guestroom - Single Occupancy	<b>185 €</b>
Superior Guestroom - Double Occupancy	<b>200 €</b>
<b>Including</b>	Breakfast buffet, Internet, services and taxes

## 3) Novotel Luxembourg Centre

35, rue du Laboratoire  
 L-1911 Luxembourg

Phone: (+ 352) 248781

Fax: (+ 352) 26480224

Room type	Preferential rate per night per room
Superior Guestroom - Single Occupancy	<b>215,- €</b>
Superior Guestroom - Double Occupancy	<b>235,- €</b>
<b>Including</b>	Breakfast buffet, Internet, services and taxes

## 4) Sofitel Luxembourg Europe Hotel

4, rue Fort Niedergrünwald  
 Quartier Européen Nord  
 Plateau du Kirchberg  
 L-2015 Luxembourg

Phone: (+ 352) 43 77 61

Fax : (+ 352) 42 50 91

Room type	Preferential rate per night per room
Superior Guestroom - Single Occupancy	<b>245,- €</b>
Superior Guestroom - Double Occupancy	<b>265,- €</b>
<b>Including</b>	Breakfast buffet, Internet, services and taxes

### 5) Sofitel Luxembourg Le Grand Ducal

40, boulevard d'Avranches  
 L-1160 Luxembourg

Phone: (+ 352) 248771

Fax: (+ 352) 26480223

Room type	Preferential rate per night per room
Superior Guestroom - Single Occupancy	<b>245,- €</b>
Superior Guestroom - Double Occupancy	<b>265,- €</b>
<b>Including</b>	Breakfast buffet, Internet, services and taxes

Participants are kindly asked to address their booking forms directly to the hotel of their choice.

### Parking

Delegates should inquire about parking facilities at their hotel.

### Transport

Participants are kindly asked to organise their own transfer between the airport and their hotel.

- **From the hotels: Mélia Hotel / Hotel Novotel Luxembourg Kirchberg / Sofitel Luxembourg Europe Hotel**

These hotels being located at 5-minute walk from the Conference center, transport will not be provided for meetings from these hotels.

- **From the hotels: Sofitel Luxembourg Le Grand Ducal / Novotel Luxembourg Centre**

Buses will be provided from these hotels to the Conference center.

The Chamber of the Deputies will organise transport by bus between the hotels **Novotel Luxembourg Centre / Sofitel Luxembourg Le Grand Ducal** and the Sofitel Luxembourg Europe Hotel for the reception on Sunday 29 November.

The Chamber will organise transport between **all hotels** of the meeting and the *Grand Theatre de la Ville de Luxembourg* for the dinner on Monday 30 November.

## Registration (Badges)

For security reasons, all participants are invited to wear their identification badge during meetings and events.

Badges will be provided at the hotels on Sunday 29 November from 2 p.m. to 7 p.m. and at the *European Convention Center Luxembourg* Monday 30 November from 7.30 a.m. Participants are requested to immediately report the loss of their badge to the registration desk.

Colours of badges are:

red – head of delegation;  
orange – guests, keynote speakers;  
green – member of delegation;  
blue – delegation staff;  
black - volunteers, interpreters, technicians;  
jaune – observers;  
white with logo of the Chamber – organisers

## Registration desk at *European Convention Center Luxembourg*

The registration desk is open on Monday 30 November and Tuesday 1 December from 7.30 a.m. and will provide:

- badges and if necessary replacement badges,
- taxi bookings,
- any additional information on the conference agenda.

## Interpretation

Simultaneous interpretation of the debates during the plenary meeting of the COSAC and the meeting of the Chairpersons of COSAC will be provided in the official languages of the European Union.

The Chamber of Deputies will not provide simultaneous interpretation during the meeting of the Presidential Troika of COSAC. Delegations willing to bring their own interpreters for this event are kindly requested to inform the organisers about the need for additional booths in advance **but not later than by 23 November 2015**.

## Luxembourg Airport and train station

Link: <http://www.lux-airport.lu/en/Home.1.html>

Luxembourg airport is located approximately 15 minutes by car away from the Kirchberg Plateau, and approximately 10 minutes by car away from the city centre, depending on traffic.

Luxembourg train station is located approximately 10-15 minutes by car away from the Kirchberg Plateau, and approximately 5-10 minutes by car away from the city centre.

A taxi from the airport to Luxembourg city centre or the Kirchberg plateau takes approximately 15 minutes and costs around 30 Euros. The exact price and duration of the journey depend on hotel location and traffic.

A taxi from the train station to the city centre or the Kirchberg Plateau costs approximately 20 Euros and takes about 10 minutes, depending on traffic.

### **Currency**

The official currency in Luxembourg is the Euro (€).

### **Other Services**

Medical service is available in the main foyer on the ground level of the Conference Centre.

An outside area for smokers is also located here.

ATMs (cash machines) and banks are available close to the session venue.

### **General coordination**

*General contact:* [eu2015parl@chd.lu](mailto:eu2015parl@chd.lu)

*General coordination:*

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