

GENERAL INFORMATION

Meeting of the Chairpersons of COSAC

7–8 July 2013
Vilnius

Date and venue The Meeting of the Chairpersons of COSAC will take place on 7–8 July 2013 in the Plenary Hall of the Seimas of the Republic of Lithuania (Floor 2, Building II of the Seimas).
Entrance – Building II of the Seimas.

Address of the Seimas of the Republic of Lithuania:
Gedimino Ave 53, LT-01109 Vilnius, Lithuania
www.lrs.lt, www.eu2013.lrs.lt

Arrival/departure and transport The participants are kindly requested to make their own arrangements for transportation from/to the airport to the hotel or the venue of the event (the Seimas).
Transportation from the hotel to the venue of the event will be provided by the organisers.
Vilnius International Airport is approximately 7 km from the City Centre and approximately 8 km from the Seimas.
Taxi fare is approximately 50 Litas.

For more information on Vilnius International Airport, see: www.vilnius-airport.lt/en/. Vilnius International Airport offers free access to Wi-Fi.

The following taxi companies are recommended by the organisers:

Taxi Company	Phone
<i>Vilnius veža</i>	+370 640 47 667; +370 521 57 229
<i>Sauda</i>	+370 526 60 660
<i>Smart taksi</i>	+370 520 00 820

The quality of service of other taxi companies cannot be guaranteed.

Accommodation The participants can choose from the following list of hotels:

Radisson Blu Astorija* **** (60 rooms have been reserved)

Didžioji Str. 35/2, LT-01128 Vilnius, Lithuania

Tel: + 370 5 236 0826

Fax: +370 5 212 1762

E-mail: reservations.vilnius@radissonblu.com

www.radissonblu.lt

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 7 June 2013.**

Room	Rate
Single	EUR 160
Double	EUR 180

Kempinski Cathedral Square* **** (10 rooms reserved)

Universiteto Str. 14, LT-01122 Vilnius, Lithuania

Tel: + 370 5 220 1100

Fax: +370 5 220 1170

E-mail: reservations.vilnius@kempinski.com

www.kempinski.com

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 7 June 2013.**

Room	Rate
Single	EUR 165
Double	EUR 185

Novotel Vilnius Centre***** (50 rooms reserved)

Gedimino Ave 16, LT-01103 Vilnius, Lithuania

Tel: + 370 5 266 6200

Fax: +370 5 266 6201

E-mail: h5209-re@accor.com

www.novotel.com

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 16 June 2013.**

Room	Rate
Single	EUR 150
Double	EUR 160

Amberton Vilnius Centre***** (20 rooms reserved)

L. Stuokos-Gucevičiaus Str. 1, LT-01122 Vilnius, Lithuania

Tel: +370 5 210 7461

Fax: +370 5 210 7460

E-mail: dir.vilnius@amberton.lt

www.ambertonhotels.com

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 16 June 2013.**

Room	Rate
Single	EUR 105
Double	EUR 115

Hotel reservations will be dealt with on a first-come-first-served basis.
Accommodation costs are covered by the participants.

Registration of participants

Online registration in advance

All participants are kindly requested to register individually online at www.eu2013.lrs.lt **no later than 16 June 2013.**

Registration at the event

Registration desks will be available at the hotels on 7 July 2013.

On 8 July 2013, the participants can register on Floor 1, Building II of the Seimas.

During the registration, the participants will be able to collect identity badges and the documents related to the event.

Meanings of the colours of the lanyards attached to identity badges:

red – heads of delegations;

blue – members of delegations;

green – delegation staff;

yellow – media;

orange – interpreters;

Lithuanian three-colour flag – event organisers.

The participants are kindly requested to wear their identity badges at all times during the event.

Should you lose your badge, please immediately contact the event organisers.

Documents

The updated programme of the Meeting of the Chairpersons of COSAC and other working documents and information are available at www.eu2013.lrs.lt. The participants are invited to closely follow the information updates on the website.

The updated documents will be distributed upon the registration at the event.

All the documents are available in Lithuanian, English, and French.

After the event, the documents will be published at www.eu2013.lrs.lt.

Interpretation

Simultaneous interpretation into Lithuanian, English and French will be provided during the event.

Please note that there are 16 interpretation booths in the Plenary Hall of

the Seimas. In case any delegation requires an additional interpretation booth, it is requested to notify the organisers in advance. Interpretation booths will be allocated on a first-come-first-served basis.

Taking the floor The participants wishing to take the floor during the event are kindly requested to fill in request-for-the-floor cards. The cards will be provided upon registration together with other documents of the event. The cards will be coloured, with each colour corresponding an item on the agenda.
The floor will be given on the basis of the requests for the floor received. The floor can be taken from a participant's seat.

Services An internet café will be available near the Plenary Hall with internet access and a printer.

Medical service Emergency medical aid will be available throughout the event in Room 110, Building III of the Seimas.
Other medical services and care (including hospitalisation) is under personal responsibility of the participants.
The participants are advised to have appropriate health insurance.
It is the responsibility of the participants to have a sufficient amount of their regular medications.

Closest pharmacies:

Camelia vaistinė

Gedimino Ave 60, LT-01110 Vilnius, Lithuania

Tel: +370 5 249 6168

Open:

I–V – 7.30–20.00

VI – 10.00–16.00

Gintarinė vaistinė

J. Jasinskio Str. 5–8 / M. Rotundo Str. 2–8,

LT-01112 Vilnius, Lithuania

Tel: +370 5 249 7991

Open:

I–V – 7.30–18.00

Catering Besides a coffee break in the Stained Glass Gallery of Building I of the Seimas, coffee and soft drinks will also be available near the Plenary Hall throughout the event.
The participants are requested to refrain from taking food and drinks to the Plenary Hall.

Lunch will be served in the Stained Glass Gallery, Building I of the Seimas.

Smoking In Lithuania, smoking is prohibited in offices, restaurants, cafes, public

transport and other in-door public places with the exception of places designated for smoking.

There is a smoking area near the Plenary Hall of the Seimas.

Local Time Lithuanian time zone is GMT+2.

Climate Continental-marine
Average temperature in July:
+20 °C in daytime,
+15 °C at night.

Weather forecasts and other related information about the climate in Lithuania are available on the webpage of the Lithuanian Hydrometeorological Service at www.meteo.lt.

Currency The national currency of the Republic of Lithuania is **the Litas (LTL)**. Payments are accepted in Litas only. Hotels, restaurants, cafes and shopping centres accept debit and credit cards.
The official exchange rate for the euro established by the Bank of Lithuania: **EUR 1 is LTL 3.4528**; the currency is exchanged at a market rate.
Cash (in Litas) can be withdrawn from an ATM or a bank.
ATM of the *SEB bankas* bank is available in the lobby on Floor 1, Building II of the Seimas.
ATM of the *Swedbank* is available in the lobby on Floor 1, Building III of the Seimas.

Cultural programme On 7 July 2013, a dinner and cultural programme will be organised. The dinner will take place in Užutrakis Manor Estate, approximately 30 km from Vilnius (www.seniejitrakai.lt/u-utrakis-manor-estate). Before dinner, a guided tour of Trakai Castle will be organised (www.trakaimuziejus.lt/#/lan=en). Comfortable footwear is recommended for the guided tour.

Information All the information about the event is available at www.eu2013.lrs.lt. During the event, an information desk will be located outside the Plenary Hall of the Seimas.
The participants will have free access to Wi-Fi in the Seimas. Network name: ***Seimas Open***.

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Registration

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