

## **XLVI COSAC Plenary Meeting**

Warsaw, 2 - 4 October 2011

### **GENERAL INFORMATION**

#### **CONFERENCE DATE AND VENUE**

The XLVI COSAC meeting will be held on 2 - 4 October 2011 in the Plenary Hall of the Sejm in Warsaw at 4/6/8 Wiejska Street. Entry to the building will be allowed only to persons presenting their identification badges at the main entrance to the Sejm (C I).

#### **REGISTRATION OF THE DELEGATIONS**

The registration service for the delegations will be available at the hotels from 3.00 pm to 8.30 pm on 2<sup>nd</sup> October and in the Sejm on 3<sup>rd</sup> October from 8.00 am (Information desk).

#### **INFORMATION DESK**

An information desk will be situated at the main hall of the Sejm (CI) for assistance with practical matters.

#### **ACCOMODATION**

##### **Sofitel Warsaw Victoria Hotel**

ul. Królewska 11

00-065 Warsaw

Phone: +48 22 657 82 85

Fax: +48 22 657 81 69

E-mail: [H3378-RE@sofitel.com](mailto:H3378-RE@sofitel.com)

Website: [www.sofitel.com/gb/hotel-3378-sofitel-warsaw-victoria/index.shtml](http://www.sofitel.com/gb/hotel-3378-sofitel-warsaw-victoria/index.shtml)

##### **Sheraton Warsaw Hotel**

ul. Bolesława Prusa 2

00-493 Warsaw

Phone: +48 22 450 6100

Fax: +48 22 450 69 01

E-mail: [slawomir.boczkowski@sheraton.com](mailto:slawomir.boczkowski@sheraton.com)

Website: [www.sheraton.pl](http://www.sheraton.pl)

**Le Méridien Bristol, Warsaw**

ul. Krakowskie Przedmieście 42/44

00-325 Warsaw

Phone: +48 22 55 11 825

Fax: +48 22 55 11 826

E-mail: [elzbieta.falkowska@lemeridien.com](mailto:elzbieta.falkowska@lemeridien.com)

Website: [www.lemeridien.pl](http://www.lemeridien.pl)

The cost of accommodation is covered by the delegations.

**ARRIVALS AND DEPARTURES OF THE DELEGATIONS**

The participants are requested to arrange transport from and to the airport on their own. Warsaw Chopin Airport recommends the services of three taxi corporations:

ELE SKY TAXI	+48 22 811 11 11	<a href="http://www.eletaxi.pl">www.eletaxi.pl</a>
SUPER TAXI	+48 22 578 98 00	<a href="http://www.supertaxi.pl">www.supertaxi.pl</a>
SAWA TAXI	+48 22 644 44 44	<a href="http://www.sawataxi.com.pl">www.sawataxi.com.pl</a>

The cost of transfer from the airport to the city center is approx. PLN 40.

**TRANSPORT DURING THE CONFERENCE:**

The organisers will provide transport from the hotels Le Méridien Bristol, Sheraton Warsaw and Sofitel Warsaw Victoria and the conference venue, as well as the places where other events included in the conference programme will be held. Transport will also be provided by the organisers from the Sejm building to the hotels after the meeting.

**IDENTIFICATION BADGES**

A identification badge will be issued to each participant upon presentation of an ID document. All participants are requested to wear conference badges at all times for security reasons, and to ensure access to buses, conference rooms and receptions.

The badges are colour-coded as follows:

1. Red – Head of Delegation
2. Yellow – MPs
3. Green – Parliament Staff
4. White - Interpreters
5. Grey – Embassy Representatives
6. Blue – Press
7. Orange – Host Staff

## **CONFERENCE DOCUMENTS**

Updated versions of the programme and other documents will be available on the website of the conference [www.parl2011.pl](http://www.parl2011.pl) and on the COSAC website [www.cosac.eu](http://www.cosac.eu). The participants are requested to regularly read the information posted there. The final versions of the documents will be delivered to the participants at the venue together with the conference documents.

The conference documents and papers will be available in English and French.

## **INTERPRETATION**

Simultaneous interpretation will be provided in the official languages of the European Union.

English, French and Polish interpretation will be provided during sessions of political groups.

## **CONFERENCE ROOM SECRETARIAT**

The conference secretariat will be situated nearby the meeting venue, where the participants can use computers with Internet access, printers and photocopy machine. In addition, Wi-Fi Internet access will be available at the meeting venue.

## **SPEECH REQUESTS**

All participants willing to take the floor at the conference will be requested to fill in request for the floor forms for the session concerned. The forms will be attached to the conference papers available at the venue.

## **INFORMATION FOR SMOKERS**

Smoking is allowed in the Sejm building only in designated locations. The locations are clearly marked and will be accessible to the Conference participants.

## **CURRENCY**

The legal tender in Poland is the ZŁOTY (PLN). 1 PLN  $\approx$  0.25 EUROS. All major types of payment cards are acceptable in Poland and can be used to pay at most retail and service facilities.

## **TOURIST INFORMATION AND WEATHER**

The average temperatures in Warsaw at the beginning of October are about 14°C in the day and 7°C at night. For tourist information on Poland and Warsaw please visit the website of the Polish Presidency parliamentary dimension [www.parl2011.pl](http://www.parl2011.pl)

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