

Meeting of the Chairpersons of COSAC

Warsaw, 10 - 11 July 2011

GENERAL INFORMATION

CONFERENCE DATE AND VENUE

The meeting will be held on 10-11 July 2011 in the Plenary Hall of the Senate at 4/6/8 Wiejska Street. Entry to the building will be allowed only to persons who show their identification badges at the main entrance to the Senate (B II).

Owing to limited seating capacity of the Plenary Hall, the delegations of each parliamentary chamber will be allocated 2 seats only. Other participants of the meeting will be able to follow the sessions in room 217 (Władysław Raczkiewicz Room).

REGISTRATION OF PARTICIPANTS

The participants will be registered electronically using the online form posted on the Polish Presidency website at www.parl2011.pl. The form is available by clicking the name of the meeting in the calendar in the left top corner of the page. Online forms and details of the meeting are available after logging in, in the section accessible to the participants only.

The registration deadline is 24 June 2011

Having registered, the participant will receive an e-mail message confirming the receipt of the form. The message will also contain links allowing the registration form to be edited in case any changes are necessary. Changes can be made in the form until the registration deadline. After that date, any changes should be reported to the persons responsible for the organisation of the conference.

HOTEL BOOKING

The participants are requested to make individual hotel bookings directly with any of the following three hotels:

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

Website: 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

Website: 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

Website: www.lemeridien.pl

The booking forms are available at www.parl2011.pl on the tab dedicated to the meeting after the participant logs in. The booking forms should be filled in and sent (by fax or e-mail) to the selected hotel.

The organisers have made preliminary bookings with each of the three hotels at special prices. The accommodation in each hotel will be available on the first-come, first-served basis. **Bookings should be made by 24 June 2011.** Availability of accommodation cannot be guaranteed after that date.

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	www.eletaxi.pl
SUPER TAXI	+48 22 578 98 00	www.supertaxi.pl
SAWA TAXI	+48 22 644 44 44	www.sawataxi.com.pl

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 venues where other events included in the conference programme will be held. Transport will also be provided by the organisers from the Senate building to the hotels after the meeting.

IDENTIFICATION BADGES

Reception desks will be arranged at the hotels on the day of arrival, where the participants can collect their badges and conference documents. The participants who do not collect their badges and papers on the day of arrival can do so the next day in the Parliament. For security reasons, the participants are requested to wear identification badges throughout the conference.

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 - Organisers

CONFERENCE DOCUMENTS

Updated versions of the programme and other documents will be available on the website of the conference www.parl2011.pl and on the COSAC website 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 papers.

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

INTERPRETATION

Simultaneous interpretation will be provided during the conference into Polish, English and French. Additional interpreting booths will also be available to interested delegations. For technical reasons, the number of additional booths is limited. Additional booths will be allocated to the delegations on the first-come, first-served basis. Booth requests can be made by marking the appropriate box on the registration form.

CONFERENCE ROOM SECRETARIAT

The conference secretariat will be situated nearby the meeting venue, where the participants can use computers with Internet access, printers, photocopy machine, telephone and fax. 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 speech request forms for the session concerned. The forms will be attached to the conference papers available at the venue.

INFORMATION FOR SMOKERS

Smoking is strictly prohibited in the Senate building.

CURRENCY

The legal tender in Poland is the *ZLOTY (PLN)*. 1 PLN = 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 July are about 22°C in the day and 13°C at night. For tourist information on Poland and Warsaw please visit the website of the Polish Presidency parliamentary dimension www.parl2011.pl

CONTACT:

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