

GENERAL INFORMATION

XLV COSAC

Date and venue of the Conference

- The XLV COSAC meeting will be held in the former Upper House Hall of the Hungarian National Assembly in Budapest, Hungary, on **29 – 31 May 2011**.
- Address of the Hungarian National Assembly: H-1055 Budapest, Kossuth Lajos square 1-3.
- The entrance to be used is the Gate no.VI. and no.VII. of the Parliament Building.

Conference registration

- Each participant is kindly requested to complete the online registration form on the website www.parlament-eu2011.eu (the necessary username and password are in the invitation letter) or to print out the form and return it **before 09th of May, 2011 by e-mail or by fax to:**
E-mail: cosac@parlament.hu
Fax: +36-1-441-4183

Accreditations

- Participants will receive their accreditation badges and other materials in the conference hotels on the **afternoon of Sunday, 29 May from 3 pm till 7 pm** or the following morning in the Parliament Building at the Information Desk.
- All participants are requested to wear their badges throughout the entire Conference and related events. Please carry your personal ID card or passport with you all the time.
- The ribbons of the badges are issued with the following colour codes:
Red-Heads of delegation
Blue-Members of delegation
Green-Embassies
White-Organizers
Orange-Interpreters

Conference secretariat

- For any information regarding this Conference please write to the following e-mail address: cosac@parlament.hu , or turn to the following contact persons:

+36-1-441-4555 , Mr. László JUHÁSZ, Committee on European Affairs

Chief adviser, Head of the Committee Secretariat

+36-1-441-4243, Ms. Lili TÖRÖK, Conference coordinator

EU Department, Office for Foreign Relations

+36-1-441-4693 , Mr. Zoltán SOMFAI, Conference coordinator

Head of the Protocol Department, Office for Foreign Relations

- Website of the Hungarian Council and parliamentary EU Presidency:
Parliament <http://www.parlament-eu2011.hu>
Government <http://www.eutrio.hu>

Accommodation

- Hotel booking can be completed by filling in the enclosed Hotel Reservation Form and by returning it directly to the selected Hotel by fax or e-mail **by 09th of May, 2011the latest.**
- Rooms can be booked in one of the following three hotels:

1. Hotel Le Meridien

H-1052 Budapest, Erzsébet tér 9-10.

Phone: +36-1-429-5600

Fax: +36-1-429-5606

E-mail: reservation.budapest@lemeridien.com

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

2. Hotel Marriott Budapest

H-1052 Budapest, Apáczai Csere János utca 4.

Phone: +36-1-486-5000

Fax: +36-1-486-5005

E-mail: budapest.reservations@marriott.com

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

3. **Kempinski Hotel Corvinus Budapest**
H-1052 Budapest, Erzsébet tér 7-8.
Phone: +36-1-429-3375
Fax: +36-1-429-4777
E-mail: reservations.corvinus@kempinski.com
Website: <http://www.kempinski.com/budapest>

- Room rates:

Hotels/Type of Room	Single	Double
Le Meridien (100 rooms)	175 EUR	190 EUR
Marriott (100 rooms)	175 EUR	190 EUR
Kempinski (100 rooms)	175 EUR	190 EUR

- Each delegation will be responsible for its own hotel expenses.
Kindly note: As room facilities are limited, reservations will be dealt with on a first-come-first-served basis.
- In case you cancel your reservation at least five days before your arrival, no fees will be claimed.

Arrival and departure of the delegation

- Delegations will not be met on arrival in Budapest, they are therefore requested to arrange their own transport from the airport to the hotel.

Transfers

- Coach transport will be provided for all participants between the conference hotels and conference venues.

Conference Services

- Computers, telephones, Internet and fax services will be available in a separate room for all participants. The login code (username and password) to Wi-Fi access will be indicated in the conference material or it can be obtained at the Information Desk.

- In addition to coffee breaks, permanent coffee and tea service will be provided during the Conference right outside the Session room. Food and beverages are not allowed in the Session Hall.

Documents

- Meeting documents will be updated regularly on the website. Final versions will be provided upon accreditation. Documents will be provided in English and French.

Interpretation

- Simultaneous interpretation will be provided in all official languages of the European Union;
English, French and Hungarian interpretation will be provided on sessions of political groups;
English, French, Polish and Hungarian interpretation will be provided at the meeting of the Troika.

Information Desk

- The Information Desk will be situated outside the Session Hall in order to assist with practical matters.

Requesting the floor

- Any participant wishing to take the floor during the debates is kindly asked to fill in a “Request for the floor” card which can be found in the conference materials.
- Each item on the agenda will have an individually coloured card. The Chairman of the Conference will draw up a list of speakers on the basis of the cards. Once the floor is given, the speakers will be able to deliver their speeches from the seat where their name is indicated. The microphones that can be found in the benches will be turned on automatically.. During the “open debate” participants should ask for the floor by raising their hand.

Guided tours of the Parliament

- Guided tours will be arranged in English and French languages **on Monday, May 30, between 14.15 and 14.45 pm**. The tour will take 30 minutes and will start from the Dome Hall.

Medical Assistance

- Medical service will be available during Conference hours in the Parliament building.
- The nearest pharmacy to the Parliament Building is “Országház Patika” (H-1055 Budapest, Falk Miksa utca 16. Phone: +36-1-428-0301).

Smoking

- Please note that smoking is not allowed in the Parliament Building except in the indicated areas.