

GENERAL INFORMATION

COSAC Chairpersons Meeting

Date and venue of the Conference

- The COSAC Chairpersons Meeting will be held in the Former Upper House Hall of the Hungarian Parliament Building in Budapest, Hungary on 10-11 February 2011.
- Address of the Hungarian National Assembly:
H-1055 Budapest, Kossuth tér 1-3/ 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 31st of January, 2011 by e-mail to:**

cosac-chairs@parlament.hu

or fax to: +36-1-441-4183

Accreditations

- Participants will receive their accreditation badges and other materials in the conference hotels on **10 February** (the day of arrival) from 3 pm till 6 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. In case of lack of accreditation badge, entering the Parliament Building is only possible by showing passport or ID card.
- The ribbons of the badges are issued with the following colour codes:
Red-Conference participants: MPs,

Blue-Conference participants: Staff

White-Hosting staff

Conference secretariat

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

+36-1-441-4555 Head of Secretariat and chief adviser of the Committee on
European Affairs, Mr. László Juhász

+36-1-441-4243 Conference Coordinator
Ms. Lili Török (EU Department)

+36-1-441-4693 Conference Coordinator
Mr. Zoltán Somfai (Protocol Department)

- 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 26 January 2011 the latest.**
- Rooms can be booked in one of the following two 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>

- Room rates :

Hotels/Type of Room	Single	Double
Le Meridien (60 rooms)	130 EUR	145 EUR
Marriott (60 rooms)	130 EUR	145 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 so they are 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 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 room.

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 translation will be provided in Hungarian, English and French.
- Interpretation facilities for other languages (up to 3 booths) will be provided upon request if delegations ensure their own interpreters. Technical base language is English. The three extra booths will be allocated on a first come first served basis.

Information Desk

- The Information Desk will be situated outside the Session Hall in order to assist with practical matters including codes for Wi-Fi access.

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 and at the Information Desk.
- 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 their seats. During the “open debate” participants should ask for the floor by raising their hand.

Guided tours of the Parliament

- Guided tours will be arranged for those who are interested on **Friday between 14:15 and 14:45 pm** after the buffet-lunch. The tour will be available in English and French, it will take 30 minutes and will start from the Dome Hall.

Medical Assistance

- Medical service will be available during Conference hours.
- The nearest pharmacy to the Parliament Building is “Országház Patika” (H-1055 Budapest, Falk Miksa utca 16. Phone: +36-1-428-0301).
- Please ask help from the Information Desk if needed.

Smoking

- Please note that smoking is not allowed in the Parliament Building except in the indicated areas. Please turn to the Information Desk for any further information.