



BELGIAN FEDERAL PARLIAMENT



COSAC Chairpersons Meeting - Brussels, 4-5 July 2010

GENERAL INFORMATION

1) Meeting venue

Belgian Senate – Hemicycle

Access through : Rue de Louvain 13, 1000 Brussels

2) Meeting secretariat

For any information regarding this meeting please write to the following address :

eu2010@senate.be or call : +32 2 501 77 80

Website : <http://www.parlement-eu2010.be>

3) Accommodation

Hotel bookings can only be made on-line : <http://secure-squatra.be>

Rooms have been booked in 3 hotels :

- | | |
|---|--|
| ▪ Le Méridien Brussels Hotel (5 stars)
Carrefour de l'Europe 3
1000 Bruxelles | ▪ Royal Windsor Grand Place Hotel (5 stars)
Rue Duquesnoy 5
1000 Bruxelles |
| ▪ Novotel Grand Place Hotel (4 stars)
Rue du Marché aux Herbes 120
1000 Bruxelles | |

4) Arrival and departure of the delegations

Organised transport is not provided : chairpersons and members of delegations are requested to arrange their own transport from the airport or the railway station to their hotel.

5) Other transfers

Buses will await the participants in **rue de Loxum** (see map) :

- Troika meeting : departure Sunday at 17.15
- Dinner at Château Sainte-Anne : departure Sunday at 19.15
- Meeting in the Senate : departure Monday at 8.15

6) Accreditations

All participants to the meeting will be provided with an accreditation badge. It may be picked up in the hotels on Sunday 4 July 2010 from 15.00 to 19.00, or in the Senate on Monday 5 July 2010 from 8.30.

Badges cords follow this colour code :

- Head of delegation : red
- Member of Parliament : yellow
- Official : blue
- Organisation : green

7) Interpretation

Simultaneous translation will be provided in French, Dutch and English.

3 extra translation booths will be provided and will be allocated on a first come first served basis.

8) Documents

Session documents will be updated regularly on the website. Final versions will be provided on accreditation. In compliance with Section 9.2 of the COSAC Rules of Procedure, documents will be provided in English and French.

9) Press

The conference is open to the press.

10) Meeting room

A room with computers, fax machine and telephone will be open to participants. All computers will have internet access and a wi-fi connection will also be made available (user name and password available at the accreditation desk).

11) Non-smoking policy

Smoking is strictly prohibited in the Parliament building.

12) Currency

Euro is the currency in use in Belgium.

The Conference hotels can provide currency exchange.