



## COSAC Chairpersons

Stockholm 5–6 July 2009

# General information

English



## **Accommodation**

Scandic Hotel Sergel Plaza, five minutes' walk from the Riksdag.

### **Scandic Hotel Sergel Plaza**

Brunkebergstorg 9

SE 103 27 Stockholm

Phone: +46 8 517 263 00

Fax: +46 8 517 263 11

E-mail: [sergel.plaza@scandichotels.com](mailto:sergel.plaza@scandichotels.com)

Web: [www.scandichotels.se](http://www.scandichotels.se)

## **Conference Badges**

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

*The ribbons of the badges have the following colours:*

Parliamentarian: yellow

Official: dark blue

Host staff: green

Interpreter: white

## **Conference Services**

Computers, telephones, Internet and fax services are available in the vicinity of the meeting venue. Wi-Fi is available inside and outside the meeting venue. To get access to the Wi-Fi please ask at the information desk for a single login code.

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### **Conference Venue**

The Former First Chamber, East Wing  
The Swedish Parliament (Riksdagen)  
SE-100 12 Stockholm, Sweden  
[www.riksdagen.se](http://www.riksdagen.se)

### **Contact**

Ulrika Funered, conference coordinator  
Phone +46 76 145 42 27  
E-mail: [ulrika.funered@riksdagen.se](mailto:ulrika.funered@riksdagen.se)

Fanny Labory, assistant conference coordinator  
Phone +46 70 356 26 81  
E-mail: [fanny.labory@riksdagen.se](mailto:fanny.labory@riksdagen.se)

For information concerning working sessions or practical matters please contact us on e-mail: [eu2009.cosacchair@riksdagen.se](mailto:eu2009.cosacchair@riksdagen.se)

Eva Sterndal, Principal administrative officer, Committee on European Union Affairs  
Phone +46 70 573 61 74  
E-mail: [eva.sterndal@riksdagen.se](mailto:eva.sterndal@riksdagen.se)

### **Coffee**

In addition to coffee breaks, a permanent coffee and tea service will be available during the conference just outside the meeting venue.

**Currency**

The currency unit in Sweden is the Swedish krona (SEK). Most major international currencies can be exchanged at Arlanda Airport or at your hotel. All major credit cards are widely accepted in Sweden. There is a cash machine in the Bank Hall, West Wing of the Riksdag.

**Departure**

Upon departure, delegations are requested to arrange their own transport from the hotel to the airport.

From Stockholm's Central Station to the main airport, Arlanda, the express train takes 20 minutes one way and is the most convenient and environmentally friendly means of transport. ( [www.arlandaexpress.com](http://www.arlandaexpress.com))

There are also airport coaches from the central bus station "Cityterminalen", next to the Central Train Station. The airport coach takes about 45 minutes.

Taxi: see under "Transport".

**Documentation**

Documentation during the conference will be provided in English and French (according to article 9 of the COSAC Rules of Procedure). For environmental reasons, documents for the meeting are sent out by e-mail and only printed on demand.

**Drinking Water**

Tap water is clean, tasty and free. It is an excellent alternative to bottled water.

**Entrance to the Riksdag**

The entrance to be used is Riksplan, the East Wing.

### **The Riksdag's Environmental Policy**

For a number of years the Riksdag Administration has been working systematically to minimise the impact of its operations on the external environment. An environmental policy has been drawn up and routines established for internal environmental work. For the next few years there are measurable environmental objectives and action plans for paper consumption, transport, electricity and energy for the heating of buildings. Environmental requirements are systematically applied in relation to all procurement, and environmental considerations are a natural part in the planning of conferences and meetings arranged by the Riksdag Administration. The Riksdag Administration has been ISO 14 001 certified (environmental management system) since April 2009.

### **Guided tours of the Riksdag**

Guided tours of the Riksdag will be arranged for those who are interested, after the meeting. The tours will be available in English and French and will start at the Information Desk directly after the meeting at approximately 16.45 on 6 July. The tour will take approximately 40 minutes.

### **Information Desk**

An information desk will be situated outside the meeting venue for assistance with practical matters, including codes for Wi-Fi access and mobile phone chargers.

## **Interpretation**

Simultaneous interpretation will be provided in English, French and Swedish. The languages used for bilateral meetings at the receptions will be English and French. Five extra interpretation booths will be available for those who have already indicated that they want to bring their own interpreter. Personal interpreters are welcome to contact the staff at the information desk to be shown to the interpretation booths.

## **Medical Assistance**

The national emergency number is 112.

A qualified nurse will be available during conference hours in room RÖ5-49.

## **Pharmacies**

The nearest pharmacy to the Riksdag is:

Apoteket Korpen

Västerlånggatan 16 (in the Old Town)

Phone: +46 771 45 04 50

Opening hours: Sunday 12 noon – 16.00, Monday 10.00 – 18.00

## **Press**

The conference is open to the press.

## **Recycling**

Please think of the environment and use the recycling bins provided in the conference premises.

### **Security**

The Riksdag will provide all necessary security measures. Should you have any questions regarding security, please contact the conference coordinator.

### **Smoking**

Please note that smoking is not allowed in the Riksdag buildings or any public areas.

### **Tourist Information and Weather**

For tourist information please consult [www.stockholmtown.se](http://www.stockholmtown.se). There is a tourist office on Hamngatan 27.

### **Transport**

Bus transport for participants will be provided from Sergel Plaza Hotel to the Riksdag and to all social arrangements. Guides will accompany those who wish to walk from the hotel to the Riksdag.

### **Bus timetable:**

5 July

17.30 The Riksdag to the boat (troika)

17.30 Sergel Plaza Hotel to the boat (other participants)

18.30 Sergel Plaza to Restaurant J for those who were unable to take the boat

22.00 Restaurant J to Sergel Plaza Hotel

6 July

08.30 Sergel Plaza Hotel to the Riksdag



**Taxi**

It rarely costs more than SEK 240 to reach any destination in the city. Stockholm-Arlanda airport normally costs around SEK 500. The easiest way to order a taxi is to call the taxi companies' switchboards. The following companies are trustworthy, please avoid non-affiliated taxis.

Taxi Stockholm    Phone: +46 8 15 00 00

Taxi 020            Phone: +46 8 24 25 55

Taxikurir           Phone: +46 8 30 00 00

## 8 General information

### Embassies

#### Austria

Kommendörsgatan 35, 5 fl.

114 58 Stockholm

Tel: +46 8 665 17 70

#### Belgium

Kungsbroplan 2, 2 fl.

101 38 Stockholm

Tel: +46 8 534 802 00

#### Croatia

Engelbrektsplan 2, 3 fl.

114 34 Stockholm

Tel: +46 8 440 52 80

#### Cyprus

Birger Jarlsgatan 37, 4 fl.

103 94 Stockholm

Tel: +46 8 24 50 08

#### Czech Republic

Villagatan 21

100 41 Stockholm

Tel: +46 8 440 42 10

#### Denmark

Jakobs Torg 1

103 23 Stockholm

Tel: +46 8 406 75 00

Estonia

Tyrgatan 3

100 41 Stockholm

Tel: +46 8 545 122 80

European Parliament and European Commission, Swedish office

Regeringsgatan 65

111 56 Stockholm

Tel: +46 8 56 24 44 55

Finland

Gärdesgatan 11

104 51 Stockholm

Tel: +46 8 676 67 00

Former Yugoslav Republic of Macedonia

Riddargatan 35

100 55 Stockholm

Tel: +46 8 661 18 30

France

Embassy of France

Kommendörsgatan 13

102 43 Stockholm

Tel: +46 8 459 53 00

Germany

Artillerigatan 64

115 93 Stockholm

Tel: +46 8 670 15 00

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### Greece

Kommendörsgatan 16

102 04 Stockholm

Tel: +46 8 545 660 10

### Hungary

Dag Hammarskjölds väg 10

104 51 Stockholm

Tel: +46 8 661 67 62

### Ireland

Östermalmsgatan 97

100 55 Stockholm

Tel: +46 8 661 80 05

### Italy

Oakhill, Djurgården

115 21 Stockholm

Tel: +46 8 545 671 00

### Latvia

Odengatan 5

104 32 Stockholm

Tel: +46 8 700 63 00

### Lithuania

Grevgatan 5

114 53 Stockholm

Tel: +46 8 667 54 55

Luxembourg (Consulate)

Birger Jarlsgatan 6  
103 93 Stockholm  
Tel: +46 8 679 60 19

Malta (Consulate)

Sibyllegatan 46, 4 fl.  
114 43 Stockholm  
Tel: +46 70 586 10 21

Netherlands

Götgatan 16 A  
104 65 Stockholm  
Tel: +46 8 556 933 00

Poland

Karlavägen 35  
114 31 Stockholm  
Tel: +46 8 505 750 00

Portugal

Narvavägen 32, 2 fl.  
100 55 Stockholm  
Tel: +46 8 545 670 60

Slovakia

Arsenalsgatan 2, 3 fl.  
103 88 Stockholm  
Tel: +46 8 545 039 60

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### Slovenia

Styrmansgatan 4, 1 fl.

114 54 Stockholm

Tel: +46 8 545 65 885

### Spain

Djurgårdsvägen 21, Djurgården

100 55 Stockholm

Tel: +46 8 522 808 00

### Turkey

Dag Hammarskjölds Väg 20

104 51 Stockholm

Tel: +46 8 23 08 40

### United Kingdom

Skarpögatan 6-8

115 93 Stockholm

Tel: +46 8 671



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