

Conference information

Meeting of Chairpersons of the European Affairs Committees
Stockholm – 5-6 July 2009

Accommodation

A number of rooms have been provisionally reserved at the hotel below. Delegations must nevertheless make their individual hotel reservations as soon as possible, and no later than 12 June 2009. Please fill in the attached booking form and send it directly to the hotel to make your reservation. The hotel is within walking distance of 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
Web www.scandichotels.se

Arrival and departure

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

From Stockholm's 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)

There are also airport coaches and authorised taxis just outside the entrance to the airport. Delegations are recommended to use Taxi Stockholm, Taxi 020 or Taxi kurir. For additional information, see www.riksdagen.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 badges at all times for security reasons, and to ensure access to buses, conference rooms and receptions.

Conference services

Computers, telephones, Internet and fax services will be available in the vicinity of the meeting venue. Wi-Fi will be available inside and outside the meeting venue. A qualified nurse will be available during conference hours.

Conference venue

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

Contact

For information concerning working sessions, topics for the meeting, practical matters, registration procedures etc. please contact us on e-mail:
eu2009.cosacchair@riksdagen.se.

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.

Documentation

Documentation before, during and after the conference will be provided in English and French.

Interpretation

Simultaneous interpretation will be provided in English, French and Swedish. If you are accompanied by your own interpreters, we kindly ask you to send an e-mail to eu2009.cosacchair@riksdagen.se as soon as possible, stating to what language the interpretation will be into and how many interpreters you want to bring. Please note that only five extra interpretation booths will be available. These will be distributed on a strictly first-come, first-served basis. The languages used for bilateral meetings at the receptions will be English and French.

Press

The conference is open to the press.

Programme

The programme and agenda for the meeting will be sent at a later stage.

Registration

Online registration

A registration form will be published online. The COSAC Secretariat will send the link to the online registration form by e-mail. Please submit your registration as soon as possible, **but no later than 12 June 2009**.

Conference registration

In Stockholm there will be a registration desk in the lobby of the conference hotel. This will be open on Sunday 5 July between 12.00 and 17.45. On Monday 6 July, registration will take place directly at the Riksdag, entrance Riksplan, between 08.00 and 09.00, for those who were unable to register on Sunday.

Tourist information and weather

In July the temperature normally varies between 13 and 22°C. For tourist information please consult www.stockholmtown.se.

Transport

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

The Riksdag's internal work for a better environment

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 is ISO 14 001 certified (environmental management system) since April 2009.