

# **General information**

**Meeting of the COSAC Chairpersons and the Troika**

**Prague, Valdštejn Palace - Senate**

**February 9-10, 2009**

## **MEETING VENUE**

Senate of the Parliament of the Czech Republic  
Valdstejnske nam. 4  
11801, Prague 1

## **CONTACT PERSONS**

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## **NUMBER OF DELEGATES**

Due to space constraints of the historical premises, especially of the Plenary Hall of the Senate, parliaments of EU member states are kindly asked to limit their delegations to three persons (staff including) per chamber, parliaments of EU candidate countries are kindly asked to limit their delegation to two persons (staff including) per chamber.

## **ACCOMODATION**

Crowne Plaza Hotel PRAGUE CASTLE  
STRAHOVSKA 128 PRAHA 1  
118 00 CZECH REPUBLIC  
Hotel Front Desk: 420-226-080000  
Hotel Fax: 420-226-080200  
<http://www.cpcastle.com/>

Reservation and cancellation policy is specified in the hotel registration form. The participants are kindly requested to make the reservation only through the attached hotel booking form.

## **INTERPRETING**

Simultaneous interpretation will be provided in English and French. If you are accompanied by your own interpreters, please let us know the languages and the number of interpreters involved. Please note that **the five** extra interpretation booths will be distributed on a first-come, first-served basis

## **ARRIVALS AND DEPARTURES OF PARTICIPANTS**

Participants are required to make their own travel arrangements from and to the airport. The Ruzyně Airport is situated 13 km west of the city centre. The journey by car from the airport to the centre of Prague may take 20-45 minutes depending on the traffic. The estimated airport taxi fare is 25 euros (one-way).

## **REGISTRATION**

The participants registering for the meeting are requested to use the appropriate registration form.

Registration desk will be located in the hotel lobby and will be open on 9 February 2009 from 13.00 to 19.00, on 10 February 2008, the registration will take place at the Senate, from 8.30 to 9.00. The participants are asked to have a photo ID.

## **IDENTIFICATION BADGES**

For security reasons, the participants are required to wear identification badges visibly displayed upon each entrance into the premises of the Senate and at all times during the meetings.

## **TRANSPORT**

The Crowne Plaza Hotel is situated in the historical city centre, within 15 minutes walking distance from the Senate. Bus transport will be provided for all the events included in the programme.

## **SOCIAL EVENTS**

On Monday, February 9, a dinner will be held at the Main Hall of the Waldstein Palace (seat of the Senate). On Tuesday, February 10, a buffet-lunch will be served at the Waldstein Palace.

On Monday, February 9, afternoon, the participants may take part in the organized visit to the Premonstratensian Monastery at Strahov, Prague which is next to the hotel.

## **WEATHER**

The average temperature in February in Prague is about 2 degrees Celsius but it can be substantially colder or warmer. Snow, sleet or rain showers are likely to occur. We recommend warm clothes for the short ride in a historical tram (Monday evening before the dinner).

**INTERNET**

Wi-fi internet is available free of charge in the whole Senate building. Several computers connected to the Internet will be available in a room next to the meeting hall.

**CURRENCY**

The Czech currency is Czech Crown (CZK). Exchange rate (December 2009) is 1 € = 26 CZK. Major credit and debit cards are widely accepted.

**ELECTRIC CURRENT**

220 V.

Invitations, registration forms and additional information are available at:

<http://www.parliament.cz/czpres2009/?lang=en> .