

**Meeting of the COSAC Chairpersons and Troika
Berlin, 11th-12th February 2007**

General Information

Conference venue

Bundesrat
Leipziger Straße 3 - 4
10117 Berlin

Access: Main entrance
Conference venue: Plenary Hall

Contact

Should you have any questions about the conference, please contact:

Bundesrat

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Further information on the meeting is available on the Internet www.cosac.eu, along with conference registration forms and hotel reservation forms.

Registration for the conference

Conference participants are requested to fill out the attached registration form and return it by **8th January 2007** to the Office of the **Bundesrat** Committee on European Union Affairs (by fax or e-mail).

Hotels

Rooms have been block-booked for conference participants in the following hotels:

The Westin Grand Berlin Tel: +49 30 2027 3420
Friedrichstraße 158-164 Fax: +49 30 2027 3419
10117 Berlin e-mail: reservation.berlin@westin.com

<http://aktuelles.westin.de/berlin/>

Single room 153 €

Double room 178 €

Price per room/night incl. breakfast, taxes and surcharges.

Jolly Hotel Vivaldi Tel: +49 30 206 266 931
Friedrichstraße 96 Fax: +49 30 206 266 999
10117 Berlin E-Mail: vivaldi.JHB@Jollyhotels.de

<http://www.jollyhotels.de/de/home>

Standard single room 86 €

Standard double room 101 €

Superior single room 112 €

Superior double room 130 €

Price per room/night incl. breakfast, taxes and surcharges.

Conference participants are requested to fax their hotel reservation form **directly to the hotel** by **8th January 2007**.

It will only be possible to confirm reservations received after this date if rooms are still available.

Please note the following reservation/cancellation conditions:

- 1) A credit card number must be provided on the reservation form to secure the booking. Payment shall be made **directly at the hotel**.
- 2) In the Hotel Westin Grand Berlin reservations may be cancelled free of charge until 48 hours before arrival.
In the Jolly Hotel Vivaldi reservations may be cancelled free of charge until 22th January 2007.
- 3) For late cancellations and *no-shows*, 90 % of the agreed room price will be invoiced.

Conference language

English/French/German simultaneous interpretation will be available during the conference.

Bus transfer

Buses will be arranged for the transfer between the conference hotels and the conference venue, as well as to and from the dinner.

The conference hotels are 15 to 20 minutes from the conference venue on foot.

A transfer to the airport is not planned.

Registration and information

Registration and conference desks will be open between 2 p.m. and 6.30 p.m. in the conference hotels on Sunday 11th February 2007. Conference participants are requested to register there when they arrive and to pick up their conference papers and conference badges.

Conference participants arriving later than this may register on Monday 12th February 2007 from 8.00 a.m. at the registration and information desk in the conference venue (Bundesrat lobby) and pick up their conference papers and conference badges.

Conference badges

For security reasons conference badges must be worn visibly during the conference and at the dinner.