



**MEETING OF COSAC CHAIRPERSONS
11 SEPTEMBER 2006 IN HELSINKI**

GENERAL INFORMATION

CONFERENCE VENUE

Parliament of Finland, Annex building "Little Parliament"
Arkadiankatu 3
FI-00102 Helsinki

Admission: Main entrance of the Annex building "Little Parliament"
Meeting room: Auditorium

REGISTRATION AND INFORMATION DESK

The registration for the meeting will take place at Hotel Scandic Simonkenttä on Sunday 10 September 2006. The COSAC registration and information desk will be open from 2 pm onwards. Please register as soon as possible after your arrival.

For those unable to register on Sunday, registration will be open on Monday 11 September 2006 at the Annex building "Little Parliament".

Identity badges and conference material will be distributed at the registration and information desk.

SECURITY AND IDENTITY BADGES

All participants – including accompanying persons and personnel, observers and members of the press – are required to wear identity badges throughout the conference for security reasons.

Badges are to be worn during all meetings and social functions, as well as for all transport organised during the conference. There will be no admittance to any aspect of the programme without the appropriate identity badge.



HOTEL

A provisional booking for rooms was made at Hotel Scandic Simonkenttä (<http://www.scandic-hotels.com/simonkentta>).

For questions, please contact the secretariat of the meeting.

The rates are as follows:

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|---|-----------|------|
| • Standard room per day (single / double) | 122 / 157 | euro |
| • Superior room per day (single / double) | 130 / 165 | euro |

The hotel is conveniently situated close (five minutes walk) to the Parliament of Finland.

TRANSPORT

There will be no coach connection between Hotel Scandic Simonkenttä and the conference venue because of the short distance (five minutes walk).

In case of rain or special needs, transportation will be organised.

Coach transport will be available on Sunday evening 10 September from Hotel Scandic Simonkenttä to the social event and back to the hotel.

Transport will be available on Monday after the conference. The bus leaves from the Annex building of Eduskunta.

TAXIS

Tel. +358 100 0700

INTERPRETATION

Simultaneous interpretation in English and French will be provided by the Parliament of Finland.

Some delegations will bring their own interpreters.



IT AND TELECOMMUNICATION

A sufficient amount of computers with Internet connection will be provided for the conference participants.

Wireless Internet access will be available at the conference venue (Annex building "Little Parliament") during the conference.

In addition, Wireless Local Area Network (WLAN) is available for free in Hotel Scandic Simonkenttä. For further information, please contact the hotel reception (tel. +358 10 80 8002).

SMOKING

Smoking is not permitted in most public buildings in Finland. However, there is a special room for smokers at the Annex building "Little Parliament".

MEDICAL FACILITIES

The medical facilities of the Parliament of Finland are available for the participants of the conference. Conference staff can direct participants to the medical office.

PHARMACY

The address of the closest pharmacy (five minutes walk from the hotel and conference venue) is:

Yliopiston Apteekki
Mannerheimintie 5 / Kaivopihä
FI-00100 Helsinki

The pharmacy is open from 7 am to 12 pm every day.

BANKING SERVICES

Several banks and cash dispensers are located close to the Parliament of Finland and to Hotel Scandic Simonkenttä.

POST OFFICE

There is a post office in the Parliament of Finland.



NOTE

Please note that the ASEM Summit will take place in Helsinki on 10-11 September 2006 at the same time as the Meeting of COSAC Chairpersons. Because of the significant scale of the ASEM summit, delays in traffic and in services at the airport should be expected.

Frontier controls have been imposed also for travellers arriving from the Schengen area.

There will also be a security check at Hotel Scandic Simonkenttä. Therefore, we ask you to reserve enough time for moving from one place to another. Please mark your luggage clearly with a name tag. Please note also that only luggage smaller than 75x55 cm will go through the security gate. All luggage larger than that will be checked manually.

Because of the tight security regime, those participants who will leave Helsinki on Monday cannot leave their luggage at the hotel. We ask everyone to take their luggage with them to the Eduskunta. Unlike the previous information we have given, the bus to the airport will leave from the Eduskunta directly after the meeting (latest at 16.20). We urge you to take the bus to the airport, if your flight leaves before 8.00 pm.

We ask for your understanding for the inconvenience.

