

# **COSAC MEETING LONDON OCTOBER 2005**

## **Note to Delegation Secretaries**

### **Security**

It is essential that all delegates wear their passes at all times during the meeting and the social functions. We would therefore appreciate your assistance with this.

Passes will be distributed at the registration desks, which will be open from 2 pm on Sunday in the foyer of the conference hotels (Marriott County Hall, City Inn and the Horseguards). Any delegation secretary collecting badges on behalf of their delegation will be asked to show their passport. If delegations are not staying in one of the conference hotels, it will be necessary for them to collect their passes from the registration desk at the Marriott County Hall. Any delegate that has not pre-registered will need to go to the Marriott County Hall to get their security pass. For those unable to register on Sunday registration will take place on Monday at Church House.

It would be most helpful if you could ensure that your delegates are aware that passes will be needed to enter the event in the Palace of Westminster on Sunday evening and for all meetings in Church House. We regret that the police will turn away anyone without a photographic badge and all delegates will be required to go through security screening.

### **Programme and transport**

On Sunday evening the tours of the Palace of Westminster are subject to a tight timetable. Therefore the coaches will depart promptly at the times posted in conference hotels. Conference staff will be able to assist with this.

Please note that transport is only provided from the conference hotels. Therefore, on Sunday evening, it will be necessary for delegates staying in other hotels to travel on the official coaches (which will leave at the times shown in the handbook) in order to gain entry to the event.

On Monday evening, it is essential that all delegates arrive at Westminster Pier by 1830 to allow embarkation of the boat at its scheduled departure time. We regret that tide times will not enable the boat to wait for latecomers.

On Tuesday morning we advise delegates to check out of hotels before the meeting begins. There will be storage facilities at Church House. There will also be facilities provided at all of the hotels for storing luggage throughout the day and coaches will return there at the end of the meeting.

If you have any queries at any time please call the duty mobile – tel **07905550638** or **07967204427**.