



Plenary Meeting of the LXII COSAC

Helsinki, 1–3 December 2019

Practical information

Finnish Presidency of the Council of the European Union

Conference Venue

Scandic Marina Congress Centre
Katajanokanlaituri 6
00160 Helsinki

Registration and accreditation

The Finnish Presidency has implemented an online registration system for all meetings. Participants are kindly requested to register for the conference online by **3 November 2019**. Please find the registration information along with the username and password in the e-mail sent to your contact person.

Each national Parliament shall be represented by **a maximum of six Members** of its Committee(s) for Union Affairs. The European Parliament shall be represented by **six Members**. Each Parliament shall determine the composition of its own delegation. **Three members of the Parliaments of each candidate country** shall be invited as observers to plenary and extraordinary COSAC meetings. **Two members of the Parliaments of each candidate country** shall be invited as observers to the meetings of the Chairpersons of Committees for Union Affairs¹.

Contact for technical support: parleu2019fi@parliament.fi

Welcome desks will be open at the conference hotels on Sunday, 1 December 2019, from 2 pm to 7 pm, for delegates to pick up welcome bags and identity badges. **Each candidate has to collect his or her own badge with an official ID.** Delegates arriving later will be able to register at the main entrance of the conference venue on Monday, 2 December 2019.

For security reasons, all participants are requested to wear their identity badges visibly at all times during the event. If you lose your identity badge, please contact the organisers immediately.

Delegates not staying at one of the recommended conference hotels are requested to **notify the organisers** at which of the conference hotels they would like to pick up their welcome bags and badges at the times indicated above. They are also welcome to join the transfers from this hotel to the conference venue and to the dinner locations.

Colour coding of the identity badges and lanyards

Red	Head of Delegation
Blue	Member of Delegation
Light blue	Keynote Speaker
Green	Delegation Staff, COSAC Secretariat
Violet	Observer
Grey	Security Officer
White	Organisers, Technical Support
Orange	Interpreter
Yellow	Media

Accommodation

Delegates are kindly requested to make their own room reservations as soon as possible in one of the hotels recommended below, using the reservation links and/or the booking codes indicated. Block reservations have been made from **1 – 3 December 2019** at the following three hotels:

¹ <http://www.cosac.eu/documents/basic-texts/rules-of-procedure-of-the-cosac/>

Scandic Grand Marina (250 rooms)

Room type	Rate per night per room (single/double occupancy)
Standard (216 rooms)	€ 168/188
Superior King Bed (18 rooms)	€ 198/218
Superior Extra (16 rooms)	€ 208/228
Including	Buffet breakfast, WiFi, VAT, customer sauna
Check in/Check out	15.00/12.00

The preferential rate negotiated by the Parliament of Finland is guaranteed until **10 November 2019**. Reservations made after 10 November 2019 are subject to availability at the hotel's best available rate.

Reservation method. Online reservation [behind this link](#). The reservation code is **BCOS011219**. Telephone number for individual room reservations: [+358 9 1666 1](tel:+358916661). Please note that a maximum of four rooms can be booked from this allotment at the same time.

Cancellation policy for individual rooms. Room reservations can be cancelled free of charge until 6 pm of the day of arrival. The customer is in charge of any changes, cancellations and charges concerning the reservations. The reservation must be guaranteed by credit card while booking.

Contact details

Scandic Grand Marina
Katajanokanlaituri 7
00160 Helsinki
Phone: +358 9 1666 1
E-Mail: grandmarina@scandichotels.com
Website: <https://www.scandichotels.com/>

Hotel Katajanokka (30 rooms)

Room type	Rate per night per room (single/double occupancy)
Classic Queen (15 rooms)	€ 189/199
Classic Twin (15 rooms)	€ 189/199
Including	Buffet breakfast, WiFi, VAT, customer sauna, gym
Check in/Check out	15.00/12.00
Reservation deadline	17 October 2019: 50% of the remaining contingent expires 1 November 2019: end of reservation period

Reservation method. Online reservation behind [this link](#). The reservation is open until **1 November 2019**. The telephone number for reservations is +358 (0)9 686 45132 and the e-mail address is sales@hotelkatajanokka.fi.

Cancellation policy for individual rooms. Room reservations can be cancelled free of charge until 6 pm of the day of arrival. The customer is in charge of any changes, cancellations and charges concerning the reservations. The reservation must be guaranteed by credit card while booking

Contact details

Hotel Katajanokka
Merikasarminkatu 1
00160 Helsinki
Phone: +358 9 686 450
Email: reception@hotelkatajanokka.fi
Website: <https://www.hotelkatajanokka.fi/en/>

Radisson Blu Plaza

(40 rooms)

Room type	Rate per night per room (single/double occupancy)
Standard (20 rooms)	€ 165/185
Business (20 rooms)	€ 215/235
Including	Buffet breakfast, WiFi, VAT, customer sauna, gym
Check in/Check out	15.00/12.00
Reservation deadline	20 October 2019: 25% of the remaining contingent expires 3 November 2019: 50% of the remaining contingent expires 17 November 2019: end of reservation period

Reservation method. Online reservation by 3 November behind this [link](#). Please make sure to make your booking early on in order to secure a room for you. Please use the code BCOSAC when booking the rooms.

Cancellation policy for individual rooms. Cancelling the room reservation is possible until 6 pm on the day of arrival. The customer is in charge of any changes, cancellations and charges concerning the reservations. The reservation must be guaranteed by credit card while booking.

Contact details

Radisson Blu Plaza
Mikonkatu 23
00100 Helsinki
Phone: +358 20 1234 703
E-Mail: info.plaza.helsinki@radissonblu.com
Website: <https://www.radissonblu.com/en/plazahotel-helsinki>

Transfers

Delegations are kindly requested to make their own arrangements for transportation from and to the airport.

[Helsinki Airport](#) is located about 21 km from the city centre, which is approximately a 40 minutes' drive depending on traffic. You can reach Helsinki by train, bus (<https://www.hsl.fi/en>), or taxi. Trains I and P go from the airport to Helsinki Central Station. From the Helsinki Central Station it is about 5 minutes' walk to the Radisson Blu Plaza. Tramline 4 goes from the Central Railway Station to Scandic Grand Marina and Hotel Katajanokka.

Finnair airport shuttle bus is working from the west side of the Helsinki Railway Station to the airport and back.

Time estimate for the journey is 40 minutes by bus and about 30–35 minutes by train or taxi. Note that the taxi services have been deregulated and as a result, the taximeters are no longer mandatory and the price of journey can vary. To facilitate the choice of a taxi at the airport, there are four lanes for taxis at the Helsinki Airport:

- The three lanes closest to the terminal exit are reserved for the taxi companies that won the competitive tendering (Lähitaksi, Vantaan Taksi and Taksi Helsinki).
- The fourth is for other taxi operators.
- Beside there is also an area for pre-reserved rides.
- Number for pre-reserving a taxi in Helsinki Airport (valid only in reservations from the airport): Taksi Helsinki +358 100 0600

The Finnish Parliament will provide transportation for the delegates to and from the conference and the dinner venues. Please note that the **buses for the airport leave at 14:30** after the meeting on Tuesday 3 December.

Please note that there will not be bus transportation from Scandic Grand Marina to the conference venue (the distance between the two is about 150 meters).

Interpretation

Simultaneous interpretation will be provided during the meeting in all the official languages of the European Union.

Conference documents

Documents will be available on www.parleu2019.fi and at the conference secretariat during the meeting.

Taking the floor

Requests to take the floor can be made electronically from the participant's seat. The floor will be given in the order of receiving the requests. To speak, press the button on the conference unit on your desk.

WiFi

WiFi is available at the conference venue. The access code will be provided at the conference venue.

Catering

Coffee will be served in the foyer of the conference centre and lunch in the restaurant beside the conference room. Vegetarians and persons with food allergies are kindly asked to inform the organisers in advance by providing the relevant information on their registration form.

Media

The meeting will be broadcast as a live stream on www.parleu2019.fi in English and in French and the video will subsequently be made available in English on the website. Upon accreditation to the conference, you agree to transfer to www.parleu2019.fi, represented by the Finnish Parliamentary Administration, the non-exclusive, perpetual, irrevocable and worldwide right to your speech and/or statements and to all images and videos of you produced at the conference. This includes the right to sublicense, reproduce, modify, distribute, broadcast, publicly perform, publicly display and make available to the public in any form and in any medium, whether known or later developed.

Smoking

Smoking is permitted only in designated smoking areas outside of the building.

Currency

The currency of Finland is the euro.

Emergency number is 112.

Time zone

Local time in Finland is UTC+2.

Country code in Finland is (+358).

Power supply

230V electrical supply. Supply frequency is 50 Hz. Plug socket in use is the two-pinned Type F, "Schuko".

Climate

The average temperature in Finland in December is about -3 degrees in Celsius. The degrees can vary. For more information, please visit www.foreca.com.

Tourism

Many sights in Helsinki can be easily reached on foot. For the attractions nearby the hotels and the Conference Venue, we recommend the Helsinki [Central Library Oodi](#). It was built to celebrate Finland's 100-year independence, and it is architecturally an interesting, energy-efficient building. The art museum [Amos Rex](#), opened in autumn 2018, is worth visiting for influential exhibitions. Buildings designed by one of the most notable architects in Finland, Alvar Aalto, can be found in the centre area. Excellent shopping facilities are located a short distance away from the hotels and the Conference Venue.

Embassies

For information on embassies located in Finland, please visit the website of the [Ministry for Foreign Affairs of Finland](#).

Contacts

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Should you need further information, please contact:

parleu2019fi@parliament.fi

1. Conference venue Marina Congress Center
2. Dinner venue Helsinki City Hall
3. Scandic Hotel Marina
4. Radisson Blu Plaza
5. Hotel Katajanokka



Direction to the Koskenranta Restaurant

Map

