



BELGISCH FEDERAAAL PARLEMENT
PARLEMENT FÉDÉRAL DE BELGIQUE

eu trio.be

COSAC Chairpersons Meeting - Brussels, 4-5 July 2010

GENERAL INFORMATION

1) **Meeting venue**

Belgian Senate – Hemicycle
Access through : Rue de Louvain 13, 1000 Brussels

2) **Meeting secretariat**

For any information regarding this meeting please write to the following address :
eu2010@senate.be or call : +32 2 501 77 80
Website : **http://www.parlement-eu2010.be**

3) **Accommodation**

Hotel bookings can **only** be made on-line : **http://www.secure-squatra.be**

Rooms have been booked in 3 hotels :

- Le Méridien Brussels Hotel (5 stars)
Carrefour de l'Europe 3
1000 Bruxelles
- Royal Windsor Grand Place Hotel (5 stars)
Rue Duquesnoy 5
1000 Bruxelles
- Novotel Grand Place Hotel (4 stars)
Rue du Marché aux Herbes 120
1000 Bruxelles

4) **Meeting registration**

Please find enclosed a copy of the registration form, which each delegation member (accompanying interpreters included) is required to complete. Registration forms should be returned **before Friday 25 June 2010** by fax to number +32 2 501 72 16 or by e-mail to **eu2010@senate.be**.

5) **Arrival and departure of the delegations**

Chairpersons and members of delegations will not be met on arrival in Brussels, and are consequently requested to arrange their own transport from the airport or the railway station to their hotel.

6) Transfers

Bus transport will be provided for all participants between the conference hotels and all meeting and reception venues.

7) Accreditations

All participants to the meeting will be provided with an accreditation badge. It may be picked up in the hotels on Sunday 4 July 2010 from 15.00 to 18.00, or in the Senate on Monday 5 July 2010 from 8.30.

8) Interpretation

Simultaneous translation will be provided in French, Dutch and English.
3 extra translation booths will be provided and will be allocated on a first come first served basis.

9) Documents

Session documents will be updated regularly on the website. Final versions will be provided on accreditation. In compliance with Section 9.2 of the COSAC Rules of Procedure, documents will be provided in English and French.

10) Press

The conference is open to the press.

11) Meeting room

A room with computers, fax machine and telephone will be open to participants. All computers will have internet access and a wi-fi connection will also be made available (user name and password available at the accreditation desk).

12) Non-smoking policy

Smoking is strictly prohibited in the Parliament building.

13) Currency

Euro is the currency in use in Belgium.
The Conference hotels can provide currency exchange.
A cash dispenser is at your disposal in the Parliament building.