



ParlEU2013.ie

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh
An Ghné Pharlaiminteach

Irish Presidency of the
Council of the European Union
Parliamentary Dimension

PRACTICAL INFORMATION NOTE

COSAC Chairpersons Meeting 27 - 28 January 2013

Date and venue

The Conference will be held at *Dublin Castle*, in Dublin, on 27 - 28 January 2013. The address of the venue is [Dublin Castle](#), 2 Palace Street, Dublin 2.
ACCESS ONLY THROUGH THE PALACE STREET GATE

Registration of Participants

All participants are kindly requested to fill in a registration form and return it to prescosac@oir.ie by **4 January 2013**. The form is also available at www.ParlEU2013.ie by clicking on the name of the Conference in the calendar.

Registration

Registration Desks will be located in the main entrance hall of the *Gresham Hotel* from 15.00 on the day of arrival. Identity badges and other Conference material can be collected from this Desk. All participants are kindly requested to wear their identity badges at all times for security reasons and in order to ensure their access to shuttle buses, conference rooms and receptions and/or other events in the programme.

The ribbons and identity badges correspond to the following categories of participants:

- | | |
|---------------------------------|-----------------------|
| • White with ParlEU2013.ie logo | - Delegate Member |
| • Blue | - Delegate Staff |
| • Red | - Event/Support Staff |

Accommodation

Block bookings have been made by the Houses of Oireachtas at agreed preferential rate/s at the following hotel/s.

***The Gresham Hotel,
23 Upper O'Connell Street,
Dublin 1.***

*Phone: +353 1 874 6881
Fax: +353-1-878 7175*

All participants are kindly requested to make their own arrangements for accommodation by the **4 January 2013** using the following URL:

http://cms.ihfhousingbureau.com/ENG/event8_27Jan13.html



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Requests for accommodation will be dealt on a first-come-first-served basis and any requests received after this date cannot be guaranteed.

Any queries concerning accommodation may be addressed to:

Stephanie Howard

Phone: +00353-1-466 8262

howards@ihf.ie

Accommodation cost is covered by participants.

Arrival and departure

All participants are kindly requested to make their own arrangements for transportation from the airport to their hotel.

Approximate costs of transfer from Dublin Airport to the *city centre* are as follows:

| | |
|-------------------------------------|------------------------|
| Taxi: | €50 |
| Aircoach: | €7 single - €12 return |
| 747 Airlink: | €6.00 single |

Transportation during the Conference

Transportation will be provided from the hotel to the venue of the Conference and vice versa, as well as for all social events included in the programme.

Simultaneous interpretation

Simultaneous interpretation will be provided in English and French. Details of the full language regimen and the relevant channels will be made available on the day of the conference.

Documents

Working documents will be regularly updated on the Oireachtas EU Presidency website ParlEU2013.ie. Final versions will be provided upon registration and at the meeting venue. Documents will be provided in English and French.

Requests to take the floor

Participants wishing to take the floor are requested to fill in a separate "Request for the floor" card for each Session of the Conference. The cards can be found in the material received upon registration. A separate coloured card will correspond to each agenda item. A list of speakers, based on the cards received by the Presidency Secretariat, will be drawn up by the Chairperson of the Conference and, once the floor is given, speakers can deliver their speeches from their seats.



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Services during the Conference

Participants will have access to a working station, equipped with computers, Internet access and fax machines and all other relevant communication facilities.

A Wi-Fi service will be available. Full access details will be provided to delegates on the day of the conference.

Coffee will be provided at the time indicated on the programme. Food and beverages are not allowed in the Conference room.

Information Desk

An Information Desk will be situated outside the Conference room and will be available in order to assist participants with any practical matter.

Press Facilities

Press Facilities will be provided during the Conference. Access will be given to correspondents of national and international press, radio and television, who have been accredited in advance via the EU2013.ie webpage.

Live Broadcast

The Meeting will be webcast live on ParlEU2013.ie.

Medical Service

Medical services will be available during the Conference.

Non-smoking policy

Smoking is prohibited in all indoor areas in hotels and all public places. An outdoor space outside the Conference Centre can be used by smokers and will be clearly signposted.

Currency

The national currency of Ireland is the Euro.

Power

It is important to note that the plugs and sockets used in Ireland and the UK (including Northern Ireland) are different from those in use in the rest of Europe. Delegates are advised to use 3 square pin adapters (230v/50hz) for use with their laptops etc.

Weather

The Irish winter starts in December. The average lowest temperature is 2.5°C and the highest is 7.6°C.



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Presidency Secretariat

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