



PRACTICAL INFORMATION NOTE

XLIX COSAC 23-25 June 2013

Date and venue

The XLIX COSAC will be held at Printworks Conference Centre, Dublin Castle between 23-25 June 2013. The address of the venue is the Printworks Conference Centre, [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 **04 June 2013**. The form is also available at <http://www.parleu2013.ie> by clicking on the name of the Conference in the calendar.

Given the limited capacity at the Printworks Conference Centre, seating in the meeting room will be restricted to 8 per delegation from National Parliaments /European Parliament and 4 per delegation from EU Accession/candidate countries. A separate viewing area with sound/interpretation will be provided.

Registration

Registration Desks will be located in the main entrance halls of the Gresham Hotel, the Burlington Hotel and Jurys Inn Christchurch from 15.00hrs to 19.00hrs on Sunday 23rd June. Late registration at the Printworks Conference Centre can be facilitated by prior arrangement. Identity badges and other Conference material can be collected from these Desks. 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:

- Yellow with ParlEU2013.ie logo - Delegate Chairperson
- 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 rates at the following hotels:

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

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

The Burlington Hotel
Upper Leeson Street,
Dublin 4.

Phone: +353 1 618 5600
Fax: +353 1 6185693



ParlEU2013.ie

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh
An Ghné Pharlaiminteach

Irish Presidency of the
Council of the European Union
Parliamentary Dimension

Jurys Inn Christchurch,
Christchurch Place,
Dublin 8.

Phone: +353 1 454 0000
Fax: +353 1 454 0012

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

http://cms.ihfhousingbureau.com/ENG/event91_23June13.html

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: +00353-1-406 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 all EU official languages. Details of the full language regime 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 www.parleu2013.ie. Final versions will be provided upon registration and at the meeting venue. Documents will be provided in English and French.



ParlEU2013.ie

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh
An Ghné Pharlaiminteach

Irish Presidency of the
Council of the European Union
Parliamentary Dimension

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.

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 www.parleu2013.ie webpage.

Live Broadcast

The Meeting will be webcast live on www.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.



ParlEU2013.ie

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh
An Ghné Pharlaiminteach

Irish Presidency of the
Council of the European Union
Parliamentary Dimension

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 summer starts in May. The average lowest temperature is 8°C and the highest is 22°C.

Presidency Secretariat

EU Co-ordinator: Máirín Devlin
Telephone (direct) +353 1 618 3258
(mobile) +353 87 223 8630
E-mail: Mairin.Devlin@oir.ie
prescosac@oir.ie

EU Co-ordination Team Lynda Conlon
+353 1 618 3409
+353 87 121 4873
prescosac@oir.ie

Karagh McGoldrick
+353 1 618 3321
+353 87 911 8176
prescosac@oir.ie

Mark Smith
+353 1 618 3369
+353 86 859 0521
prescosac@oir.ie

Emma Costello
+353 1 618 4281
prescosac@oir.ie

Media/Press Contact Paul Hand
+353 1 618 4484
+353 87 6949926
Paul.Hand@oireachtas.ie

**Clerk to the Committee on
European Union Affairs** John Hamilton
+353 1 618 3850
+353 87 6621375
john.hamilton@oireachtas.ie