

Contact: eu2009.eusc@riksdagen.se

Extra EU Speakers' Conference, Stockholm 11-12 December 2009

Accommodation

Sheraton Stockholm Hotel

Please, make your hotel reservation at www.starwoodmeeting.com/Book/riks no later than **9 November 2009**.

Tegelbacken 6, Box 195

SE 101 23 Stockholm

Phone: +46 8 412 34 00

Fax: +46 8 412 34 09

E-mail: sheraton.stockholm@sheraton.com

Web: www.sheratonstockholm.com

Arrival and departure

Transport will be provided, VIP included.

Conference Badges

A conference badge will be issued to each participant upon presentation of an ID document. All participants are requested to wear their conference badge at all times for security reasons, and to ensure access to buses, conference rooms and receptions.

Conference Services

Computers, telephones, Internet and fax services are available in the vicinity of the meeting venue. Wi-Fi is available inside and outside the meeting venue.

A qualified nurse will be available during conference hours.

Conference Venue

The Former First Chamber, East Wing

The Swedish Parliament (Riksdagen)

SE-100 12 Stockholm, Sweden

www.riksdagen.se

Contact

For information concerning working sessions or practical matters please contact us on e-mail: eu2009.extraeusc@riksdagen.se

Currency

The currency unit in Sweden is the Swedish krona (SEK). Most major international currencies can be exchanged at Arlanda Airport or at your hotel. All major credit cards are widely accepted in Sweden.

Documentation

Documentation during the conference will be provided in English and French.

Interpretation

Simultaneous interpretation will be provided in English and French. Parliaments are entitled to bring their own interpreters. Those who do not want to bring their own interpreters may ask the host country to organize the interpreters for their languages at their own cost.

Press

The conference is open to the press and the public.

Registration

Please note that you need to register electronically through our web registration. Participants have received the registration link.

The deadline for registration is **9 November 2009**. Delegations are limited to Speaker plus one, if possible.

Security

The Riksdag will provide all necessary security measures. Should you have any questions regarding security, please contact: eu2009.eusc@riksdagen.se

Tourist Information and Weather

For tourist information please consult www.stockholmtown.se

Taxi

In case needed – the easiest way to order a taxi is to call the taxi companies' switchboards.

The following companies are trustworthy, please avoid non-affiliated taxis.

Taxi Stockholm	Phone: +46 8 15 00 00
Taxi 020	Phone: +46 8 24 25 55
Taxikurir	Phone: +46 8 30 00 00

The Riksdag's Environmental Policy

For a number of years the Riksdag Administration has been working systematically to minimise the impact of its operations on the external environment. An environmental policy has been drawn up and routines established for internal environmental work. For the next few years there are measurable environmental objectives and action plans for paper consumption, transport, electricity and energy for the heating of buildings. Environmental requirements are systematically applied in relation to all procurement, and environmental considerations are a natural part in the planning of conferences and meetings arranged by the Riksdag Administration. The Riksdag Administration has been ISO 14 001 certified (environmental management system) since April 2009.