

PRACTICAL INFORMATION NOTE

Inter-Parliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP) 9 and 10 September 2012

Date and venue

The Conference will be held at the Coral Beach Hotel in Pafos, on 9 and 10 September 2012.

Registration of Participants

All participants are kindly requested to fill in a registration form and return it electronically at interparconf@cyparliament2012.eu **by 20 August 2012**. The form is also available at www.cyparliament2012.eu by clicking on the name of the Conference in the calendar.

Registration Desks will be located in the main entrance hall of the hotels on the day of arrival and on the following morning. Identity badges and other material regarding the Conference will be available 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 of the identity badges correspond to the following categories of participants:

- Blue - Delegates, Members of Parliament
- Green - Delegation Secretaries/ Advisors/ Staff
- Yellow - Staff of hosting Parliament
- Grey - Observers/ Other Participants

Accommodation

Block bookings have been made by the House of Representatives at the following hotels at special rates.

Participants are requested to make their reservations **by 20 August 2012**. Requests for accommodation will be dealt on a first-come-first-served basis and any requests received after this date cannot be guaranteed. Accommodation costs are covered by participants.

All participants are requested to make their own arrangements for accommodation directly with these hotels by completing the attached accommodation form and sending it directly to the hotel.

Coral Beach Hotel & Resort (***)**

8099 Pafos.

Phone: +357 26 881 000

Fax: +357 26 621 742

e-mail: coralres@coral.com.cy

website: www.coral.com.cy

Azia Resort & Spa (***)**

Akamas Avenue.

Phone: +357 26 845 100

Fax: +357 26 845 200

e-mail: info@aziaresort.com

website: www.aziaresort.com

Arrival and departure

IMPORTANT NOTE: The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaka and Pafos and the ports of Limassol and Larnaka which are situated in the government-controlled area of the Republic.

All participants arriving at the above legal ports of entry of the Republic are kindly requested to make their own arrangements for transportation to the hotels. The cost of transfer from Larnaka International Airport to Pafos by taxi is about €130 and from Pafos International Airport to the Conference Hotels is about €40.

Transportation during the Conference

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

Simultaneous interpretation

Simultaneous interpretation into Greek, English and French will be provided. Participants accompanied by their own interpreters, are kindly requested to notify the Presidency Secretariat at interparconf@cyparliament2012.eu the soonest possible and also indicate their request on the registration form. For this purpose, please note that only three additional translation booths will be available and will be allocated on a strictly first-come-first-served basis.

Documents

Working documents will be regularly updated on the House of Representatives' website (www.cyparliament2012.eu). Final versions will be provided upon registration. Documents will be provided in English and French.

Requests to take the floor

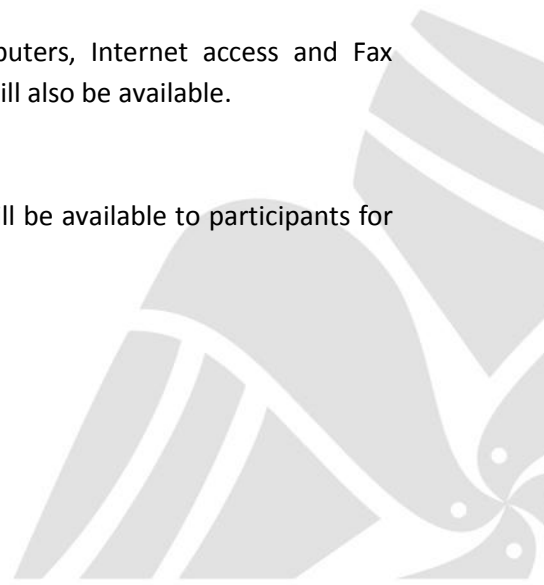
Participants wishing to take the floor are requested to fill in a separate "Request for the floor" card for each Session of the Conference. The cards can be found in the material received upon registration. A separate coloured card will correspond to each agenda item. A list of speakers, based on the 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.

Services during the Conference

Participants will have access to a working room, equipped with computers, Internet access and Fax machines and all other relevant communication facilities. A WI-FI service will also be available.

Information Desk

An Information Desk will be situated outside the Conference room and will be available to participants for any practical matter, including username and password for WI-FI service.



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 already sent their registration forms to the Presidency Secretariat.

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.

Currency

The national currency of the Republic of Cyprus is the Euro.

Weather

September is fairly warm in Cyprus, both during the day and at night. The average lowest temperature is 20°C and the highest is 33°C.

Please note that for the dinners and cultural events included in the programme comfortable shoes for ladies are recommended.

Presidency Secretariat

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