

**MEETING OF THE SECRETARIES GENERAL OF
THE EUROPEAN UNION PARLIAMENTS**

Rome, 12 – 13 March 2015

GENERAL INFORMATION

MEETING VENUE	CHAMBER OF DEPUTIES Palazzo Montecitorio
MEETING HALL	The meeting will take place in the <i>Sala della Regina</i> .
REGISTRATION	Please fill in the enclosed registration form and send it to semestre2014@camera.it before 6 March 2015. Participants will receive their badges, invitations to social events and general documentation at the meeting venue.
CATEGORIES AND COLOURS OF BADGES	SECRETARIES GENERAL..... RED DELEGATION STAFFBLUE INTERPRETERSGREEN
INTERPRETATION	Simultaneous interpretation will be provided in English, French and Italian. Interpretation booths will be provided free of charge by the Chamber of Deputies to delegations accompanied by their own interpreters. Requests for additional booths should be specified before 6 March 2015.
DOCUMENTS	The updated programme of the meeting, working documents and general information will be available in English, French and Italian at http://ue2014.parlamento.it/ . After the meeting, documents will be available at http://ue2014.parlamento.it/ .
REQUESTS TO TAKE THE FLOOR	Participants wishing to take the floor are kindly requested to fill in the appropriate forms, which will be distributed upon registration together with the other working documents.

FACILITIES	<p>Computers connected to the Internet, printers and photocopiers will be made available to delegations in a room adjacent to the meeting hall. Wi-Fi connection will also be provided.</p> <p><i>Username:</i> guest_cdd <i>Password:</i> wepc2012</p>
DRESS CODE	<p>On the premises of the Chamber of Deputies men are required to wear a jacket.</p>
HOTELS	<p><i>GRAND HOTEL PLAZA</i> Via del Corso, 126 – 00186 Rome tel.: +39 06 67495 / +39 06 69921111 www.grandhotelplaza.com</p> <p><i>COLONNA PALACE HOTEL</i> Piazza Montecitorio, 12 – 00186 Rome tel.: +39 06 675191 www.itihotels.it</p> <p><i>HOTEL NAZIONALE</i> Piazza Montecitorio, 131 – 00186 Rome tel.: +39 06 695001 www.hotelnazionale.it</p> <p>Participants may choose to stay at one of the proposed hotels depending on room availability. Delegates should fill in the hotel reservation form (which can be downloaded from the website http://ue2014.parlamento.it/.) and book their rooms directly with the hotel by the specified deadlines.</p> <p>We recommend to make reservations as early as possible.</p>
TRANSPORT	<p>Transfer to/from Leonardo da Vinci airport at Fiumicino: by train (Leonardo Express train, with departures every 30 minutes from Rome's Termini railway station or from the airport, ticket €14), by taxi (€48) and by bus (bus companies: Cotral, Sit Bus, T.A.M. Srl, Terravision, Atral Schiaffini; rates start from €4). G.B. Pastine airport at Ciampino may be reached by taxi (€30) or by bus.</p>
MEDICAL ASSISTANCE	<p>A medical room is located within the Chamber of Deputies.</p>

BANK	<p>Located on the same floor as the Plenary Hall at <i>Palazzo Montecitorio</i>.</p> <p>Open MON-FRI 8.50 a.m. - 1.00 p.m.; 3.25 p.m. - 5.45 p.m. ATM facilities are available on the same floor.</p>
TRAVEL AGENCY	<p>Located on the same floor as the Plenary Hall at <i>Palazzo Montecitorio</i>.</p> <p>Open MON-FRI 9.00 a.m. – 6 p.m.</p>
INFORMATION AND WELCOME	<p><i>OFFICE FOR RELATIONS WITH THE EUROPEAN UNION</i> (Chamber of Deputies)</p> <p>tel.: +39 06 6760.2145/2146 fax: +39 06 6794.083 e-mail: semestre2014@camera.it</p>
CONTACTS	<p><i>OFFICE FOR RELATIONS WITH THE EU</i> <i>CHAMBER OF DEPUTIES</i></p> <p><i>OFFICE FOR RELATIONS WITH THE EUROPEAN UNION</i></p> <p>tel.: +39 06 6760.2145/2146 e-mail: semestre2014@camera.it</p> <p><i>SENATE OF THE REPUBLIC</i></p> <p><i>OFFICE FOR RELATIONS WITH EU INSTITUTIONS</i></p> <p>tel.: +39 06 6706.2465 e-mail: ue2014@parlamento.it</p>