



Meeting of the Chairpersons of COSAC

Vienna, 8 – 9 July 2018

General Information

Meeting venues

- Presidential Troika
8 July 2018
Room 5, Pavilion Bibliothekshof
Austrian Parliament, Hofburg
1010 Vienna
Please use the direct entrance to the Pavilion Bibliothekshof.
- Chairpersons COSAC
9 July 2018
Großer Redoutensaal
Austrian Parliament, Hofburg
1010 Vienna
Please use the main entrance at Josefsplatz 4 to enter the Hofburg.

Registration and Accreditation

- The Austrian Presidency has implemented an online registration system for all meetings. You are kindly requested to announce a Delegation Accreditation Officer (DAO) of your Chamber/Parliament (name, e-mail address and phone number) to: COSAC-Chairs-AT2018@parlament.gv.at
Your DAO will receive a link to the registration system via e-mail, at which he/she can view the accreditation status in the system and make modifications among the registered persons until the registration deadline.
- Technical Support Contact: e-mail accreditation@eu2018.at
- Every DAO is kindly asked to fill out the **online registration form** for his/her whole delegation **by 8 June 2018**.
- Welcome and registration desks will be open at the recommended hotels on Sunday, 8 July 2018, from 14:00 to 19:00. Delegates arriving later will be able to register at the meeting venue on Monday, 9 July 2018, from 08:00 (main entrance of the Hofburg, Josefsplatz 4).
- **For security reasons, all participants are requested to wear their badges visibly at all times throughout the event.** If you lose your name badge, please contact the organisers immediately.
- Delegates who will not be staying at one of the recommended hotels are required to advise the organisers in which of the conference hotels they would prefer to register (at

the times indicated). They can also join the transfer from this hotel to the DemocracyQuarter Walking Tour, to the dinner or to the meeting venue.

Colours of the identity badge and lanyards are:

Red	Head of delegation
Blue	Member of delegation
Green	Delegation staff and COSAC Secretariat
Yellow	Media
Orange	Interpreter
Grey	Speaker
Violet	Observer
White	Organisers, technical support

Accommodation

Delegates are kindly requested to make **their own room reservations** as soon as possible in one of the hotels recommended below, using the reservation links or the reservation form attached which has to be returned directly to the hotel by fax or by e-mail. Please note that reservation deadlines and cancellation policies are different for each hotel.

Block reservations have been made from 8 – 10 July 2018 in the following three hotels:

Steigenberger Hotel Herrenhof

(50 rooms)

Room type	Rate per night per room (single/double occupancy)
Superior	€ 185/€ 210
Deluxe	€ 205/€ 230
including	breakfast, WiFi, VAT
Check in/Check out	15.00/12.00
Reservation deadline	10 June 2018: expiration of 80% of the free contingent 17 June 2018: termination of bookings
Cancellation deadline	21 days prior to arrival

Please use this link to book directly with the hotel:

<https://www.steigenberger.com/en/reservations?d=326&in=2018-07-08&out=2018-07-10&r=1&ar=1&p=GRG09>

Hotel contact:

Herrengasse 10

1010 Vienna

Tel.: +43 (0) 1 53404 0

Fax: +43 (0) 1 53404 155

E-Mail: herrenhof-wien@steigenberger.at

Website: <https://www.steigenberger.com/en/hotels/all-hotels/austria/vienna/steigenberger-hotel-herrenhof>

Grand Hotel

(30 rooms)

Room type	Rate per night per room (single/double occupancy)
Superior in Queen-Twin beds	€ 150/€ 180
including	breakfast, WiFi, VAT
Check in/Check out	15.00/12.00
Reservation deadlines	27 May 2018: expiration of half of the free contingent 8 June 2018: termination of bookings
Cancellation deadline	48 hours prior to arrival

Book directly on the hotel's website using the corporate code COSACChairs.

Hotel contact:

Kärntner Ring 9

1010 Vienna

Tel.: +43 (0) 1 515 80 0

Fax: +43 (0) 1 515 80 - 10

E-Mail: info@grandhotelwien.com

Website: <http://www.grandhotelwien.com/en/>

Motel One Vienna-Staatsoper

(50 rooms)

Room type	Rate per night per room (single/double occupancy)
Double Room	€ 91.24/€ 106.62

	excl. € 9.50 breakfast
including	WiFi, VAT
Check in/Check out	15.00/12.00
Reservation deadline	28 May 2018
Cancellation deadline	3 days prior to arrival

Please use the attached booking form to book directly with the hotel via fax or e-mail.

Hotel contact:

Elisabethstraße 5

1010 Vienna

Tel.: +43 (0) 1 585 05 05

Fax: +43 (0) 1 585 05 05 - 10

E-Mail: wien-staatsoper@motel-one.com

Website: <https://www.motel-one.com/en/hotels/vienna/hotel-vienna-staatsoper/>

Transport

- Delegations are kindly requested to make their own arrangements for transportation from and to the airport. Vienna International Airport (<http://www.viennaairport.com/en/passengers>) is located about 18 km from the city centre, which is approximately a 20 minutes' drive depending on traffic. You may reach Vienna by train ([City Airport Train](#) or [ÖBB Railjet Train](#)), [taxi](#) or bus ([Vienna Airport Lines](#)).
- Transportation service will be provided by the Austrian Parliament for the delegates between the conference hotels and the DemocracyQuarter Walking Tour, the dinner and the meeting venues as indicated in the draft programme.

Languages

- The Meeting of the Presidential Troika will be held in English.
- Regarding the Meeting of the Chairpersons of COSAC, simultaneous interpretation will be provided in English, French and German. A limited number of booths will be made available **on a first-come, first-served basis** to delegations wishing to bring their own interpreters. Please inform the organisers about the need for additional booths in advance by 25 May 2018 at the latest.

Conference documents

Documents will be available on www.eu2018parl.at, www.cosac.eu and in the conference secretariat during the meeting.

Taking the Floor

Participants who wish to take the floor during the meeting are kindly requested to fill out the request-for-the-floor cards, which are to be handed in to the conference staff until the beginning of the debate of each session. These cards will be provided upon registration together with other useful documents for the meeting.

Media

The meeting will be broadcast as a live stream on www.eu2018parl.at in German and English, and the video will subsequently be made available in English on [youtube](https://www.youtube.com). Upon accreditation to the conference, you agree to transfer to the Austrian Parliamentary Administration the non-exclusive, perpetual, irrevocable and worldwide right to your speech and/or statements and to all images and videos of you produced at the conference. This includes the right to sublicense, reproduce, modify, distribute, broadcast, publicly perform, publicly display and make available to the public in any form and in any medium, whether known or later developed.

Smoking

Smoking is permitted only in designated smoking areas.

Contacts / EU- and International Services of the Austrian Parliament

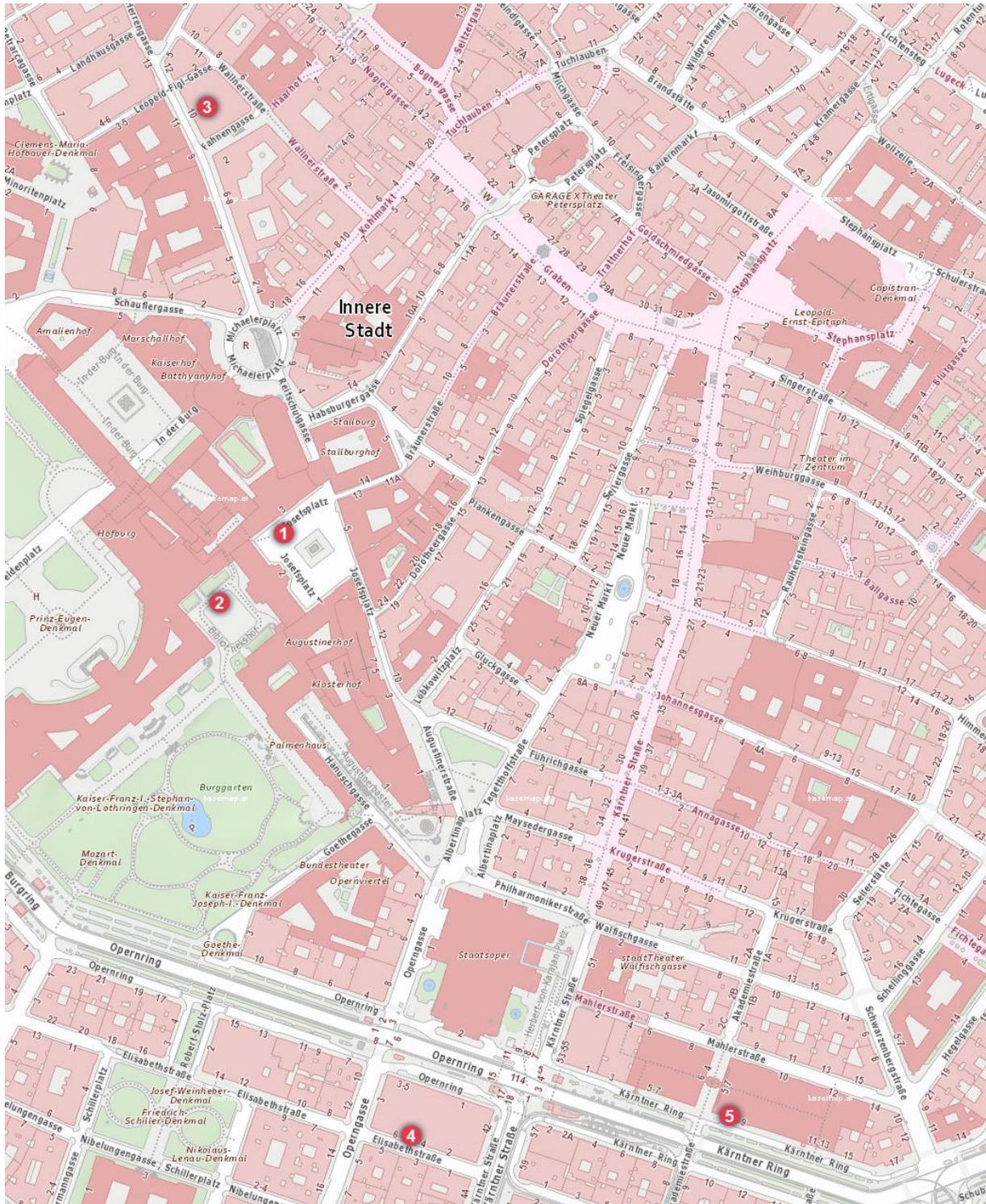
Mr Gerhard Koller
EU Participation and European Relations Department

Ms Julia Groiss
Protocol, Visits and Conference Organisation Department

Should you need any further information, please contact:

COSAC-Chairs-AT2018@parlament.gv.at

Map



Tiles © [basemap.at](https://www.basemap.at)

- 1 . Hofburg, Großes Redoutensaal, main entrance at Josefsplatz
- 2 . Hofburg, Pavillon Bibliothekshof
- 3 . Steigenberger Hotel Herrenhof
- 4 . Motel One Vienna-Staatsoper
- 5 . Grand Hotel