

COSAC CHAIRPERSONS MEETING

10 – 11 JULY 2016, BRATISLAVA

GENERAL INFORMATION

Conference venue

National Council of the Slovak Republic
Námestie Alexandra Dubčeka 1
812 80 Bratislava 1

Phone: +421 2 5972 2300
+421 2 5972 2503

Email: info.skpres@nrsr.sk

<https://goo.gl/maps/VbPFMdoFjbJ2>

Arrival, departure and local transport

Participants are kindly requested to make their own arrangements for transportation from and to the airport.

Bratislava Airport (BTS)

Located approx. 10 km from the city centre with flights from Athens, Barcelona, Berlin, Brussels – Charleroi, Dublin, London – Luton, London – Stansted, Madrid, Paris – Beauvais, Prague, Rome – Ciampino several days a week.

Taxi fare to the city centre ca. 15 €

Bus ticket to the city centre ca. 1 €

More information: <http://www.bts.aero/en/passengers/>

Vienna International Airport (VIE)

Thanks to its proximity to Bratislava (approx. 60 km) frequently utilized for the international transport.

Taxi fare to Bratislava ca. 50 €

Bus ticket to Bratislava ca. 10 €

More information: <http://www.viennaairport.com/>

Transfer from recommended hotels to conference venue and to social events will be provided by organisers.

Accommodation / Hotels

Participants are kindly requested to book their hotel rooms in due time. Rooms have been pre-booked at preferential rate by the Chancellery of the National Council of the Slovak Republic.

The deadline for hotel booking is **10 June 2016** and rooms will be assigned on a first-come first-served basis. After this date, rooms will be booked according to their availability.

Participants are kindly asked to book the accommodation directly with the hotels using links below.

Participants can choose from the following hotels:

Austria Trend Hotel Bratislava ****

Vysoká 2A, 811 06 Bratislava

Online booking form: [HERE](#)

or <http://bookings.ihotelier.com/bookings.jsp?groupID=1642756&hotelID=75034>

Room	Preferential rate
Standard	89 €
Superior	118 €
Including	breakfast, Wi-Fi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421-2-527 758 18

Website: <http://www.austria-trend.at/en/hotels/bratislava>

Cancellation policy: A free of charge cancellation is possible until 14 days prior to arrival date. For cancellations until 3 days prior to arrival, 80 percent of the ordered service will be charged. From this date onwards the hotel will have to charge 100 percent of the ordered service in case of late cancellation, no show or early check out. All cancellations have to be in writing.

Crowne Plaza Bratislava ****

Hodžovo námestie 2, 816 25 Bratislava

Online booking form: [HERE](#)

or

http://www.ihg.com/crowneplaza/hotels/us/en/bratislava/btsha/hoteldetail?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn&qChld=0&qFRA=1&qGRM=0&qGrpCd=BRX&qlta=99801505&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&icdv=99801505

Room	Preferential rate
Standard	117,35 €
Superior	156,35 €
Including	breakfast, Wi-Fi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421-2- 593 481 11
Website: <http://cpbratislava.sk/>

Cancellation policy: Reservation can be cancelled free of charge till 30 day prior to the arrival. Cancelling the reservation between 29 and 15 days prior the arrival will result in 50 percent cancellation fee from the whole reservation amount. Cancellations received 14 or fewer days prior the arrival and no shows are subject to 100 percent cancellation fee from the entire reservation amount. Early departures are charged with 100 percent early departure fee for the full stay.

Sheraton Hotel Bratislava *****
Pribinova 12, 811 09 Bratislava

Online booking form: [HERE](#)
or
<https://www.starwoodmeeting.com/events/start.action?id=1605160916&key=2953D5C6>

Room	Preferential rate
Standard	150 €
Superior	200 €
Including	breakfast, Wi-Fi, spa & fitness, VAT
Excluding	city tax 1,65 € per person per night

Phone: +421-2-353 500 00
Website: <http://www.sheratonbratislava.com/>

Cancellation policy: If participants cancel between 30 May 2016 and 4:00 PM hotel time on 10 June 2016, there will be no forfeiture amount. If participants cancel after 4:00 PM hotel time on 10 June 2016, the forfeiture amount will be 50.00 percent. If participants cancel after 4:00 PM hotel time on 26 June 2016, the forfeiture amount will be 100.00 percent.

Parking

Delegates should inquire about parking facilities at the respective hotels.

Registration / Identification badges

Each participant is kindly requested to submit the registration form via email by **10 June 2016**.

A welcome & registration desks will be at the participants' disposal in the hotels upon their arrival on **10 July 2016 from 14:00 to 18:00** and at the meeting venue on **11 July 2016 up to 08:30** within the registration for those who will not have been registered yet at the hotels.

For security reasons, access to official venues of all respective meetings and events will be granted only to persons visibly wearing identification badges.

Colours of badges:

Red – Head of delegation
Orange – Speaker
Blue – Member of Parliament
Green – Official
White – Organiser
Black – Support
Yellow – Interpreter
Pink – Media

Interpretation

Simultaneous interpretation of the meeting in Slovak, English and French will be provided by organisers.

All meetings of the Presidential Troika will be interpreted in Slovak, English and French.

Delegations willing to provide their own interpreters at their disposal are kindly requested to inform organisers in advance but not later than **10 June 2016**. Additional interpretation facilities (booths, etc.) will be allocated **on a first-come first-served basis**.

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. These cards will be provided upon registration together with other documents. The cards will be colour-coded with each colour matching an item on the programme.

The floor will be given in the order according to sequel of submitted request-for-the-floor cards. The floor can be taken from the participant's seat.

PC & internet facilities

Computers and a printer will be available in the lobby of the National Council of the Slovak Republic. Wi-Fi internet connection will be also available.

Similarly, Bratislava offers free internet access on the most frequented areas (Old Town, Danube bank). Free Wi-Fi is available in restaurants, bars, museums, theatres and shopping malls.

Local time

27 March – 30 October 2016	CEST	GMT +2
30 October – 31 December 2016	CET	GMT +1

Climate and weather

Weather forecasts and other information about the climate in Slovakia are available on the webpage of the Slovak Hydro-Meteorological Institute: <http://www.shmu.sk/en/>

Average daily temperature in July is of 25 °C – 30 °C (nightly 15 °C – 20 °C).

Currency

The official currency of the Slovak Republic is the EURO (€).

Smoking

In Slovakia, smoking is prohibited at airports, bus/train/tram stations, in all public transports, offices, schools, hospitals, theatres, cinemas, museums, restaurants, cafés and other indoor public premises - with the exception of areas especially designated for smokers.

Contacts

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