

COSAC Working Group Meeting

30 October 2015

Luxembourg

GENERAL INFORMATION

Conference venue

European Convention Center Luxembourg

4, place de l'Europe

L-1499 Luxembourg

Phone: (+ 352) 43 02 57 751

Fax: (+ 352) 43 02 57 575

The meetings will be held on 30 October 2015 in the *European Convention Center Luxembourg* located on the Kirchberg Plateau. Access to the session venue is through the main entrance on the ground floor of the Conference Centre.

Hotels

Participants are invited to book their hotel rooms as soon as possible. Rooms have been prebooked by the Chamber of Deputies in the following hotels:

1) Mélia Hotel

1 Park Dräi Eechelen,

L-1499 Luxembourg

Phone: (+352) 27333-1

Fax: (+352) 27333-999

	Preferential rate per night per room
Room type	
Classic King	180,- €
Including	Breakfast buffet, internet, service and taxes

2) Sofitel Luxembourg Europe Hotel

4, rue du Fort Niedergrünwald
 Quartier Européen Nord
 Plateau de Kirchberg
 L-2226 Luxembourg

Phone : (+ 352) 43 77 61

Fax : (+ 352) 42 50 91

	Preferential rate per night per room
Superior Guestrooms	
Superior Guestroom - Single Occupancy	245,- €
Superior Guestroom - Double Occupancy	265,- €
Including	Breakfast buffet, Internet, services and taxes

Participants are kindly asked to address their booking forms directly to the hotel of their choice.

Parking

Delegates should inquire about parking facilities at their hotel.

Transportation

Participants are kindly asked to organise their own transfer between the airport and their hotel. As the conference hotels are located a five-minute walk from the Conference Center, transport will not be provided for meetings.

Registration (Badges)

For security reasons, all participants are invited to wear their identification badge during meetings and events.

Badges are provided at the *European Convention Center Luxembourg* on Friday 30 October from 9.00 a.m. Participants are requested to immediately report the loss of their badge to the registration desk.

Colours of badges:

red – head of delegation;
 green – member of delegation;
 blue – delegation staff;
 black - organisers, volunteers, interpreters;
 white - guests, keynote speakers, observers.

Registration desk at European Convention Center Luxembourg

The registration desk is open on Friday 30 October from 9.00 a.m. and will provide

- badges and if necessary replacement badges,
- taxi bookings,
- any additional information on the conference agenda.

Interpretation

Simultaneous interpretation of the debates will be provided in English and French. Delegations willing to bring their own interpreter must report to the organiser in advance of the meeting not later than **Friday 16 October**.

Luxembourg Airport and train station

Link: <http://www.lux-airport.lu/en/Home.1.html>

Luxembourg airport is located approximately 15 minutes by car away from the Kirchberg Plateau, and approximately 10 minutes by car away from the city centre, depending on traffic.

Luxembourg train station is located approximately 10-15 minutes by car away from the Kirchberg Plateau, and approximately 5-10 minutes by car away from the city centre.

A taxi from the airport to Luxembourg city centre or the Kirchberg plateau takes approximately 15 minutes and costs around 30 Euros. The exact price and duration of the journey depend on hotel location and traffic.

A taxi from the train station to the city centre or the Kirchberg Plateau costs approximately 20 Euros and takes about 10 minutes, depending on traffic.

Currency

The official currency in Luxembourg is the Euro (€).

Other Services

Medical service is available in the main foyer on the ground level of the Conference Centre.

An outside area for smokers is also located here.

ATMs (cash machines) and banks are available close to the session venue.

General coordination

General contact: eu2015parl@chd.lu

General coordination:

Mrs Isabelle Barra, Secrétaire générale adjointe

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International Relations department:

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Mr Cédric Scarpellini, phone: (+352) 466 966 237

Mr Gaëtan Fagnart, phone (+352) 466 966 231