Senato della Repubblica

Camera dei deputati

CONFERENCE OF PARLIAMENTARY COMMITTEES FOR UNION AFFAIRS OF PARLIAMENTS OF THE EUROPEAN UNION

LII COSAC PLENARY MEETING

Rome, 30 November - 2 December 2014

GENERAL INFORMATION

MEETING VENUE	SENATO DELLA REPUBBLICA Palazzo Madama, Rome tel.: +39 06 67061
REGISTRATION	Participants can collect their badges, invitations to different events and info pack on Sunday 30 November from 15.00 to 19.00 at their hotels or the following day at the Senate.
CATEGORIES AND COLOURS OF BADGES	HEADS OF DELEGATION ..... YELLOW DELEGATES ..... RED DELEGATION STAFF ..... BLUE SPEAKERS ..... GREY OBSERVERS ..... ORANGE COSAC SECRETARIAT ..... PURPLE GUESTS ..... LIGHT BLUE INTERPRETERS ..... GREEN PRESS ..... BROWN ITALIAN STAFF ..... WHITE
INTERPRETATION	Simultaneous interpretation will be provided in all the official languages of the European Union.
DOCUMENTS	The updated programme of the meeting, working documents and updated information will be available in Italian, English and French on the internet site *http://ue2014.parlamento.it/* Updated documents will be made available in the hotels the evening before the meeting, and in the Senate the following day. After the event, all documents may be found on the internet site *http://ue2014.parlamento.it/*
REQUESTS TO TAKE THE FLOOR	Participants wishing to take the floor are kindly requested to fill in the appropriate form. Forms will be distributed together with other working documents. Different colours refer to different agenda items.

OFFICE FOR DELEGATIONS	Computers connected to the Internet will be made available for delegations in a room adjacent to the meeting hall.
WI-FI	Wi-Fi connection will be available: User Id: SENATOCOSAC Password: COSAC2014
DRESS CODE	Inside the Senate, men are required to wear a jacket and a tie.
WEAPONS	No weapons are allowed in the Senate.
HOTELS	*GRAND HOTEL DE LA MINERVE* Piazza della Minerva, 69 – 00186 Rome tel.: +39 06 695201 *GRAND HOTEL PLAZA* Via del Corso, 126 – 00186 Rome tel.: +39 06 67495 / +39 06 69921111 *HOTEL BERNINI BRISTOL* Piazza Barberini, 23 - 00187 Rome tel.: +39 06 4889311 *NH GIUSTINIANO* Via Virgilio, 1 E/F/G – 00193 Rome tel.: +39 06 68281601 *HOTEL ADRIANO* Piazza di Pallacorda, 2 – 00186 Rome tel.: +39 06 68802451 Block reservations were made by the Italian Senate. Participants may choose to stay at a selected hotel, depending on room availability. Delegates should use the hotel registration form and book their rooms directly with the hotel.
TRANSPORT	Shuttle buses will operate between the meeting and event venues and the selected hotels (Grand Hotel de la Minerve, Grand Hotel Plaza, Hotel Bernini Bristol, Nh Giustiniano and Hotel Adriano). Leonardo da Vinci airport at Fiumicino is connected to Rome's main railway station, Termini, by a train called Leonardo Express (departures every 30 minutes, ticket €14), by taxi (€48) or by bus (a number of bus companies operate connections: Cotral, Sit Bus, T.A.M. Srl, Terravision, Atral Schiaffini. Rates start at €4). Pastine airport at Ciampino may be reached by taxi (€30) and with the same bus companies operating in Fiumicino (same rates).

WEB TV	The meeting will be broadcast live on Senate satellite channel and web TV.
MEDICAL ASSISTANCE	A medical room is located within the Senate.
TAXI SERVICE	Main companies: tel. +39 06 3570, +39 06 4994, +39 06 88177, +39 06 6645, +39 06 4157, +39 06 5551.
BANK	Located on the ground floor of Palazzo Madama. Open Mon-Fri 8.45-13.30 and 14.30-17.30.
POST OFFICE	Located on the ground floor of Palazzo Madama. Open Mon-Fri 8.00-13.30 and 14.30-19.00; Sat 8.00-12.00.
TRAVEL AGENCY	Located on the ground floor of Palazzo Madama. Open Mon and Fri 9.00-18.30; Tue-Thu 9.00-20.00; Sat 9.00-13.00.
PHARMACY	Piazza Madama, 9 - tel.: +39 06 68803760. Open Mon-Fri 7.30-24.00; Sat 8.30-24.00; Sun 12.00-23.00.

CONTACTS	*REGISTRATION - PROTOCOL* (Senate of the Republic) tel.: +39 06 6706.3510/3511 fax: +39 06 6706.3506 e-mail: *semestre2014@senato.it* *RELATIONS WITH EU INSTITUTIONS* (Senate of the Republic) e-mail*: ue2014@parlamento.it* Roberta D'ADDIO tel.: +39 06 6706.2465/2027 *roberta.daddio@senato.it* Valeria GIAMMUSSO tel.: +39 06 6706.2465/3503 *valeria.giammusso@senato.it* *RELATIONS WITH THE EUROPEAN UNION* (Chamber of Deputies) tel.: +39 06 6760.2145/2146 *e-mail: ue2014@parlamento.it* *EU POLICIES COMMITTEE* (Senate of the Republic) Giovanni BAIOCCHI tel.: +39 06 6706.2679 *giovanni.baiocchi@senato.it* Davide A. CAPUANO tel.: +39 06 6706.3477 *davide.capuano@senato.it*