



**REPUBLIC OF CYPRUS  
HOUSE OF REPRESENTATIVES**



**PRACTICAL INFORMATION NOTE**

**COSAC Chairpersons' Meeting**

**8 - 9 July 2012**

**Date and venue**

The Meeting will be held at the Amathus Beach Hotel, Limassol, on 8 and 9 July 2012.

**Registration of Participants**

All participants are kindly requested to fill in a registration form and return it to [cosacchairs@cyparliament2012.eu](mailto:cosacchairs@cyparliament2012.eu) **by 8 June 2012**. The form is also available at [www.cyparliament2012.eu](http://www.cyparliament2012.eu) by clicking on the name of the Meeting in the calendar.

**Registration**

Registration Desks will be located in the main entrance hall of the hotels on the day of arrival, from 3 pm and on the following morning at the venue of the Meeting. Identity badges and other material regarding the meeting will be available from these Desks.

All participants are kindly requested to wear their identity badges at all times for security reasons and in order to ensure their access to shuttle buses, meeting rooms and receptions and/or other events in the programme.

The ribbons of the identity badges correspond to the following categories of participants:

- Red - Delegates, Members of Parliament
- Blue - Delegation Secretaries / Advisors / Staff
- Yellow - Host Parliament Staff

**Accommodation**

Block bookings have been made by the House of Representatives at the following hotels at special rates.

Participants are requested to make their reservations **by 8 June 2012**. Requests for accommodation will be dealt with on a first-come-first-served basis and any requests received after this date cannot be guaranteed. Accommodation costs are covered by participants.

All participants are kindly requested to make their own arrangements for accommodation directly with these hotels by completing the attached accommodation form and sending it directly to the hotel.

**Amathus Beach Hotel (\*\*\*\*\*)**

Amathus Avenue - P.O Box 50513

3606 Limassol, Cyprus

Tel.: +357 2583 2000

Fax: +357 2583 2540

Website: [www.amathus-hotel.com/limassol](http://www.amathus-hotel.com/limassol)

**GrandResort Hotel (\*\*\*\*\*)**

Amathus Area, P.O.BOX 54500

3724 Limassol - Cyprus

Tel.: +357 2563 4333

Fax: +357 2563 4588

Website: [www.grandresort.com.cy](http://www.grandresort.com.cy)

**Arrival and departure**

***IMPORTANT NOTE: The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaka and Pafos and the ports of Limassol and Larnaka, which are situated in the Government-controlled area of the Republic.***

All participants arriving at the above legal ports of entry of the Republic are kindly requested to make their own arrangements for transportation to the hotels.

The cost of transfer from Larnaka International Airport to Limassol by taxi is about €60 and from Pafos International Airport to Limassol about €70.

**Transportation during the Meeting**

Transportation will be provided from the hotels to the venue of the Meeting and vice versa, as well as for all social events included in the programme.

**Simultaneous interpretation**

Simultaneous interpretation into Greek, English and French will be provided. Participants accompanied by their own interpreters, are kindly requested to notify the Presidency Secretariat at [cosacchairs@cyparliament2012.eu](mailto:cosacchairs@cyparliament2012.eu) the soonest possible and also indicate their request on the registration form. For this purpose, please note that only three additional translation booths will be available and will be allocated on a strictly first-come-first-served basis.

**Documents**

Working documents will be regularly updated on the House of Representatives' website ([www.cyparliament2012.eu](http://www.cyparliament2012.eu)) and on the COSAC website ([www.cosac.eu](http://www.cosac.eu)). Final versions will be provided upon registration. Documents will be provided in English and French.

**Requests to take the floor**

Participants wishing to take the floor are requested to fill in a separate "Request for the floor" card for each Session of the Meeting. The cards can be found in the material received upon registration. A separate coloured card will correspond to each agenda item. A list of speakers, based on the cards received by the Presidency Secretariat, will be drawn up by the Chairperson of the Meeting and, once the floor is given, speakers can deliver their speeches from their seats.

**Services during the Meeting**

Participants will have access to a working room, equipped with computers, Internet access and Fax machines and all other relevant communication facilities. A WI-FI service will also be available.

**Information Desk**

An Information Desk will be situated outside the Meeting room and will be available to participants for any practical matter, including username and password for WI-FI service.

**Press Facilities**

Press Facilities will be provided during the Meeting. Access will be given to correspondents of national and international press, radio and television, who have already sent their registration forms to the Presidency Secretariat. The Meeting will be open to the press.

**Medical Services**

Medical services will be available during the Meeting.

**Non-smoking policy**

Smoking is prohibited in all indoor areas in hotels and all public places.

**Currency**

The national currency of the Republic of Cyprus is the Euro.

**Weather**

July is one of the hottest months in Cyprus. Average maximum temperature is 36°C and average minimum temperature is 20°C.

**Presidency Secretariat**

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