



COSAC CHAIRPERSONS

**COPENHAGEN
29 – 30 JANUARY 2012**

ADDRESSES AND TELEPHONE NUMBERS

Conference Venue	The Danish Parliament Christiansborg DK-1240 Copenhagen K Tel.: +45 3337 5500
Better Place Venue	Better Place Center Strandvejen 60 DK-2900 Hellerup Tel.: +45 7027 0247 Website: http://danmark.betterplace.com http://www.betterplace.com/
Dinner Venue 29 January 2012	Restaurant Sølyst Emiliekildevvej 24 DK-2930 Klampenborg Tel. +45 39 64 06 85 Fax +45 39 64 02 34 Website: http://www.soelyst.dk
Hotel Copenhagen Strand	Havnegade 37 DK-1058 Copenhagen K Tel. +45 3348 9900 Fax +45 3348 9901 Website: copenhagenstrand@arp-hansen.dk http://www.copenhagenstrand.com

CONFERENCE STAFF

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GENERAL INFORMATION

Website	www.presidency.dk www.cosac.eu
Smartphone app	May be downloaded from www.presidency.dk on 21 January 2012
Registration and information	Participants will receive their identity badges, documentation and other conference material when they register on arrival at the Strand Hotel on 29 January 2012. Delegates arriving late will register in the lobby of the Danish Parliament on 30 January 2012.
Badges	Available during check-in (see above). For security reasons all participants are requested to wear their badges throughout the entire conference. For lost badges please contact Susanne Henriksen +45 6162 3134.
Interpretation	The organizers have provided simultaneous interpretation in English, French and Danish.
Documents	1 st floor – in front of the Plenary
Seating and speech requests	Delegates will have assigned seating in the Plenary Hall. Delegates are requested to sit in their assigned seat. Delegation flags and names cards will be clearly visible in the Plenary. Information on how to request the floor and use the microphones will be available in the Plenary.
Presidency Secretariat	Tingstedet
COSAC Secretariat	1 - 008
Copy Center	Members Mail Room (next to the Plenary – see map)
IT-support	Steen Larsen Tel. +45 3337 3050
FAX	Send and receive : +45 3337 3242 The Fax is in the Service Center, 1 st floor (see map)
Restaurant	Snapstinget, ground floor Monday 08.00 – 20.00

Post Office	Service Center, 1 st floor Everyday 10.00 – 16.00
ATM	1 st floor
Kiosk	Ground floor Monday 07.00 – 16.00
Police/ambulance/fire	Contact Security +45 3337 5602 +45 3337 5603
Telephone	Dial 0 in order to call out of the house
Smoking	Smoking is prohibited on the premises of the parliament. Please use specially marked smoking booths (see map) or go outside.
Refreshments	Will be served during coffee breaks and throughout the day in front of the plenary.
IT Centre	The Great Hall, 1 st floor
Toilets	See map
Lunch	Served in the Members Restaurant, ground floor room S - 133
Transportation	<p>Participants are asked to arrange transport to and from the airport on their own.</p> <p><u>Taxi:</u> Taxis are available at the airport and the return transfer can be booked via the hotel. The cost of transfer from the airport to the city centre is approx. 200-300 Danish D.Kr.</p> <p><u>Trains from the airport:</u> The ticket office is located in Terminal 3 above the railway station. There are lifts and stairs between the platforms and Terminal 3. The train operates between the airport and Copenhagen Central Station. The travel time is approx. 30 minutes.</p> <p><u>Metro from the airport:</u> The Metro station is located at the end of Terminal 3 and is covered by the roof of the terminal. The Metro operates at 4-6 minutes' intervals during the day and evening hours and at 15-20 minutes' intervals during the night. The travel time from the airport to the centre of Copenhagen (Kongens Nytorv Station) is 15 minutes.</p> <p>The Danish Parliament will provide bus transportation from the Hotel Copenhagen Strand to Better Place and the Dinner at Restaurant Sølyst (and back to the hotel) on 29 January. In case of late arrival there will also be a bus from Strand</p>

Hotel to Sølyst Restaurant at 7pm. Participants in the meeting of the Presidential Troika on 29 January will be provided bus transportation from the Strand Hotel to the Parliament as well at 15.45.

Bus transportation will also be provided from the Strand Hotel to the Danish Parliament in the morning on 30 January.

Currency

The currency in Denmark is Danish kroner.
1 euro = approx. 7,5 D.Kr.

Meeting Room 1

1 – 009 (room for 16) Please call Susanne Henriksen +45 6162 3134.

Meeting Room 2

M1 – 02 (room for 10) This room can be booked. Please call Susanne Henriksen +45 6162 3134.

Wifi

Free internet access is available throughout the Palace. Use the "Guest network" and confirm the connection in your web browser.

Print

Please contact the Secretariat.

Press

Questions regarding the press and other media may be addressed to the Secretariat.

TV

The entire Conference will be broadcast live on Danish national television (in Danish and original language) and will also be available live on streaming immediately after the conference. It will also be available "on-demand".

MAP of the 1st floor

