



BELGIAN FEDERAL PARLIAMENT



## XLIV COSAC Plenary Meeting - Brussels, 24-26 October 2010

### GENERAL INFORMATION

#### 1) Meeting venue

Egmont Palace – Salle Europe

Access through : Petit Sablon 8 bis, 1000 Brussels

#### 2) Meeting secretariat

For any information regarding this meeting please write to the following address:

[secretariat@cosac.eu](mailto:secretariat@cosac.eu)

or

[COSAC@lachambre.be](mailto:COSAC@lachambre.be) or [COSAC@dekamer.be](mailto:COSAC@dekamer.be) -- call: +32 2 549 80 78.

Website : <http://www.parlement-eu2010.be> or <http://www.cosac.eu>

#### 3) Accommodation

Hotel bookings can **only** be made on-line : <http://secure-squatra.be>

Rooms have been booked in 3 hotels :

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|--|--|
| ▪ Hotel Sofitel Brussels Le Louise (5 stars)<br>Avenue de la Toison d'Or 40<br>1050 Brussels | ▪ Hotel Hilton Brussels (4 stars)<br>Boulevard de Waterloo 38<br>1000 Brussels |
| ▪ Hotel du Grand Sablon Brussels (4 stars)<br>Rue Bodenbroek 2/4<br>1000 Brussels            |  |

#### 4) Meeting registration

Please find enclosed a copy of the registration form which each delegation member (inclusively interpreters) will be required to complete. Registration forms should be returned before Monday 11 October 2010 by e-mail to [COSAC@lachambre.be](mailto:COSAC@lachambre.be) or [COSAC@dekamer.be](mailto:COSAC@dekamer.be)

#### 5) Arrival and departure of the delegations

Organised transport is not provided: Chairpersons and Members of delegations are requested to arrange their own transport from the airport or the railway station to their hotel.

6) **Transfers**

Bus transport will be provided for all participants between the conference hotels and all meeting and reception venues.

7) **Accreditations**

All participants to the meeting will be provided with an accreditation badge. It may be picked up in the hotels on Sunday 24 October 2010 from 17.00 to 18.45, or in the Egmont Palace on Monday 25 October 2010 from 7.30.

8) **Interpretation**

Simultaneous translation will be provided in 23 languages.

9) **Documents**

Session documents will be updated regularly on the website. Final versions will be provided on accreditation. In compliance with Section 9.2 of the COSAC Rules of Procedure, documents will be provided in English and French.

10) **Press**

The conference is open to the press.

11) **Internet corner**

A room with computers and fax machine will be open to participants. All computers will have internet access and a wi-fi connection will also be made available (user name and password available at the accreditation desk).

12) **Non-smoking policy**

Smoking is strictly prohibited in the Egmont Palace.

13) **Currency**

Euro is the currency in use in Belgium.  
The Conference hotels can provide currency exchange.