



Cortes Generales

XLIII COSAC

Madrid, 30 May – 1 June 2010

GENERAL INFORMATION

Meeting Venue

Congress of Deputies

Sala ERNEST LLUCH

Access via Cedaceros St.

Web: <http://www.cortesgenerales.es>

Meeting secretariat

For any information regarding this meeting please contact:

cosac@cortesgenerales.es

Telephone: (00 34) 91 390 6353

Fax: (00 34) 91 390 6891

Accommodation:

Hotel The Westin Palace

Plaza de las Cortes, 7

28014 Madrid

Tel. (34) 91 360 80 00

Hotel Urban

Carrera de San Jerónimo, 34

28014 Madrid

Tel. (34) 91 787 7770

NH Paseo de Prado

Cánovas del Castillo, 4

28014 Madrid

Tel. (34) 91 330 24 00

Hotel Villa Real

Plaza de las Cortes, 10

28014 Madrid

Tel. (34) 91 420 3767

Transportation

Each delegation is kindly requested to organise its own transport to and from the airport.

On 30 May, bus transport will be provided for the excursion to Toledo, departing from the Westin Palace Hotel and Cedaceros St. Organisation and hotel staff shall guide delegations to their busses. Departure time from Madrid is 17:00 and estimated arrival time back to Madrid is 23:30.

On 31 May, bus transport will be provided from the hotels to the Reina Sofía Museum and from the Museum to the Hotel Ritz. Busses will depart from the Westin Palace Hotel and Cedaceros St. Organisation and hotel staff shall guide delegations to their busses.

Participants who do not wish to visit the Reina Sofía Museum may walk to the Hotel Ritz, which is a short walk from all conference hotels (please see area map provided).

Addresses:

Excursion and dinner	30 May	Toledo
Luncheon	31 May	Casino de Madrid - Calle Alcalá, 15
Cultural visit	31 May	Museo Reina Sofía – Calle Santa Isabel, 52 www.museoreinasofia.es
Dinner	31 May	Hotel Ritz – Plaza de la Lealtad, 5
Luncheon	1 June	Congress of Deputies – 36, Cra. San Jerónimo Lobby

Social Events

Casual dress and comfortable walking shoes are recommended for the excursion and dinner on 30 May.

Business dress is requested for social functions on 31 May.

Accreditations

All participants in the meeting shall be provided with an accreditation badge. It may be picked up, along with the session documents, on 30 May at the Congress of Deputies, Cedaceros St. Access, from 12:30 to 20:45, or on the same day of the meeting.

For security reasons, participants must wear their accreditation badge at all times and to access meeting rooms, social events and busses.

Badge cords follow the following colour code:

Committee Chairs	Blue
Parliamentarians	Red
Officials	Yellow
Interpreters	Green

Interpretation

Interpretation will be provided into all EU official languages.

Registration

All participants, including delegation interpreters, must register online **before 17 May** using the form available at the following address:

www.cortesgenerales.es
Meeting Schedule
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Information for Participants

In order to access the restricted site, please use the following user name and password:

User: [COSAC](#)
Password: [COS30ACmy](#)

All session documents shall be posted on this website.

Documents

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

There will not be a documents counter at the meeting. Hard copies of all documents may be printed out at the Conference Secretariat on request.

Delegates' Room

A room will be made available to delegates equipped with computers, a photocopier, fax machine and telephone shall 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 information desk).

The Delegates' Room is located near the Host and COSAC Secretariats.

Delegations' seating arrangement

Due to space limitations at the Sala ERNEST LLUCH, each Chamber will be allocated four seats. Remaining delegates are kindly requested to use the seats at the back of the room.

Web streaming

To follow the live webcast of the session.

<http://www.congreso.es/portal/page/portal/Congreso/Congreso/CongresoTV/ConDir>

Coffee service

An ongoing coffee service shall be provided throughout the meeting.

Cloakroom

A cloakroom service shall be available at the Cedaceros St. Access. However, since space is limited and session hotels are close to the Congress of Deputies, delegations are kindly requested to leave their luggage at their hotels.

Non-smoking policy

Smoking is strictly prohibited throughout the Congress of Deputies building.

Medical Service

A medical service will be available throughout the meeting.

The national emergency number is 112

Currency

Spain uses the Euro

Currency may be exchanged at the airport. There are bank branch offices along Carrera de San Jerónimo and a Santander Bank branch within the Congress of Deputies premises (Carrera de San Jerónimo 36, Ground Floor). Banks do not operate on Sundays.

Chemists

The closest chemists to the Congress of Deputies are on Calle Madrazo 1, Puerta del Sol 14 and Calle Mayor 59 (open 24 hours).

Public Transport**Taxis**

A taxi from Terminal 4 to the Congress of Deputies costs approximately € 40, including supplements. The cost may be higher at rush hour.

Journeys are usually paid for in cash, though many taxis accept credit cards.

Radio Taxis

Radio taxi (34) 91 447 32 32

Teletaxi (34) 91 371 21 31

Metro

There is a Metro connection between the airport and central Madrid (Nuevos Ministerios station). The ticket costs € 1 with a € 1 supplement for trips to and from the airport.

The Metro stations closest to the Congress of Deputies are: **Sol, Sevilla and Banco de España**. For further information

http://www.esmadrid.com/recursos/doc/es/Siempre/Guia/2095094756_26320098579.pdf

Weather

For updated weather forecasts click

<http://www.aemet.es/es/eltiempo/prediccion/localidades?l=28001>

Tourist information

For tourist information on the city of Madrid, click <http://www.esmadrid.com/en/portal.do>