



# XLII/XLIIème COSAC



Stockholm 4–6 October/octobre 2009

## General information

English

SVERIGES    
RIKSDAG 

## Accommodation

Scandic Hotel Sergel Plaza, five minutes' walk from the Riksdag and Clarion Hotel Sign, twenty minutes' walk from the Riksdag.

### Scandic Hotel Sergel Plaza

Brunkebergstorg 9

SE 103 27 Stockholm

Phone: +46 8 517 263 00

Fax: +46 8 517 263 11

E-mail: [sergel.plaza@scandichotels.com](mailto:sergel.plaza@scandichotels.com)

Web: [www.scandichotels.se](http://www.scandichotels.se)

### Clarion Hotel Sign

Östra Järnvägsgatan 35

SE 101 26 Stockholm

+46 8 676 98 00

+46 8 676 98 99

[cl.sign@choice.se](mailto:cl.sign@choice.se)

[www.clarionsign.se](http://www.clarionsign.se)

## Conference Badges

A conference badge will be issued to each participant upon presentation of an ID document. All participants are requested to wear their conference badge at all times for security reasons, and to ensure access to buses, conference rooms and receptions.

*The ribbons of the badges have the following colours:*

Head of delegations	red
Other parliamentarians	yellow
Official	dark blue
Host staff	green
Interpreter	white

## Conference Services

Computers, telephones, Internet and fax services are available in the vicinity of the meeting venue. To get access to the Wi-Fi please ask at the information desk for a single login code.

## **Conference Venue**

The Plenary Hall, West Wing  
The Swedish Parliament (Riksdagen)  
SE-100 12 Stockholm, Sweden  
[www.riksdagen.se](http://www.riksdagen.se)

## **Contact**

Ulrika Funered, conference coordinator  
Phone +46 76 145 42 27  
E-mail: [ulrika.funered@riksdagen.se](mailto:ulrika.funered@riksdagen.se)

Fanny Labory, assistant conference coordinator  
Phone +46 70 356 26 81  
E-mail: [fanny.labory@riksdagen.se](mailto:fanny.labory@riksdagen.se)

For information concerning working sessions or practical matters please contact us on e-mail: [eu2009.cosac@riksdagen.se](mailto:eu2009.cosac@riksdagen.se)

Eva Sterndal, Principal administrative officer, Committee on European Union Affairs  
Phone +46 70 573 61 74  
E-mail: [eva.sterndal@riksdagen.se](mailto:eva.sterndal@riksdagen.se)

## **Coffee**

In addition to coffee breaks, a permanent coffee and tea service will be available during the conference just outside the meeting venue.

## **Currency**

The currency unit in Sweden is the Swedish krona (SEK). Most major international currencies can be exchanged at Arlanda Airport or at your

hotel. All major credit cards are widely accepted in Sweden. There is a cash machine in the Bank Hall, West Wing of the Riksdag.

## **Departure**

Upon departure, delegations are requested to arrange their own transport from the hotel to the airport.

From Stockholm's Central Station to the main airport, Arlanda, the express train takes 20 minutes one way and is the most convenient and environmentally friendly means of transport. ( [www.arlandaexpress.com](http://www.arlandaexpress.com))

There are also airport coaches from the central bus station "Cityterminalen", next to the Central Train Station. The airport coach takes about 45 minutes.

Taxi: see under "Transport".

## **Documentation**

Documentation during the conference will be provided in English and French (according to article 9 of the COSAC Rules of Procedure). For environmental reasons, documents for the meeting are sent out by e-mail and only printed on demand.

## **Drinking Water**

Tap water is clean, tasty and free. It is an excellent alternative to bottled water.

## **Entrance to the Riksdag**

The entrance to be used is Riksplán, the East Wing.

## **The Riksdag's Environmental Policy**

For a number of years the Riksdag Administration has been working systematically to minimise the impact of its operations on the external environment. An environmental policy has been drawn up and routines established for internal environmental work. For the next few years there are measurable environmental objectives and action plans for paper consumption, transport, electricity and energy for the heating of buildings. Environmental requirements are systematically applied in relation to all procurement, and environmental considerations are a natural part in the planning of conferences and meetings arranged by the

Riksdag Administration. The Riksdag Administration has been ISO 14001 certified (environmental management system) since April 2009.

### **Guided tours of the Riksdag**

Guided tours of the Riksdag will be arranged for those who are interested, after the meeting. The tours will be available in English and French and will start at the Information Desk directly after the meeting at approximately 13:30 on 6 October. The tour will take approximately 40 minutes.

### **Information Desk**

An information desk will be situated outside the meeting venue for assistance with practical matters, including codes for Wi-Fi access and mobile phone chargers.

### **Interpretation**

Simultaneous interpretation will be provided in the official languages of the EU. The languages used for bilateral meetings at the receptions will be English and French.

### **Medical Assistance**

The national emergency number is 112.

A qualified nurse will be available during conference hours.

### **Pharmacies**

The nearest pharmacy to the Riksdag is:

Apoteket Korpen

Västerlånggatan 16 (in the Old Town)

Phone: +46 771 45 04 50

Opening hours: Sunday 12 noon – 16.00, Monday 10.00 – 18.00

### **Press**

The conference is open to the press.

## **Security**

The Riksdag will provide all necessary security measures. Should you have any questions regarding security, please contact the conference coordinator.

## **Smoking**

Please note that smoking is not allowed in the Riksdag buildings or any public areas.

## **Tourist Information and Weather**

For tourist information please consult [www.stockholmtown.se](http://www.stockholmtown.se). There is a tourist office on Hamngatan 27.

## **Recycling**

Please think of the environment and use the recycling bins provided in the conference premises.

## **Requesting the floor**

Please note that your badge must be placed in the card reader on your desk in the Plenary Chamber. This is necessary to activate your microphone and enable you to request the floor during debates (by pushing the button marked "Begär ordet"). There will be a booklet on your desk providing more detailed information on this.

If you wish to request the floor in advance, you may use the debate card in your conference package. If you fill out a card it will not be necessary to use the button.

## **Transport**

Bus transport for participants will be provided from Sergel Plaza Hotel and Clarion Hotel Sign to the Riksdag and to all social arrangements. Guides will accompany those who wish to walk from the hotels to the Riksdag.

## **Bus timetable:**

4 October

16.00      Clarion Hotel Sign to the Riksdag

17.30      The hotels and the Riksdag to Stockholm City Hall  
20.00      Stockholm City Hall to the hotels

#### 5 October

08.00      Clarion Hotel Sign to the Riksdag  
08.45      Clarion Hotel Sign to the Riksdagen  
16.00      The Riksdag to Clarion Hotel Sign  
17.30      The Riksdag to the Hotels (after the Chairpersons' meeting)  
19.15      The Hotels to the Vasa Museum  
22.30      The Vasa Museum to the Hotels

#### 6 October

08.30      The Hotels to the Riksdag

### **Taxi**

It rarely costs more than SEK 240 to reach any destination in the city. Stockholm-Arlanda airport normally costs around SEK 500. The easiest way to order a taxi is to call the taxi companies' switchboards. The following companies are trustworthy, please avoid non-affiliated taxis.

Taxi Stockholm	Phone: +46 8 15 00 00
Taxi 020	Phone: +46 8 24 25 55
Taxikurir	Phone: +46 8 30 00 00

### **The Vasa Museum**

Regarding the dinner on Monday 5 October please note that the Vasa museum keeps an ambient temperature of 18° C, you are therefore advised to dress accordingly.