

XXXVII COSAC
Berlin, 13 to 15 May 2007

General Information

Conference venue:

Reichstag Building
Platz der Republik 1
11011 Berlin

Access: East Entrance to the Reichstag Building
Conference room: plenary chamber

Contact

Should you have any further questions about the conference, please contact:

Bundestag

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Conference languages

During the conference, simultaneous interpretation will be provided for all the official languages of the European Union.

Registration

Conference participants can register at the following Internet address:

German	www.bundestag.de/cosac_de
English	www.bundestag.de/cosac_en
French	www.bundestag.de/cosac_fr

using the username: COSAC2007 and the password: BERLIN2007

Registration should take place by **10 April 2007** at the latest.

Hotels

For the XXXVII COSAC, an agreement has been reached with four Berlin hotels on special conditions for conference participants (price, availability, cancellation options). A list concerning the hotels is included in the appendix.

Conference participants are requested to fax the enclosed hotel reservation forms directly back to their preferred hotel by **10 April 2007**.

Reservations received later than this will only be able to be confirmed subject to availability.

Please note the conditions stated below concerning bookings/cancellations in the hotels:

- 1) In order to reserve a room, you will need to give a credit card number on the reservation form. Payment must be made **directly in the hotel**.
- 2) In the hotels Marriott and Swissotel, cancellations can be made free of charge up to 24 hours before arrival. In the Jolly Hotel Vivaldi and Ritz Carlton cancellations can be made up to 3 days before arrival.
- 3) Cancellations later than this and "no shows" will be charged at 90% of the agreed price.

Transport

Transport will be provided between the conference hotels and the conference venue, as well as for the supporting programme.

The transfer for the boat ride will leave from the hotels on 13 May, at 18.00 hrs. The return to the hotels is planned for 22.30 hrs.

There will be no transportation to and from the airport.

A detailed overview of the transport provided will be available in the conference documentation.

Registration/Information

A registration and information counter will be open in the conference hotels on Sunday, 14 May 2007, from 14.00 hrs to 17.45 hrs. Conference participants are requested to register as soon as they arrive and collect their conference documents and badges.

Participants arriving later can register on Monday, 14 May 2007, at the registration and information counter in the entrance foyer of the Reichstag Building and collect their conference documents and badges there.

Conference badges

For security reasons, the badges must be worn visibly throughout the entire conference.

Excursion

An excursion is being organised for all participants on Saturday, 13 May 2007. A "boat trip" on the river Havel, with evening meal and music is planned.