



REPUBLIK ÖSTERREICH
Parlament

MEETING OF COSAC TROIKA AND CHAIRPERSONS

Vienna, 19-20 February 2006

General Information

Venue

Austrian Parliament (Lokal VI)

Dr. Karl Renner Ring 3

1017 Vienna

Admission: Central entrance

Contact

If you have any queries about the conference, please contact:

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Conference registration

Conference participants are requested to fill out and return the enclosed **registration form** to the EU and International Service of the Parliamentary Administration (by fax or e-mail) as soon as possible.

Conference languages

Simultaneous interpretation in English/French/German will be available during the conference.



Hotels

Hotel reservations can be made through

Austropa Interconvention
Österreichisches Verkehrsbüro AG
Friedrichstrasse 7
1010 Vienna
Tel. +43 1 588 00 516, Fax +43 1 588 00 520
E-mail: austropa@interconvention.at
Website: www.austropa-interconvention.at

Quotas have been reserved for conference participants at the following hotels:

Grand Hotel Wien***** Tel: +43 1 515 80 0
Kärntner Ring 9 Fax: +43 1 515 13 10
1010 Vienna www.grandhotelwien.com

Single room €260.00
Double room €300.00
Price per room/per night including tax and charges, breakfast not included

Hotel Sacher Wien***** Tel: +43 1 51 456-0
Philharmonikerstrasse 4 Fax: +43 1 51 456-810
1010 Vienna www.wien.sacher.com

Single room € 250.00
Double room € 280.00
Price per room/per night including tax and charges, breakfast not included

Hotel Astoria**** Tel: +43 1 515 77
Kärntner Strasse 32-34 Fax: +43 1 515 77 82
1010 Vienna www.austria-trend.at/asw

Single room € 116.00
Double room/single use € 122.00
Double room € 166.00
Price per room/night including breakfast, tax and charges

Hotel Europa**** Tel: +43 1 515 94-0
Kärntner Strasse 18 Fax: +43 1 515 94-888
1010 Vienna www.austria-trend.at/euw

Single room € 116.00
Double room/single use € 122.00
Double room € 166.00
Price per room/night including breakfast, tax and charges

Conference participants are requested to fill out and return the enclosed hotel reservation form to Kongressbüro Austropa Interconvention (by fax or e-mail)

by 19 December 2005

at the latest. Reservations received after this date can be processed and confirmed by Austropa Interconvention only subject to availability.

Please note the following reservation, payment and cancellation conditions.

Reservation/payment/cancellation conditions:

- All reservations, modifications and cancellations are to be addressed **directly** to Austropa Interconvention and must be made in writing.
- Registration deadline (see date on reservation form) for hotel reservations is **two months before the day of arrival**.
- A credit card guarantee or deposit of one night is required for each room. Complete payment will then be made directly with the hotel.
- Premature departures for confirmed reservations will be accepted **up to two weeks before the day of arrival**. Thereafter guests will be charged for the total number of nights reserved.
- A **handling fee of €30.00 per reservation** will be charged for cancellations of confirmed rooms **up to one month before arrival**.
- A charge of one night will be invoiced for cancellations of confirmed rooms **less than one month before arrival** and for no-shows.
- Block reservations (10 or more rooms) are subject to other payment and cancellation conditions and will be agreed in writing separately.

Bus transfer

During the conference, a bus transfer to and from the hotels, conference venue and social programme locations will be available. Transfer from the airport is not provided.

Registration/Information

A registration and information counter will be available in the conference hotels between 2 and 6.30 pm on Sunday, 19 February. Conference participants are requested to obtain their badges and conference documentation there. Registration is possible for late arrivals on Monday, 20 February, at the conference venue itself.

Badges

For security reasons, participants are requested to wear their badges visibly throughout the entire conference (including the social programme).