



XXXIV COSAC

London

10-11 October 2005

Information concerning the meeting of XXXIV COSAC

Meeting

The meeting is being hosted by the European Scrutiny Committee of the House of Commons and the European Union Committee of the House of Lords. Queries about the content of the meeting should be addressed to:

Dorian Gerhold, Clerk of the European Scrutiny Committee, House of Commons
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+ 44 (0) 20 7219 5458 burtons@parliament.uk

Olivia/Libby Davidson
Second Clerk of the European Scrutiny Committee, House of Commons
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Administrative Arrangements

The administrative arrangements for the meeting will be made by the Overseas Office (European Section) in the House of Commons. Please contact the staff below if you have any queries.

Overseas Office (European Section)
House of Commons
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gamea@parliament.uk

Hotels

Provisional bookings have been made in the following three hotels:

Marriott, London County Hall
Westminster Bridge Road
London SE1 7PB
Tel: + 44 (0)870 400 7200
Fax: + 44 (0)20 7923 5300
website <http://marriott.com/property/propertypage/LONCH> .

Rates:

Double Room (single occupancy)	£192 inclusive of breakfast & VAT
Double Room (double occupancy)	£202 inclusive of breakfast & VAT

City Inn

30 John Islip Street
London, SW1P 4DD
website

Tel: + 44 (0)20 7630 1000
Fax: + 44

<http://www.cityinn.com/london/index.htm>

Rates

Double Room (for single occupancy) £149 inclusive of English breakfast & VAT

Royal Horseguards

2 Whitehall Court
London SW1A 2EJ
website

Tel: + 44 (0)870 333 9122
Fax: + 44 (0)870 333 9222

<http://www.thistlehotels.com>

Rates

Executive single
Executive double

£155 inclusive of breakfast & VAT
£161 inclusive of breakfast & VAT

De luxe single
De luxe double

£175 inclusive of breakfast & VAT
£181 inclusive of breakfast & VAT

Delegates are asked to complete the enclosed booking form and fax it to the hotel *of their choice* as soon as possible to secure their room. **The hotels will release any unsold rooms after 28th**

August. Delegates should be aware that the UK is a popular tourist destination and it may be difficult to find rooms in Westminster after that date. The hotels are in the Westminster area and convenient for Church House. Transport will be provided between the hotels and the venues to be used during the meeting.

Venue of the Session

Church House
Dean's Yard
Westminster
London SW1P 3NZ

All meetings will be held in Church House, which is next to Westminster Abbey and close to the Palace of Westminster.

An information desk will be located in the foyer of the hotel which will be manned by staff from the Houses of Parliament. They will be able to answer any queries you might have.

Travel to London

There are numerous arrival points in London (Heathrow, Gatwick, Stansted, Luton and City Airports and Waterloo for Eurostar). We regret it will not be possible to meet delegates on arrival. Advice on travelling into Central London from your arrival point is available on www.baa.co.uk. If you need further assistance on travelling to London please contact the Overseas Office (European Section – contact details above).

Immigration and Customs Checks

Every visitor must have a valid passport to enter the United Kingdom. Visa requirements are subject to the guidelines issued by the Foreign and Commonwealth Office (www.ukvisas.gov.uk). We urge you to check current requirements before your departure. If you require a visa you should contact the British Embassy in your country for further information.

Airport Passenger/Departure Duty is normally included in airline tickets at the point of issue, but this should be confirmed with travel agents. The United Kingdom has very strict regulations regarding the import of firearms, knives and other offensive weapons, inflammable goods and foodstuffs. Further information can be found at www.hmce.gov.uk

Transport during the Session

Coach transport will be provided for the duration of the meeting between the meeting venue and the hotel as well as to and from the social functions.

Registration and Information Desk

A registration and information desk will be open in the Conference Hotels from 2 pm on Sunday 9 October. Please register as soon as possible after your arrival. All participants will be able to collect badges, handbook and all further conference literature upon registration. On Monday registration will be in Church House.

Badges

For security reasons, all participants, including accompanying persons, observers, accompanying staff and members of the press, will be required to wear **photo identity badges** throughout the meeting. Please can you send us electronically to hocoverseasoffice@parliament.uk a colour passport style photograph (preferably a jpg c. 20K in size). Badges must be worn at all meetings and social functions, as well as for all transport organised for the session. **There will be no admittance to any aspect of the programme without the conference identity badge.**

Insurance

Personal and medical insurance is the responsibility of individual participants. The UK Parliament will not be responsible for any loss of luggage, currency or personal effects, or for any medical costs.

Embassies

We will send details of the meeting to your Embassy. They may be able to meet you from your arrival point and bring you to your hotel. However, these arrangements will need to be made by you with your Embassy.

Accompanying Persons

There will not be a programme for accompanying persons but they will be welcome at the reception on Sunday night and the dinner on Monday night, provided they have registered in advance.

Travellers' Tips And Information

Banking services

Numerous banks are located in the Westminster area and are generally open between 0900 and 1700. Most banks in the UK are closed at the weekend, but cashpoints (ATMs) are available 24 hours a day.

Currency

The UK currency is the pound sterling. While sterling travellers= cheques and credit cards such as VISA, Amex, Diners= Club and MasterCard are readily accepted, euros and US dollars are not.

Dress

Lounge suit (or female equivalent) will be required for the reception in Central Lobby on Sunday night and the Painted Hall at Greenwich on Monday night.

Time

At the beginning of October the United Kingdom will be on British Summer Time (GMT+1).

Medical Facilities

A first-aid facility will be available for participants throughout the meeting. However, illness requiring medical treatment or hospitalisation is the liability of the individual. Delegates taking medication should bring enough for their needs and ensure they have adequate insurance.

Electricity

Electricity throughout the UK is 240 volts 60 Hz, with square three pin plugs. Participants should bring adapter plugs for their own appliances.

Telecommunications

The international code for the United Kingdom is + 44. International telephone and fax services are available at the hotel. Charges for telephone calls from hotels are extremely high.

Value Added Tax

Value Added Tax (VAT) is a sales tax of 17.5% and is charged on virtually all goods and services sold in the UK (the main exceptions are books, food and children=s clothes). Visitors to Britain from outside the European Union who stay no longer than three months may claim back VAT on items purchased when they depart. Further details can be found at <http://www.hmce.gov.uk/public/vatrefunds/vatrefunds.htm>.