



GENERAL INFORMATION

VENUE

Ridderzaal [Hall of Knights]
Binnenhof 11 (main entrance)
The Hague
Netherlands

The meetings will convene in the Ridderzaal, which may be reached via the main entrance of the building.

COORDINATORS

Mrs. Gonnie de Boer, Mrs. Wilma Kooijman and Mrs. Hester Menninga
Tel: + 31 20 679 34 11
Fax: + 31 20 673 73 06
E-mail: eu@eurocongres.com
Website: <http://www.parlement.nl/EUPresidency2004>, <http://www.cosac.org>

CUSTOMS PROCEDURES

Delegation members will each need a valid passport to enter the Netherlands.

SCHIPHOL AIRPORT

The organization will not provide transport from the Airport to the session hotels.

TRAIN

From Schiphol Airport to The Hague Central Station there are trains leaving every 15 minutes. The costs for a one way ticket is € 6.50 and the duration is 35 minutes. For more information about departure time, please visit: www.ns.nl

TAXI

Schiphol Airport

The average taxi fare from Schiphol Airport to The Hague is between € 75 and € 90. To reserve transportation from and to Schiphol Airport or to calculate the fare charged by Schiphol taxi based on the postcode of the hotel where you will be staying, check the website <http://www.schipholtaxi.info>. Taxi drivers waiting at the taxi stand will not be able to provide a precise estimate. Taxi fares between the Central Station, the Ridderzaal and the contracted hotels should not exceed € 7.

THE HAGUE CENTRAL STATION

The Hague's main railway station is located very near the city centre. Participants arriving in The Hague by train should proceed to the contracted hotels on their own.

PARKING

Delegations should inquire about parking facilities at their hotel, if necessary.

BADGES

Participants are asked to wear their identification badges at **all sessions and events**. Please carry your personal ID card or passport with you at all times in case of security checks. If you lose your conference badge, please report this immediately to the registration and information service. Presentation of this conference badge is required for admission to the meeting venue, as well as to any of the scheduled evening events.

Participants will be issued ID badges with the following colour codes:

Yellow: Delegation Member

White: Observer
 Orange: Organising Committee
 Purple: Press
 Transparent: Assistant Organising Committee

RECEPTION DESK

The reception area is located in the basement of the Ridderzaal near the front lobby. The Reception Desk will be open on **Monday 22 November from 07.30 to 19.00** and on **Tuesday 23 November from 08.00 to 15.00**.

RECEPTION DESKS AT CONTRACTED HOTELS

This desk provides information about the shuttle service between the hotels and the Ridderzaal. Coach transportation will be available for excursions and social functions. Departure times will be posted in the hotels and at the Registration Desk in the Ridderzaal.

The Conference Reception Desks at the hotels will be open on:

Sunday 21 November: 14.30-21.00

At this desk you can pick up your registration details (badge and vouchers)

Monday 22 November: from 07.15 - 09.15 and from 17.30 – 19.30

Tuesday 23 November: from 08.15 - 09.15

SECURITY

For security reasons, all participants, including observers and members of the press, will be required to wear their identity badges at all meetings and social functions, as well as on all transport organised for the session.

SOCIAL EVENTS

- **Dinner and boat trip, Sunday 21 November**

The dinner and boat trip on Sunday 21 November will take place in the early evening. Attendance of the is **by invitation only**. Guests should wear their conference badges at all functions. There will be a shuttle service available between 15.30 en 16.30 hrs. from the session hotels to the dinner location in Amsterdam.

- **Dinner in Town hall of the city of The Hague, Monday 22 November**

The dinner on Monday 22 November will take place in the evening. Attendance of the is **by invitation only**. Guests should wear their conference badges at all functions.

PLENARY SESSION

The Plenary Session will convene on **Monday 22 November** and **Tuesday 23 November** at 09.00 o'clock sharp. Participants are requested to take their seats by **08.45** and should wear their conference badges at all times.

DRESS

The dress code for social functions is business attire.

GWK BANKING & TOURIST SERVICES

Both banking and tourist services are available at the Central Station, Koningin Julianaplein, which is within walking distance from the Ridderzaal.

OTHER SERVICES

A team of first aid workers will be available at the Ridderzaal. Computer and Internet facilities are accessible in the building of the House of Representatives (room: Oude Zaal), immediately adjacent to the Ridderzaal. Additional details about these and other services will be included in the handbook.

WEATHER

The month of November can be cold and wet, with average temperatures varying between 0°C and 5°C.