Croatian Presidency of the
Council of the European Union
PARLIAMENTARY DIMENSION

Meeting of the Chairpersons of COSAC

Zagreb, 19 – 20 January 2020

Practical information

(as of 7 January 2020)

Croatian Presidency of the Council of the European Union

The Croatian Presidency of the Council of the EU is pleased to host the Meeting of the Chairpersons of COSAC on 19 – 20 January 2020. The information provided in this note may be subject to change and will be updated accordingly if and as necessary.

Conference venue

National and University Library in Zagreb
Hrvatske bratske zajednice 4
10000 Zagreb

More information on the venue can be found at:

- http://www.nsk.hr/en/
- https://www.google.com/maps/place/Nacionalna+i+sveu%C4%8Dili%C5%A1na+knji%C5%BEnica/@45.7966353,15.9753691,17z/data=!4m12!1m6!3m5!1s0x4765d65fa6cb73d1:0x32587323e6810e41!2sNacionalna+i+sveu%C4%8Dili%C5%A1na+knji%C5%BEnica!8m2!3d45.7966353!4d15.9775578!3m4!1s0x4765d65fa6cb73d1:0x32587323e6810e41!8m2!3d45.7966353!4d15.9775578

Registration and accreditation

The Croatian Parliament has put in place an online registration system for all meetings. Participants are kindly requested to register for the conference online by 7 January 2020. Please find the registration information along with the username and password in the e-mail sent to your contact person.

Contact for technical support: **accreditation@parleu2020.sabor.hr**

Welcome desks will be open at the conference hotels on Sunday, 19 January 2020, from 14.00 to 18.30, for participants to pick up welcome bags and identity badges. Participants arriving later will be able to register at the main entrance of the conference venue on Monday, 20 January 2020.

For security reasons, all participants are requested to wear their identity badges visibly at all times during the event. If you lose your identity badge, please contact the organizers immediately.

Participants not staying at one of the recommended conference hotels are requested to notify the organizers at which of the conference hotels they would like to pick up their welcome bags and badges at the times indicated above. They are also welcome to join the transfers from that hotel to the conference venue and to the dinner location.

Please note that the meeting venue and other official programme venues are accessible only to accredited participants. All personal information provided during accreditation will be processed in accordance with the General Data Protection Regulation (GDPR).

Colour coding of the identity badges:

Red	Head of Delegation
Blue/Indigo	Member of Delegation
Grey	Delegation Staff
Violet	Observer
Orange	Guest
Light blue	Keynote Speaker
Pink	Interpreter
Yellow	Media
Green	Security Officer
Gold	Organiser

Accommodation

Delegations are kindly requested to make their own room reservations as soon as possible in one of the hotels recommended below, using the reservation links. The prices include accommodation per night, buffet breakfast and VAT. Block reservations have been made at the following three hotels:

Westin Zagreb Hotel *****
(80 rooms) – 19.01.2020 – 20.01.2020
(10 rooms) – 18.01.2020 – 19.01.2020
(10 rooms) – 20.01.2020 – 21.01.2020

Room type	Deluxe room
Rate per night per room (single/double occupancy)	155 € / 175 €
Check in / Check out	14:00 / 12:00
Reservation at preferential prices until	18 December 2019

Rooms are guaranteed until 18 December 2019 and after that date depending on availability.

Please use the following link to book your room directly with the hotel:
Book your group rate for Hrvatski sabor – COSAC

Contact: Ms Petra Šoprek, petra.soprek@maistra.hr
Hotel address: Kršnjavoga 1, 10000 Zagreb.
Website: The Westin Zagreb

Cancellation policy: Free cancellation is possible until 18.00 hrs local time one day before the guest's scheduled arrival. Bookings must be guaranteed by a credit card, providing the card number and the expiration date.

Sheraton Zagreb Hotel *****
(20 rooms) – 19.01.2020 – 20.01.2020
(10 rooms) – 18.01.2020 – 19.01.2020
(10 rooms) – 20.01.2020 – 21.01.2020

Room type	Deluxe room
Rate per night per room (single/double occupancy)	155 € / 175 €
Check in / Check out	14:00 / 12:00
Reservation at preferential prices until	18 December 2019

Rooms are guaranteed until 18 December 2019 and after that date depending on availability.

Please use the following link to book your room directly with the hotel:
Book your group rate for Hrvatski sabor – COSAC

Contact: Ms Petra Šoprek, petra.soprek@maistra.hr
Hotel address: Kneza Borne 2, 10000 Zagreb.
Website: Sheraton Zagreb Hotel

Cancellation policy: Free cancellation is possible until 18.00 hrs local time one day before the guest's scheduled arrival. Bookings must be guaranteed by a credit card, providing the card number and the expiration date.

International Zagreb Hotel ****
(50 rooms) – 19.01.2020 – 20.01.2020
(10 rooms) – 18.01.2020 – 19.01.2020
(10 rooms) – 20.01.2020 – 21.01.2020

Room type	Superior room
Rate per night per room (single/double occupancy)	105 € / 125 €
Check in / Check out	14:00 / 12:00
Reservation at preferential prices until	18 December 2019

Rooms are guaranteed until 18 December 2019 and after that date depending on availability.

Please use the following link to book your room directly with the hotel:
https://www.hotel-international.hr/homepage **Access key: COSAC**

Contact: Ms Petra Šoprek, petra.soprek@maistra.hr
Hotel address: Miramarska 24, 10000 Zagreb.
Website: International Zagreb Hotel

Cancellation policy: Free cancellation is possible until 18.00 hrs local time one day before the guest's scheduled arrival. Bookings must be guaranteed by a credit card, providing the card number and the expiration date.

Transportation

Delegations are kindly requested to make their own arrangements for transportation from and to the airport.

Regarding public transport to and from Franjo Tuđman Airport, the following is available:

- Special buses, provided by Croatia Airlines, between the Main Bus Station in Zagreb City Centre and Franjo Tuđman Airport, information can be found on the following link: http://www.plesoprijevoz.hr/en/page/timetable
- Regular bus line, provided by ZET (Zagreb Electric Tram), between the Kvaternik Square in Zagreb City Centre and Franjo Tuđman Airport, information can be found on the following link: http://www.zagreb-airport.hr/en/passengers/to-from-the-airport/by-zet-bus/431

Information on taxi services to and from the airport can be found on following links:

- Cammeo Taxi: https://cammeo.hr/en
- Eko Taxi: http://www.ekotaxi.hr/cities
- Zagreb Taxi: https://www.airport-zagrebtaxi.com/
- Taxi Zagreb: https://www.taxi-zagreb.org/en

Time estimate for the journey is 40 minutes by bus and about 30–35 minutes by taxi.

The Croatian Parliament will provide transportation for the participants to and from the conference and the dinner venues.

Interpretation

Simultaneous interpretation of the plenary debates will be provided in Croatian, English and French. A limited number of booths can be made available on a first-come, first-served basis to delegations who wish to bring their own interpreters. Please inform the organisers about the need for additional booths in advance by 20 December 2019.

Conference documents

Documents will be available on parleu2020.sabor.hr and at the conference secretariat during the meeting.

Taking the floor

Requests to take the floor can be made electronically from the participant's seat. The floor will be given in the order of receiving the requests. To speak, press the button on the conference unit on your desk.

WiFi

Free, high-quality wireless internet access is available throughout the venue; passwords will be provided at the venue.

There will be several working areas for delegations to use during the event.

Catering

Coffee will be served in the foyer of the conference centre and lunch in the restaurant of the conference centre. Vegetarians and persons with food allergies are kindly asked to inform the organisers by the registration form.

Media

The meeting will be web streamed on our website parleu2020.sabor.hr and on our YouTube channel parleu2020hr in English. The integral meeting video and all further video materials will also be available on our YouTube channel. Media accreditation will be enabled as of 15 December 2019 via our website parleu2020.sabor.hr

Embassies

For information on embassies located in Croatia, please visit:
http://www.mvep.hr/en/diplomatic-directory/diplomatic-missions-and-consular-offices-to-croatia/

Other practical information

Country Code: In order to make an outgoing international call to Croatia, the country code is +385; Zagreb: (0)1

Emergency calls: 112

Time Zone: GMT/UTC + 01:00 hour (March-October)
GMT/UTC + 02:00 hours (October-March)

Currency: The currency in Croatia is the Kuna (HRK or kn).

The average exchange rates of the Croatian National Bank are:
- 1 EUR ≃ 7,42 HRK
- 1 BGN ≃ 3,79 HRK
- 1 CZK ≃ 0,28 HRK
- 1 DKK ≃ 0,99 HRK
- 100 HUF ≃ 2,22 HRK
- 1 SEK ≃ 0,69 HRK
- 1 GBP ≃ 8,37 HRK
- 1 PLN ≃ 1,69 HRK
- 1 RON ≃ 1,56 HRK

Money can be exchanged in banks and exchange bureaus. All major credit cards are accepted at almost every establishment that accepts payment by credit card. It is possible to withdraw money from the automated teller machines (ATMs) in Zagreb. It is important to check whether your home bank has authorized your card for international use if you plan on using a debit card.

Power Supply: 220V ±10% electrical supply. Supply frequency is 50Hz. Plug socket in use is the Schuko Type F socket.

Tap water: Croatian tap water is safe to drink everywhere.

More about Zagreb: Information on Zagreb and its cultural and recreational offers is available at www.infozagreb.hr An interactive city map of Zagreb can be found at www.kartazagreba.info

Contacts:

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Should you need further information, please contact: eu2020pd@sabor.hr

Map of the City of Zagreb with locations:

https://www.google.com/maps/d/u/0/edit?mid=1jZppse0KsYIDXyEt1E7H-94n6b-Uqkd4&hl=hr&ll=45.81505916698512%2C15.970152358227551&z=14

