

Inter-Parliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP) Luxembourg, 5 and 6 September 2015

GENERAL INFORMATION

Conference venue

European Convention Center Luxembourg

4, place de l'Europe

L-1499 Luxembourg

Phone: (+ 352) 43 02 57 751

Fax: (+ 352) 43 02 57 575

The meetings will be held on 5 and 6 September 2015 in the *European Convention Center Luxembourg* located on the Kirchberg Plateau. Access to the session venue is through the main entrance on the ground floor of the Conference Centre.

Hotels

Participants are invited to book their hotel rooms as soon as possible. Rooms have been prebooked by the Chamber of Deputies in the following hotels:

1) Mélia Hotel

1 Park Dräi Eechelen,

L-1499 Luxembourg

Phone: (+352) 27333-1

Fax: (+352) 27333-999

	Preferential rate per night per room
Room type	
Classic King	180,- €
Including	Breakfast buffet, internet, service and taxes

2) Sofitel Luxembourg Europe Hotel

4, rue du Fort Niedergrünwald

Quartier Européen Nord

Plateau de Kirchberg

L-2226 Luxembourg

Phone : (+ 352) 43 77 61

Fax : (+ 352) 42 50 91

	Preferential rate per night per room
Superior Guestrooms	
Superior Guestroom - Single Occupancy	180,- €
Superior Guestroom - Double Occupancy	200,- €
Including	Breakfast buffet, Internet, services and taxes

3) Hotel Novotel Luxembourg Kirchberg

6, rue Fort Niedergrünwald

Quartier Européen Nord

Plateau de Kirchberg

L-2226 Luxembourg

Phone: (+ 352) 42 98 48 1

Fax: (+ 352) 43 86 58

	Preferential rate per night per room
Superior Guestrooms	
Superior Guestroom - Single Occupancy	145,- €
Superior Guestroom - Double Occupancy	160,- €
Including	Breakfast buffet, Internet, services and taxes

4) Suite Novotel Luxembourg Hotel

13, avenue J. F. Kennedy

Quartier Européen

L-1855 Luxembourg

Phone: (+ 352) 27040-1

Fax: (+ 352) 27048944

	Preferential rate per night per room
Superior Guestrooms	
Superior Guestroom - Single Occupancy	155,- €
Superior Guestroom - Double Occupancy	170,- €
Including	Breakfast buffet, Internet, services and taxes

Participants are kindly asked to address their booking forms directly to the hotel of their choice.

Welcome desk in the hotels

A welcome desk is at the participants' disposal on Friday 4 September from 5.00 p.m. to 7.00 p.m.

Parking

Delegates should inquire about parking facilities at their hotel.

Transportation

Participants are kindly asked to organise their own transfer between the airport and their hotel.

As the conference hotels are located a five-minute walk from the Conference Center, transport will not be provided for meetings. However, transportation will be provided for the meeting of the presidential troika, the meeting of heads of delegation and the meeting of political groups as well as between hotels and the Musée national d'Histoire et d'Art on Saturday evening.

Registration (Badges)

For security reasons, all participants are invited to wear their identification badge during meetings and events.

Badges are provided in the hotels on Friday 4 September from 5.00 p.m. to 7.00 p.m. and on Saturday 5 September from 9.30 a.m. to 1.15 p.m. and at the *European Convention Center Luxembourg* on Saturday 5 September from 2.30 p.m. Participants are requested to immediately report the loss of their badge to the registration desk.

Colours of badges:

black – head of delegation;
orange – member of delegation;
blue – delegation staff;
red - organisers, volunteers, interpreters;
white - guests, keynote speakers, observers

Registration desk at European Convention Center Luxembourg

The registration desk is open on Saturday 5 September from 2:30 p.m. and will provide

- badges and if necessary replacement badges,
- taxi bookings,
- any additional information on the conference agenda

Interpretation

Simultaneous interpretation of the debates will be provided in English and French.

Luxembourg Airport and train station

Link: <http://www.lux-airport.lu/en/Home.1.html>

Luxembourg airport is located approximately a 15 minute drive from the Kirchberg Plateau, and approximately a 10 minute drive from the city centre, depending on traffic.

Luxembourg train station is located approximately a 10-15 minute drive from the Kirchberg Plateau, and approximately a 5-10 minute drive from the city centre.

A taxi from the airport to Luxembourg city centre or the Kirchberg plateau takes approximately 15 minutes and costs around 30 euros. The exact price and duration of the journey depend on hotel location and traffic.

A taxi from the train station to the city centre or the Kirchberg Plateau costs approximately 20 euros and takes about 10 minutes, depending on traffic.

Currency

The official currency in Luxembourg is the euro (€).

Other Services

Medical service is available in the main foyer on the ground level of the Conference Centre.

An outside area for smokers is also located here.

ATMs (cash machines) and banks are available close to the session venue.

General coordination

General contact: eu2015parl@chd.lu

General coordination:

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