

**Conference of Foreign Affairs Committee Chairs (COFACC)
Brussels, 18 and 19 October 2010**

GENERAL INFORMATION

1) Conference Venue

Belgian House of Representatives – Plenary assembly room
Access via the main entrance: Place de la Nation 2 (rue de la Loi), 1008 Brussels

2) Conference secretariat

For any additional information, please contact the following address :
COFACC@lachambre.be or COFACC@dekamer.be
You can also call : +32 2 549 81 38 (Mireille Pöttgens) or +32 2 501 72 33
(Marianne Van Opstal)
Website : <http://www.parlement-eu2010.be>

3) Accommodation

Hotel booking can only be made on- line : <http://secure-squatra.be>
Preferential rates and availability **are only guaranteed until 4 September 2010**. Cancellation is free of charge up to 3 days before the date of arrival.

Rooms have been booked in 3 hotels :

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| * Hôtel Royal Windsor Grand Place (****)
Rue Duquesnoy 5
1000 Bruxelles | * Hôtel Radisson SAS (****)
Rue du Fossé aux Loups 47
1000 Bruxelles |
| * Hôtel NH Grand Place Arenberg (****)
Rue d'Assaut 15
1000 Bruxelles | |

4) Conference registration

Please find enclosed a copy of the registration form, which each participant (accompanying official included) is required to complete. Registrations forms should be returned **by Tuesday 12 October 2010 at the latest** by e-mail to COFACC@lachambre.be or COFACC@dekamer.be

5) Arrival and departure

Participants will not be met on arrival in Brussels and are consequently requested to arrange their own transport from the airport or the railway station to their hotel.

6) **Transfers**

Coach transport will be provided for all participants between the conference hotels and all meeting and reception venues.

7) **Accreditations**

All participants to the Conference will be provided with an accreditation badge on their arrival at the House of Representatives (main entrance hall) on Monday 18 October 2010 at 9:15.

The following colour code will apply to the cords of the badges :

- Chairpersons : red
- Accompanying officials : blue
- Host staff : green

8) **Interpretation**

Simultaneous translation will be provided in French, Dutch and English.

3 extra translation booths will be provided and will be allocated on a 'first come first served' basis (requests to be made when returning the registration form).

9) **Telecommunications facilities**

A room with computers, fax machine and telephone will be available to participants. All computers have internet access and a wi-fi connection will also be made available.

10) **Non-smoking policy**

Smoking is strictly prohibited within the Parliament.