



FEDERAL PARLIAMENT OF BELGIUM

## Conference of the Speakers of the Parliaments of the EU Brussels, 4 – 5 April 2011

### GENERAL INFORMATION

(as of 24/02/2011)

#### 1) Venue of the Conference

House of Representatives – Hemicycle

Entrance : Place de la Nation, Brussels (main entrance of the Federal Parliament of Belgium)

#### 2) Secretariat of the Conference / Contact

Should you have any request regarding this meeting, please contact : [eusc2011@lachambre.be](mailto:eusc2011@lachambre.be)  
or call : +32 2 549 70 78 or 8060.

Internet site : <http://www.ipex.eu/ipex/cms/EU-Speakers/lang/fr>

**Any comments on the background notes in general and on the proposal of the Belgian Presidency regarding parliamentary scrutiny of CFSP/CSDP in particular can be sent to the above mentioned e-mail address.**

#### 3) Accommodation

Hotel bookings are to be made **exclusively** online on the internet site

**<http://secure-squatra.be>**. Preferential rates and availabilities **are only guaranteed until 3 March 2011**. Cancellations are free of charge until 3 days before the arrival date.

Provisional bookings have been made in the following 3 hotels :

- Hôtel Novotel Grand Place  
Rue du Marché aux Herbes 120  
1000 Bruxelles
- Hôtel Royal Windsor Grand Place  
Rue Duquesnoy 5  
1000 Bruxelles
- Hôtel Radisson Blu Royal  
Rue Fossé-au-Loups 47  
1000 Bruxelles

#### **4) Arrival and departure of delegations**

In order to avoid any duplication of effort, delegations are invited to indicate whether they will ask their embassies to meet them on arrival and arrange for transfer to the hotels or whether they want the Belgian Presidency to do so. The same goes for the arrangements on departure.

#### **5) Other transfers**

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

#### **6) Registration and badges**

Participants are requested to register individually, no later than **1 March 2011, using the appropriate form. Delegations that have not registered yet, are urged to do so as soon as possible.**

Registered participants will receive a badge on presentation of a document establishing their identity. This badge will be at their disposal in the hotels on Sunday 4 April 2011, from 15.00 to 18.00, or at the entrance of the Belgian Parliament, on Monday 5 April 2011 from 8.30 onwards.

Badge cord colour code:

- Speaker/Head of delegation : red
- Secretary general : yellow
- Officials : blue
- Host staff : green

For security reasons and in order to provide access to the coaches, meeting rooms and receptions rooms, participants should wear their badge throughout the meeting.

#### **7) Composition of the delegations**

Delegations will note that each assembly will be allotted a maximum of 4 seats in the Hemicycle of the House of Representatives.

#### **8) Translation**

In accordance with article 7 of the Stockholm Guidelines of the Conference of the Speakers of the Parliaments of the EU, the host parliament provides translation into French and English as base languages.

The deadline for requesting translation into other languages than the base languages (French and English), has expired (1 February 2011).

- Extra languages provided for by the host Parliament: Dutch, German and Romanian (at user's expense)
- Parliaments bringing their own translators: Bulgaria, Czech Republic, Hungary, Italy, Latvia, Lithuania, Poland, Croatia, FYROM, Turkey.
- Hence, the other Parliaments are requested to use the base languages (French and

English).

**9) Documentation**

Meeting documents will be distributed in English and in French and will be published on the internet site of the Conference of the Speakers of the Parliaments of the EU.

Participants will receive a set of documents along with their badge.

**10) Press**

The meeting will be open to the public and to the press (with the exception of the informal meeting on Tuesday 5 April 2011).

**11) Bilateral contacts**

A room will be available for bilateral contacts (bookings are to be made through the Conference Secretariat)

**12) Services for delegates**

A room with computers, fax machines and telephones will be at the participants' disposal. Computers will be connected to the internet and a Wi-Fi connection will be set up in the meeting room and its vicinity.

**13) Currency**

The Belgian currency is the euro. Exchange services are available at the airport or at the Brussels-Midi railway station. The Conference hotels also provide exchange services.

**14) Dinner at the Royal Palace**

- His Majesty Albert II, King of the Belgians, will host a reception for the Heads of Delegation (*Rotunda* of the Royal Palace of Laeken) from 19.00 to 19.45. The Ambassadors accredited to His Majesty are invited to accompany their respective Speakers.
- A reception will be offered to the other delegation members in the Greenhouses of the Royal Palace of Laeken from 19.00 to 19.45.
- Dinner will be held for all participants in the *Banqueting Hall* of the Royal Palace of Laeken from 19.45 to 22.00.

**Given the Royal Palace Protocol, participation will be strictly on the basis of preliminary registration.**