

Conference information

CONFERENCE INFORMATION

Conference site

Congreso de los Diputados c/Floridablanca s/n 28014 Madrid (entrance by Carrera de San Jerónimo).

Meeting venue

The Conference will be held in the “Sala de Columnas”, which is located in the 1st floor.

Transportation

Bus transportation will be provided from the hotels to the *Congreso de los Diputados* and all social arrangements.

Registration of delegations

Participants will receive their **identity badges** and all conference material **at each hotel on Sunday 12 May**.

They should take their badge to the guided tour and the dinner that same day.

Registration with the identity badges will be done on Monday 13 May at the Conference registration desk.

Security and identity badges

The *Congreso de los Diputados* will implement appropriate security measures. All participants are requested to wear their identity badges throughout the entire Conference.

Categories and colours of the badges

Presidents and head of delegations	Green
Participants and observers	Blue	
Organisation and interpreters	Red	

Interpretation

Simultaneous interpretation of the debates will be provided in the eleven official languages of the EU.

Secretariat of the conference

The secretariat of the conference is located at “Sala Arguelles” on the first floor. It will provide the delegates with:

- taxi bookings,
- replacement badges,
- all relevant information and documentation regarding the Conference programme,
- Outgoing or incoming faxes can also be transmitted to the secretariat of the conference.

Contact persons:

Ms. Marimar Hernández

Ms. Beatriz Alcocer

Ms. Angela Molina

Mobile phone numbers: 00-34-609113391 and 00-34-619461658

Secretariat phone numbers: (00-34-91) 3906535 / 3906879 / 3906880 / 3906881

Secretariat fax number: (00-34-91) 3906878

Secretariat of the delegations

1 room "Sala Isturiz" will be available for the delegations with facilities such as computers, a printer, word processing, internet access and telephone line.

Secretariat phone number: (00-34-91) 3906534

Secretariat fax number: (00-34-91) 3906876

First aid

Medical assistance is available at all times in the Congreso de los Diputados. In case of an emergency, please contact the secretariat of the conference.

Press service

Questions related to the press and other media can be addressed to e-mail: prensa.congreso@sgral.congreso.es or fax 34-91-3906020

Web site

<http://www.congreso.es>

<http://www.cosac.org>

Hotels practical information

Hotel Westin Palace

Plaza de las Cortes, 7
28014 Madrid, España
Tel. 34 91 3608000
Fax. 34 91 3608100

Hotel Gran Meliá Fénix

C/Hermosilla, 2
28001 Madrid , España
Tel. 34 91 4316700
Fax. 34 91 5760661

Hotel Preciados

C/ Preciados, 37
28013 Madrid
Tel. 34 91 4544400
Fax. 34 91 4544401