

GENERAL INFORMATION**Parliamentary Conference**

Prague, April 6, 2009

1) Conference venue:

Žofín Palace
Slovanský ostrov 226
110 00 Prague 1
<http://www.zofin.cz/>

2) Contact persons:

Ms. KLÁRA URBANOVÁ
Parliamentary Co-ordinator
for Czech Presidency
Tel : +420 257 174 259
GSM: +420 602 314 883
Fax: +420 257 174 299
E-mail: urbanovak@psp.cz

Ms. LUCIE ŽELEZNÁ
Assistant to Parliamentary
Co-ordinator for Czech
Presidency
Tel : +420 257 174 298
Fax: +420 257 174 299
E-mail: zeleznal@psp.cz

3) Participation:

Parliaments of EU member states are kindly asked to limit their delegations to four parliamentarians and two officers per parliament, parliaments of EU candidate countries are kindly asked to limit their delegation to three persons (staff including) per parliament.

4) Programme:

The conference programme will be sent in the very near future.

The Chamber of Deputies will kindly offer for the participants:

- Sunday, April 5, 2009 – Guided tour of Prague Castle in English and French starting at 3 p.m. (please indicate your wish to participate in the tour of Prague Castle on the registration form)
- Sunday, April 5, 2009 - Welcome dinner at Convent of St. Agnes of Bohemia (departure from the hotels at 7.30 p.m.)
- Monday, April 6, 2009 - Lunch at Žofín Palace

5) Accommodation:**ANDEL'S HOTEL ******

Stroupežnického 21, 150 00 Prague 5
Tel: +420 296 889 688
Fax: +420 296 889 999
www.andelshotel.com

HOTEL ANGELO ****

Radlická 3216/1g, 150 00 Prague 5
Tel: +420 234 801 111
Fax: +420 234 809 999
www.angelohotel.com

HOTEL MÖVENPICK ****

Mozartova 261/1, 150 00 Prague 5
Tel: +420 257 151 111
Fax: +420 257 153 131
www.moevenpick-prague.com

The Chamber of Deputies has selected the company **AIMS International, s.r.o.** to coordinate hotel reservations:

Telephone: +420 284 007 352

Fax: +420 284 007 360

E-mail: congress.prague@aims-international.com

Please refer to the hotel reservation form for more complete information concerning hotel reservation and cancellation conditions.

6) Arrival and departure of delegations:

Delegations will not be met on their arrival in Prague, and are, therefore, requested to arrange their own transport from airport or railway station to the hotels.

On their departure, they are also requested to arrange their own transport to airport or railway station.

7) Transportation:

Arrangements for the transfer of participants between the hotels and conference venue and welcome dinner venue will be provided by bus.

8) Registration of participants:

Please find attached a copy of the registration form which each delegation member will be requested to complete. The registration form for each participant should be returned as soon as possible **but no later than March 6, 2009 to:**

CHAMBER OF DEPUTIES : Ms. Lucie ŽELEZNÁ
Fax +420 257 174 299
E-mail: zeleznal@psp.cz

The registration desk will be located in the lobby of the hotels and will be open on Sunday April 5, 2009 from 1 p.m. to 7.30 p.m. Please note that on Monday April 6, 2009 the registration will take place directly in the Žofín Palace.

9) Identification badges

An identification badge will be issued to each participant, who will be required to wear it at all times to ensure access to buses, the conference room and receptions. There will be no admittance to any part of the programme without the appropriate identification badge.

10) Interpretation

Simultaneous interpretation will be provided in English, French and Czech. Delegations may also bring their own interpreters. If you are accompanied by your interpreters, please inform us of the languages and the number of interpreters involved. Please note that the interpretation booths will be distributed on first-come, first-served basis.

11) Services and documentation

A secretariat equipped with computers, telephone, fax machine and Internet access will be installed close to the room in which the working sessions will be held.

All available conference materials will be distributed at the conference venue.

A doctor's surgery will be available on the premises of the Žofín Palace.

12) Getting to know Prague and the Czech Republic

For more information about Prague and the Czech Republic, please visit: <http://www.pis.cz/>, <http://www.czech.cz/cz/>, <http://www.czechtourism.com/>.

