

GENERAL INFORMATION**Conference of Foreign Affairs Committee
Chairpersons (COFACC)**

Prague, March 9 – 10, 2009

1) Conference venue:

Chamber of Deputies
Parliament of the Czech Republic
Sněmovní 1
118 26 Prague 1
www.psp.cz

2) Contact persons:

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

Ms. VERONIKA SYKOVÁ
Head of the Secretariat
Committee on Foreign Affairs
Tel: +420 257 173 386
E-mail: sykovav@psp.cz

3) Participation:

Due to space constraints of the meeting rooms in the Chamber of Deputies, parliaments of EU member states are kindly asked to limit their delegations to two persons (staff including) per chamber, parliaments of EU candidate countries are kindly asked to limit their delegation to two persons (staff including) per chamber.

4) Programme:

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

The Chamber of Deputies will kindly offer for the participants:

- Sunday, March 8, 2009 – Guided tour of Prague (Old Town) in English and French starting at 4 p.m. (please indicate your wish to participate in the tour of the Old Town on the registration form)
- Sunday, March 8, 2009 - Welcome dinner at the Restaurant Vikárka (departure from the hotels at 7.30 p.m.)
- Monday, March 9, 2009 - Lunch at Kaiserstejnsky Palace
- Monday, March 9, 2009 – Dinner at Troja Castle (departure from the hotels at 7.15 p.m.)
- Tuesday, March 10, 2009 – Lunch at the Senate

5) Accommodation:

ALCHYMIST GRAND HOTEL & SPA*****
Tržiště 19, 118 00 Prague 1
Tel: +420 257 286 011 Fax: +420 257 286 017
www.alchymisthotel.com

ARIA HOTEL*****
Tržiště 368/9, 118 00 Prague 1
Tel: +420 225 334 111 Fax: +420 225 334 666
www.ariahotel.cz

BEST WESTERN HOTEL KAMPA****
Všehrdova 450/16, 118 00 Prague 1
Tel: +420 257 404 444 Fax: +420 257 404 333
www.hotel-kampa.info

HOTEL HOFFMEISTER*****
Pod Bruskou 7, 118 00 Prague 1
Tel: +420 251 017 111 Fax: +420 251 017 120
www.hoffmeister.cz

HOTEL ROYAL PALACE*****
Letenská 11, 118 19 Prague 1
Tel: +420 224 811 281 Fax: +420 224 811 287
www.royalpalacehotel.cz

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.

7) Transportation:

Arrangements for the transfer of participants between the hotels and dinner venues 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 February 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 March 8, 2009 from 2 p.m. to 7.30 p.m. Please note that on Monday March 9, 2009 the registration will take place directly in the Chamber of Deputies.

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, telephones, fax machines 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 Chamber of Deputies.

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/>.

