



Meeting of the Chairpersons of COSAC

Vienna, 8 – 9 July 2018

General Information

Meeting venues

- Presidential Troika
8 July 2018
Room 5, Pavilion Bibliothekshof
Austrian Parliament, Hofburg
1010 Vienna
Please use the direct entrance to the Pavilion Bibliothekshof.
- Chairpersons COSAC
9 July 2018
Großer Redoutensaal
Austrian Parliament, Hofburg
1010 Vienna
Please use the main entrance at Josefsplatz 4 to enter the Hofburg.

Registration and Accreditation

- The Austrian Presidency has implemented an online registration system for all meetings. Information on the registration system has been distributed together with the e-mail invitation to the conference.
- Every Delegation Accreditation Officer is kindly asked to fill out the **online registration form** for his/her whole delegation **by 8 June 2018**.
- Welcome and registration desks will be open at the recommended hotels on Sunday, 8 July 2018, from 14:00 to 19:00. Delegates arriving later will be able to register at the meeting venue on Monday, 9 July 2018, from 08:00 (main entrance of the Hofburg, Josefsplatz 4).
- **For security reasons, all participants are requested to wear their badges visibly at all times throughout the event.** If you lose your name badge, please contact the organisers immediately.
- Delegates who will not be staying at one of the recommended hotels are required to advise the organisers in which of the conference hotels they would prefer to register (at the times indicated). They can also join the transfer from this hotel to the DemocracyQuarter Walking Tour, to the dinner or to the meeting venue.

Transport

- Delegations are kindly requested to make their own arrangements for transportation from and to the airport. Vienna International Airport (<http://www.viennaairport.com/en/passengers>) is located about 18 km from the city centre, which is approximately a 20 minutes' drive depending on traffic. You may reach Vienna by train ([City Airport Train](#) or [ÖBB Railjet Train](#)), [taxi](#) or bus ([Vienna Airport Lines](#)).
- Transportation service will be provided by the Austrian Parliament for the delegates between the conference hotels and the DemocracyQuarter Walking Tour, the dinner and the meeting venues as indicated in the draft programme.

Languages

- The Meeting of the Presidential Troika will be held in English.
- Regarding the Meeting of the Chairpersons of COSAC, simultaneous interpretation will be provided in English, French and German. A limited number of booths will be made available **on a first-come, first-served basis** to delegations wishing to bring their own interpreters. Please inform the organisers about the need for additional booths in advance by 25 May 2018 at the latest.

Conference documents

Documents will be available on www.eu2018parl.at, www.cosac.eu and in the conference secretariat during the meeting.

Taking the Floor

Participants who wish to take the floor during the meeting are kindly requested to fill out the request-for-the-floor cards, which are to be handed in to the conference staff until the beginning of the debate of each session. These cards will be provided upon registration together with other useful documents for the meeting.

Media

The meeting will be broadcast as a live stream on www.eu2018parl.at in German and English, and the video will subsequently be made available in English on [youtube](#). Upon accreditation to the conference, you agree to transfer to the Austrian Parliamentary Administration the non-

exclusive, perpetual, irrevocable and worldwide right to your speech and/or statements and to all images and videos of you produced at the conference. This includes the right to sublicense, reproduce, modify, distribute, broadcast, publicly perform, publicly display and make available to the public in any form and in any medium, whether known or later developed.

Smoking

Smoking is permitted only in designated smoking areas.

Contacts / EU- and International Services of the Austrian Parliament

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Should you need any further information, please contact:

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