



EU Speakers' Conference

Stockholm 14–15 May 2010

Programme and General Information (DRAFT as of 4 May 2010)

(English)

Table of Contents

Programme	3
General information	7
The Debate	16
Embassies	18
The Swedish Parliament's Environmental Policy	21
Map of Stockholm	22
Plans of the Swedish Parliament	24

Programme

Thursday 13 May

Arrival of delegations
VIP welcome at the airports
Transfer to the hotels

14.00–21.00 Registration at the hotels

18.40 Bus departure
Hotels to Restaurant Solliden

19.00–21.00 Reception hosted by Mr Per Westerberg, Speaker of the
Swedish Parliament
Venue: Solliden, Skansen

21.00 Bus departure
Solliden to the Hotels

Friday 14 May

- 08.00–09.00 Registration at the Swedish Parliament (for those unable to register at the hotels on Thursday)
Entrance: Riksplän
- 08.00 Bus departure for officials attending the briefing on procedural and practical matters
Hotels to the Swedish Parliament
- 08.30 Briefing on procedural and practical matters for one official per delegation
Venue: The Plenary Hall
- 08.30 Bus departure
Hotels to the Swedish Parliament
- 09.00–10.30 Plenary meeting
Venue: The Plenary Hall
- 10.40 Bus departure for Heads of Delegation and Secretaries General attending the audience
Swedish Parliament to the Royal Palace
- 11.00–11.45 Audience given by Their Majesties King Carl XVI Gustaf and Queen Silvia
(For Heads of Delegation and Secretaries General)
Venue: The Royal Palace
- 11.00–11.45 Guided tour of the Swedish Parliament for delegates not attending the audience (in English)
Meeting point: Outside the Plenary Hall
- 11.45 Return to the Swedish Parliament (short walk)

- 11.50 Family photo (Heads of Delegation)
Venue: The Swedish Parliament
- 12.00–13.30 Luncheon hosted by Mr Per Westerberg, Speaker of the Swedish Parliament (by invitation only)
Venue: The dining room of the party groups
- 12.00–13.30 Buffet luncheon for other delegates and accompanying persons
Venue: The Grand Gallery
- 13.30–18.00 Plenary meeting
Venue: The Plenary Hall
- 18.10 Bus departure
Swedish Parliament to the hotels
- 19.10 Bus departure
Hotels to the City Hall
- 19.30–22.30 Dinner hosted by Mr Per Westerberg, Speaker of the Swedish Parliament
Venue: The City Hall
- 22.30 Bus departure
City Hall to the hotels

Saturday 15 May

- 09.00 Bus departure for those attending the informal meeting
Hotels to the Swedish Parliament
- 09.30–11.40 Informal meeting (limited to 1+1)
Venue: The Plenary Hall
- 11.30 Bus departure for delegates not attending the informal
meeting
Hotels to the Swedish Parliament
- 12.00–12.30 Plenary meeting
Venue: The Plenary Hall
- 12.40 Bus departure
Swedish Parliament to the cruise luncheon
- 13.00 Cruise luncheon hosted by Mr Per Westerberg, Speaker of
the Swedish Parliament
Venue: Gustafsberg VII, Nybrokajen berth 8
- 15.00 Bus departure
Cruise luncheon to the hotels

Departure of delegations (by car)

General Information

Accommodation

Clarion Sign Hotel

Östra järnvägs-gatan 35

SE 101 26 Stockholm

Phone: +46 8 676 98 00

Fax: +46 8 676 98 99

E-mail: cl.sign@choice.se

Web: www.clarionsign.se

Sheraton Stockholm Hotel

Tegelbacken 6, Box 195

SE 101 23 Stockholm

Phone: +46 8 412 34 00

Fax: +46 8 412 34 09

E-mail: sheraton.stockholm@sheraton.com

Web: www.sheratonstockholm.com

Audience with Their Majesties King Carl XVI Gustaf and Queen Silvia, Friday, 14 May at 11.00–11.45

The Heads of Delegation and the Secretaries General are invited to attend the audience. There will be a mandatory bus transfer at 10.40 from the Swedish Parliament to the audience. For security reasons no other means of transportation can be used. Interpreters may not participate. The protocol advises that no gifts will be exchanged.

A guided tour of the Swedish Parliament will be provided for those who are not attending the audience. The tour will depart from outside the Plenary Hall at 11.00.

Bilateral Meetings

Bilateral meetings between speakers will be possible on Friday and on Saturday morning. Rooms for bilateral meetings can be reserved at the information desk.

Conference Badges

A conference badge will be issued to each participant upon presentation of an ID document. All participants are requested to wear their conference badges at all times for security reasons, and to ensure access to buses, conference rooms and receptions.

The ribbons of the badges have the following colours:

Speaker/Head of Delegation
Official
Interpreter
Host staff
Press

Conference Services

Computers, telephones, Internet and fax services are available in the vicinity of the meeting venue. Stationary computers are located near the Plenary Hall. Wi-Fi access requires a single login code, which is available at the information desk.

Conference Venue

Entrance from Riksplån
The Plenary Hall, West Wing
The Swedish Parliament (Riksdagen)
SE-100 12 Stockholm, Sweden
www.riksdagen.se

Contact

For information concerning working sessions or practical matters please contact us by e-mail:

eu2009.SpeakersConference@riksdagen.se

Coffee

In addition to coffee breaks, a permanent coffee and tea service will be available during the conference just outside the meeting venue.

Currency

The currency unit in Sweden is the Swedish krona (SEK). Most major international currencies can be exchanged at Arlanda Airport or at your hotel. All major credit cards are widely accepted in Sweden. There is a cash machine in the Bank Hall, West Wing of the Swedish Parliament.

Documentation

Documentation during the conference will be provided in English and French. For environmental reasons, documents for the meeting are only printed on demand, sent out by e-mail and available on-line at www.riksdagen.se

Drinking Water

Tap water is pure, refreshing and freely available. It is an excellent alternative to bottled water.

Entrance to the Swedish Parliament

The entrance to be used is Rikspan, the East Wing.

Information Desk

An information desk will be situated outside the meeting venue for assistance with practical matters, including codes for Wi-Fi access and mobile phone chargers.

Interpretation

Simultaneous interpretation will be provided by the Swedish Parliament in English and French. Parliaments that have registered interpreters have been contacted directly and booths have been reserved accordingly. All interpreters will be assisted upon arrival at the Swedish Parliament.

Liaison Officers

Each delegation will have a liaison officer who will be of assistance concerning practical matters. Please keep your liaison officer updated on your flight arrangements.

Receptions

Reception Thursday 13 May, 19.00-21.00

Venue: Solliden, Djurgården

A welcoming buffet reception will be hosted by Mr Per Westerberg, Speaker of the Swedish Parliament, for all participants including accompanying persons. Bus transport will be provided from the hotels to the reception. For delegates arriving late alternative transport will be provided. Bus transport back to the hotels.

Luncheon Friday 14 May, 12.00-13.30

Venue: The Swedish Parliament

Personal invitations to a separate luncheon will be extended to the Heads of Delegation. The separate luncheon will be served in the dining room of the party groups on the ground floor in the West Wing. There will be a

seating arrangement (including places reserved for interpreters).

All other delegates and accompanying persons will be served a buffet luncheon in the Grand Gallery on the fifth floor in the Eastern Wing.

Dinner Friday 14 May, 19.30-22.30

Venue: The City Hall

Dinner at the City Hall hosted by Mr Per Westerberg, Speaker of the Swedish Parliament, for all participants including accompanying persons. Bus transport will be provided from the hotels to the reception. There will be a special seating arrangement for the Speakers. For other participants there will be free seating. Bus transport back to the hotels.

Luncheon Saturday 15 May, 13.00-15.00

Venue: Gustafsberg VII, Nybrokajen berth 8

At the end of the conference there will be a boat cruise luncheon for all participants including accompanying persons in the Stockholm archipelago. Bus transport will be provided from the Swedish Parliament. There will be no seating arrangements on the boat. Transport will be provided from the boat to the hotels.

Please note that check-out from the hotels is due before buses leave for the luncheon (in the morning). Baggage should be stored at the hotels during the luncheon.

Please note that delegates with flights scheduled to depart before 17.00 will not be able to participate in the cruise luncheon. Please contact your liaison officer.

Medical Assistance

The national emergency number is 112. A qualified nurse will be available during conference hours.

Pharmacies

The nearest pharmacy to the Swedish Parliament is:

Apoteket Korpen

Västerlånggatan 16 (in the Old Town)

Phone: +46 771 45 04 50

Opening hours:

Mon-Fri 10.00–18.00, Sat 11.00–15.00, Sun 12 noon–16.00.

Press

The conference is open to the public and press except during the limited meeting on Saturday, 15 May at 09.00–12.00. A permanent press centre will be available and can be booked at the information desk. There is a section reserved for the press on the balcony. *Photographers are only allowed to take pictures on the floor of the Plenary Hall on Friday, 14 May at 09.00–09.05.*

Please note that the receptions are not open to the press.

Programme for accompanying persons

A cultural programme will be provided (in English) for accompanying persons on Friday, 14 May and Saturday, 15 May. Please see separate sheet.

Recycling

There are recycling bins provided in the conference premises.

Registration in Stockholm

There will be registration desks in the lobby of the hotels, which will be open on Thursday, 13 May between 14.00 and 21.00. On Friday, 14 May, registration will take place at the Swedish Parliament, entrance Rikspan, between 08.00 and 09.30, for those who were unable to register on Thursday.

Security

The Swedish Parliament will provide all necessary security measures. If your delegation will be accompanied by armed security officers please contact:

eu2009.SpeakersConference@riksdagen.se

Seating

Delegations are seated in the order of the EU Presidency in the Plenary Hall. There will be a special seating arrangement for the limited meeting on Saturday morning.

Smoking

Please note that smoking is not allowed in the Swedish Parliament buildings or any public areas. A smoking room is located on the third floor inside the Café and on the balconies outside the Plenary Hall.

Tourist Information and Weather

For tourist information please consult www.stockholmtown.se. A tourist office is located on Hamngatan 27.

Transport

For questions please contact:

eu2009.SpeakersConference@riksdagen.se

Arrival/Departure

Upon arrival and departure individual transport and VIP service will be provided for the Heads of Delegation and those travelling together with the Heads of Delegation. *All other delegates are kindly referred to either Arlanda Express or taxis (see below).*

Please contact your liaison officer (who you will meet upon arrival) for any changes in departure times.

Please note that delegates with flights scheduled to depart before 17.00 on Saturday 15 May will not be able to participate in the cruise luncheon.

Between venues

Bus transport will be provided to all conference meetings and events. Please see the programme for scheduled bus departure times.

Arlanda Express/Taxi

From Stockholm's main airport Arlanda, the express train takes 20 minutes to Stockholm City Terminal. It is possible to book tickets on-line: www.arlandaexpress.com

Taxis are also available directly outside the terminal. The easiest way to order a taxi is to call the taxi companies' switchboards.

Taxi Stockholm Phone: +46 8 15 00 00

Taxi 020 Phone: +46 8 24 25 55

Taxikurir Phone: +46 8 30 00 00

The debate

All delegates who are entitled to take the floor will receive an activated card for debates in the Plenary Hall.

List of speakers – interventions

- Speakers/Presidents wishing to intervene in the debates are asked to fill in a form *Request for the floor*.
- On the basis of the incoming requests, a list of speakers will be prepared by the Secretariat of the Conference.
- The speaking time is three minutes for each intervention.

Forms for requesting the floor for each subject will be distributed to all delegations and are available at the Information Desk in the Plenary Hall Foyer.

Requesting the floor – short remarks

- The debate card should be inserted into the card-reader. A green light will indicate that the card is correctly activated. If the light is red, delegates should contact the Information Desk in the Plenary Hall Foyer. Delegates are encouraged to keep the card in the card-reader while in the Plenary Hall.
- Speakers/Presidents who wish to make a short remark are asked to push the *Request the floor* button. The name of the delegate wishing to speak will then appear on the podium screens.

Delegates may start speaking when the red light on the microphone is switched on.



- 1 Card-reader – green light indicates that the card is activated
- 2 Request the floor

A briefing on practical and procedural matters for one official per delegation will be held on Friday at 08.30 in the Plenary Hall.

Embassies

Austria

Kommendörsgatan 35, 5 fl.
114 58 Stockholm
Phone: +46 8 665 17 70

Belgium

Kungsbroplan 2, 2 fl.
101 38 Stockholm
Phone: +46 8 534 802 00

Bulgaria

Karlavägen 29
114 31 Stockholm
Phone: +46 8 723 09 38

Croatia

Engelbrektsplan 2, 3 fl.
114 34 Stockholm
Phone: +46 8 440 52 80

Cyprus

Birger Jarlsgatan 37, 4 fl.
103 94 Stockholm
Phone: +46 8 24 50 08

Czech Republic

Villagatan 21
100 41 Stockholm
Phone: +46 8 440 42 10

Denmark

Jakobs Torg 1
103 23 Stockholm
Phone: +46 8 406 75 00

Estonia

Tyrgatan 3
100 41 Stockholm
Phone: +46 8 545 122 80

European Parliament and European Commission, Swedish office

Regeringsgatan 65
111 56 Stockholm
Phone: +46 8 56 24 44 55

Finland

Gärdesgatan 11
104 51 Stockholm
Phone: +46 8 676 67 00

Former Yugoslav Republic of Macedonia

Riddargatan 35
100 55 Stockholm
Phone: +46 8 661 18 30

France

Kommendörsgatan 13
102 43 Stockholm
Phone: +46 8 459 53 00

Germany

Artillerigatan 64
115 93 Stockholm
Phone: +46 8 670 15 00

Greece

Kommendörsgatan 16
102 04 Stockholm
Phone: +46 8 545 660 10

Hungary

Dag Hammarskjölds väg 10
104 51 Stockholm
Phone: +46 8 661 67 62

Ireland

Östermalmsgatan 97
100 55 Stockholm
Phone: +46 8 661 80 05

Italy

Oakhill, Djurgården
115 21 Stockholm
Phone: +46 8 545 671 00

Latvia

Odengatan 5
104 32 Stockholm
Phone: +46 8 700 63 00

Lithuania

Grevgatan 5
114 53 Stockholm
Phone: +46 8 667 54 55

Luxembourg (Consulate)

Birger Jarlsgatan 6
103 93 Stockholm
Phone: +46 8 679 60 19

Malta (Consulate)

Sibyllegatan 46, 4 fl.
114 43 Stockholm
Phone: +46 70 586 10 21

Netherlands

Götgatan 16 A
104 65 Stockholm
Phone: +46 8 556 933 00

Poland

Karlavägen 35
114 31 Stockholm
Phone: +46 8 505 750 00

Portugal

Narvavägen 32, 2 fl.

100 55 Stockholm

Phone: +46 8 545 670 60

United Kingdom

Skarpögatan 6–8

104 51 Stockholm

Phone: +46 8 671 30 00

Romania

Östermalmsgatan 36

100 41 Stockholm

Phone: + 46 8 10 86 03

Slovakia

Arsenalsgatan 2, 3 fl.

103 88 Stockholm

Phone: +46 8 545 039 60

Slovenia

Styrmansgatan 4, 1 fl.

114 54 Stockholm

Phone: +46 8 545 65 885

Spain

Djurgårdsvägen 21, Djurgården

100 55 Stockholm

Phone: +46 8 522 808 00

Turkey

Dag Hammarskjölds Väg 20

115 93 Stockholm

Phone: +46 8 23 08 40

The Swedish Parliament's Environmental Policy

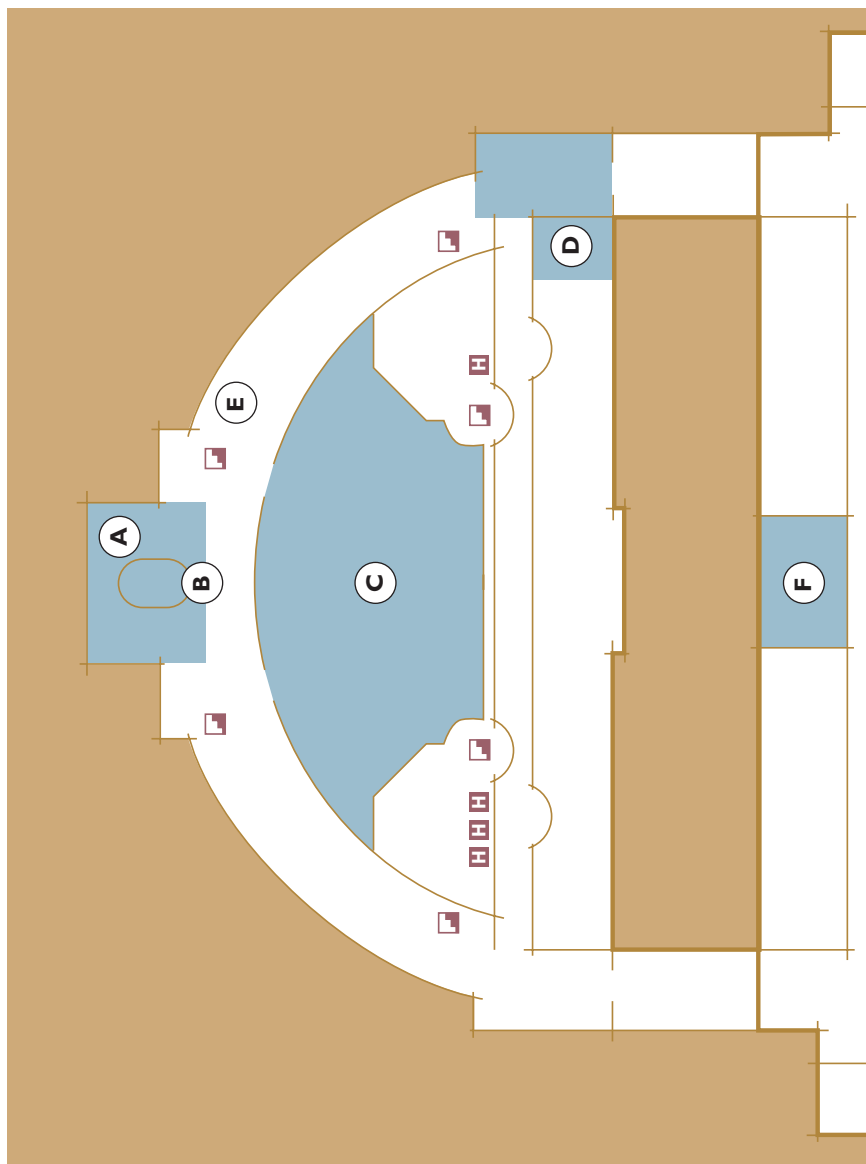
For a number of years the Swedish Parliament Administration has been working systematically to minimise the impact of its operations on the external environment. An environmental policy has been drawn up and routines established for internal environmental work. For the next few years there are measurable environmental objectives and action plans for paper consumption, transport, electricity and energy for the heating of buildings. Environmental requirements are systematically applied in relation to all procurement, and environmental considerations are a natural part in the planning of conferences and meetings arranged by the Swedish Parliament Administration. The Swedish Parliament Administration has been ISO 14 001 certified (environmental management system) since April 2009.

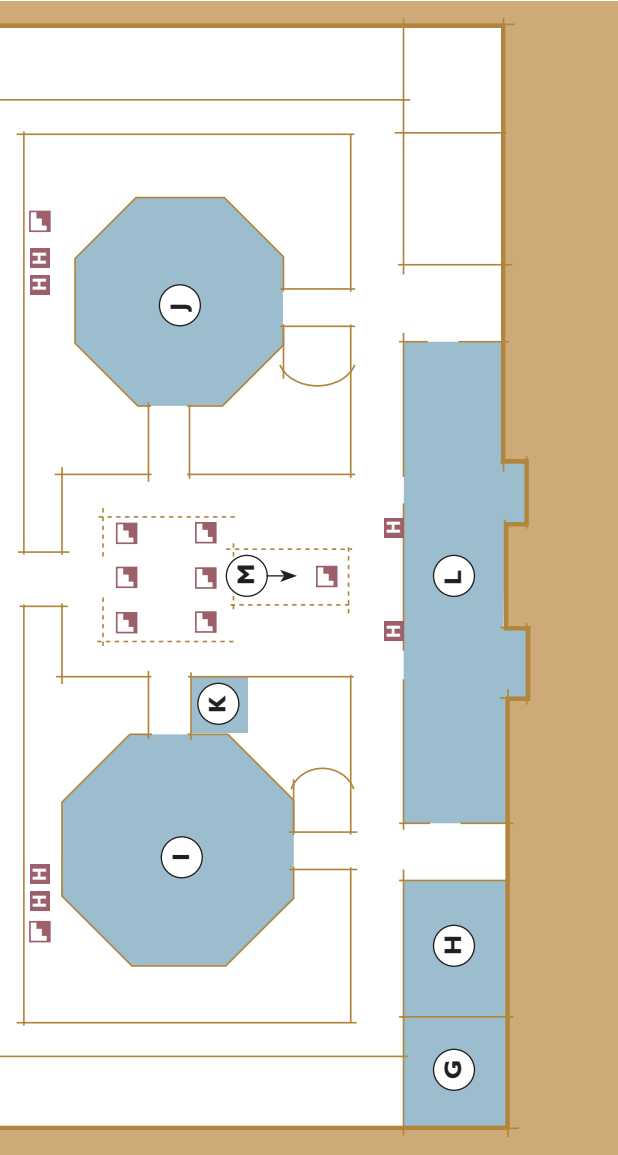
Map of Stockholm / Carte de Stockholm





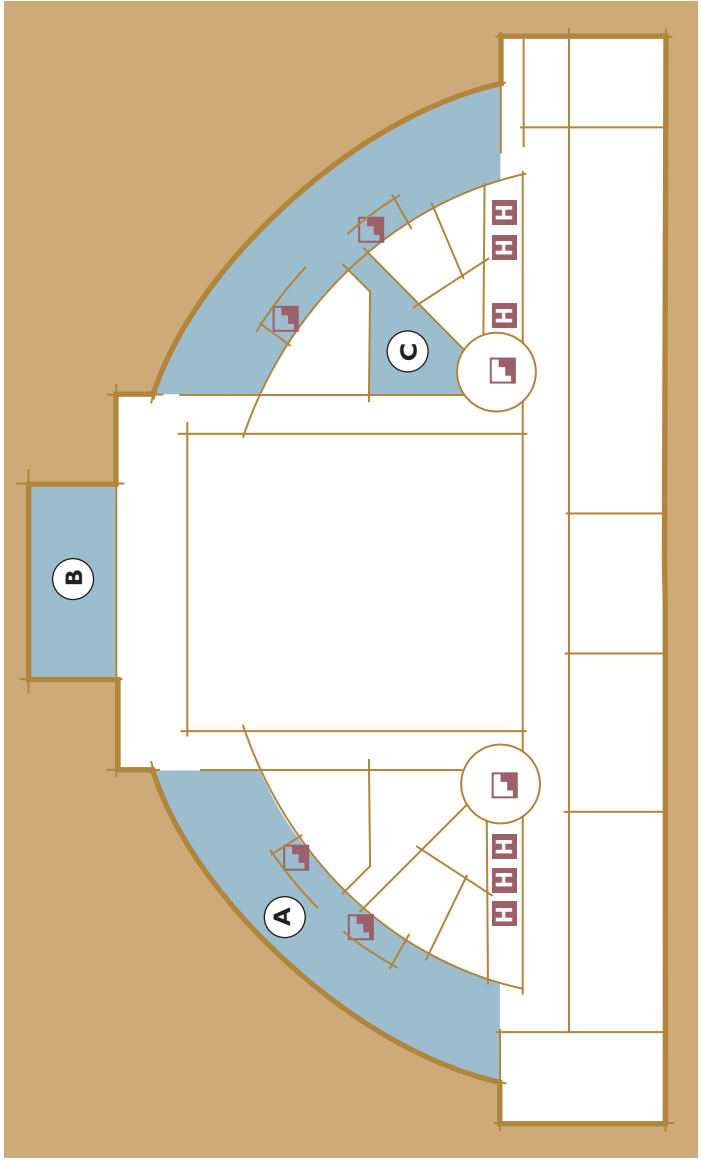
Western Wing, 5th floor / Aile ouest, 5ième étage
Eastern Wing, 5th floor / Aile est, 5ième étage





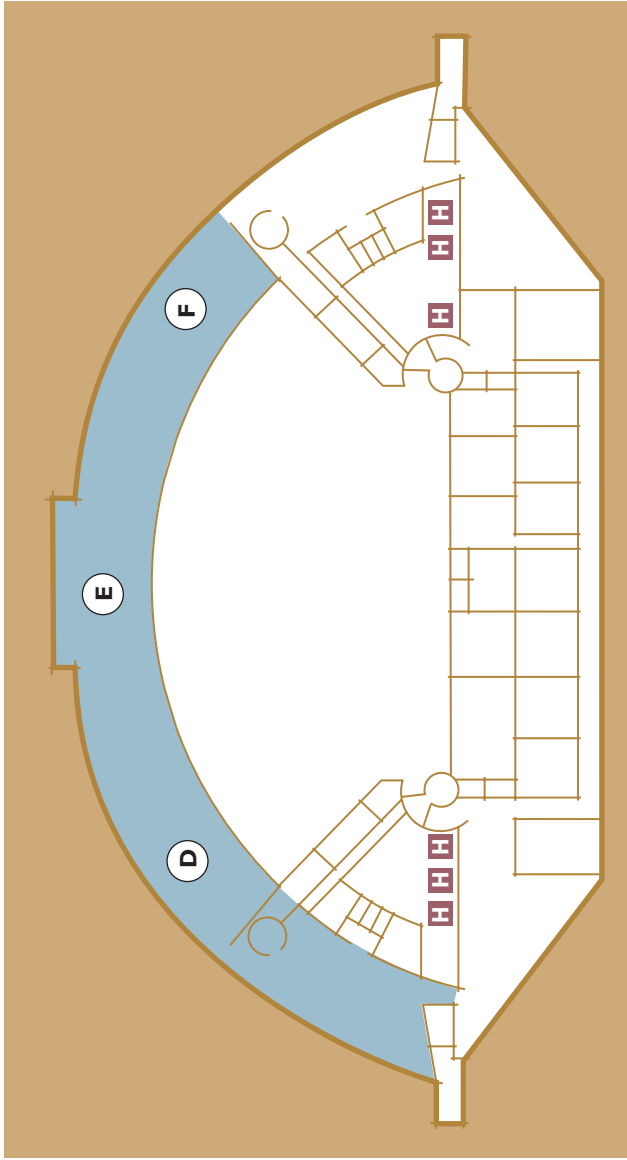
A	Press Centre / Centre de presse	K	Medical assistance / Infirmerie
B	Information desk / Bureau d'informations	L	Venue for the buffet luncheon / Lieu du déjeuner-buffet
C	The Plenary Hall / La salle de séance	M	Entrance / Entrée
D, E	Computers / Ordinateurs		
F, G, H	Room for bilateral meetings / Salle de réunions bilatérales		
I	Former Second Chamber / Ancienne seconde chambre		
J	Former First Chamber / Ancienne première chambre		
		H	Elevators / Ascenseurs
		F	Stairs / Escaliers

Western Wing, 3rd floor / Aile oueste, 3ième étage



- A** Interpretation booths / Cabines d'interprétation
- B** Room for bilateral meetings / Salle de réunions bilatérales
- C** Smoking room / Fumoir

West Wing, 7th floor / Aile ouste, 7ième étage



- D** Press / Presse
- E** Interpretation booths / Cabines d'interprétation
- F** Public / Public
- H** Elevators / Ascenseurs
- H** Stairs / Escaliers

SVERIGES 
RIKSDAG 