

Conference of Speakers of EU Parliaments

Nicosia, 21 – 23 April 2013

GENERAL INFORMATION

Date and venue

The Conference will be held at the *Filoxenia* Conference Centre, in *Zenon Kitievs Plenary Hall*, in Nicosia, on 21 – 23 April 2013. The address of the Conference Centre is 17 Thrakis, 1311 Aglanjia, Nicosia.

Accommodation

Hilton Cyprus Hotel (***)**

Archbishop Makarios III Avenue,
1516 Nicosia.

Phone: +357 22 377 777

Fax: +357 22 377 788

Accommodation cost is covered by participants.

Arrival and departure

IMPORTANT NOTE: The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaka and Pafos and the ports of Limassol and Larnaka, which are situated in the Government-controlled area of the Republic.

Upon arrival and departure, VIP services and separate transport will be provided for each Speaker and accompanying delegations. Delegations will be welcomed by Liaison Officers upon arrival and will be accompanied to the VIP Lounge of the airport.

Participants, who are not accompanying their Speaker, are kindly requested to make their own arrangements for transport upon arrival and prior to departure.

The cost of transfer from Larnaka International Airport to Nicosia by taxi is about €50.

Registration in Nicosia

A registration desk will be located in the main entrance hall of the hotel and will be available on Sunday 21 April 2013, between 14.00 and 20.00. The registration desk will also be available the following day, between 7.30 am and 8.30 am. Identity badges and other material regarding the Conference will be available at this desk.

All participants are kindly requested to wear their identity badges at all times for security reasons and in order to ensure their access to shuttle buses, conference rooms and receptions and/or other events in the programme.

The lanyards of the identity badges correspond to the following categories of participants:

- Red - Speakers/ Heads of Delegation
- Bordeaux - Members of Parliament
- Yellow - Secretaries General
- Blue - Delegation Secretaries/ Advisors/ Staff
- Green - Ambassadors
- Purple - Host Parliament Staff
- Orange - Interpreters
- Grey - Press
- Black - Security Officers

Transportation during the Conference

Coach transportation will be provided for all participants from the hotel to the venue of the Conference and vice versa, as well as for all social events included in the programme.

Liaison Officers

Each delegation will be allocated a Liaison Officer, providing assistance for any practical matter. Each Liaison Officer will meet his/ her delegation as they enter the airport's building and will be holding a sign with the name of each country. Contact details of Liaison Officers will be given at the airport. Liaison Officers should be notified of any changes concerning flight arrangements.

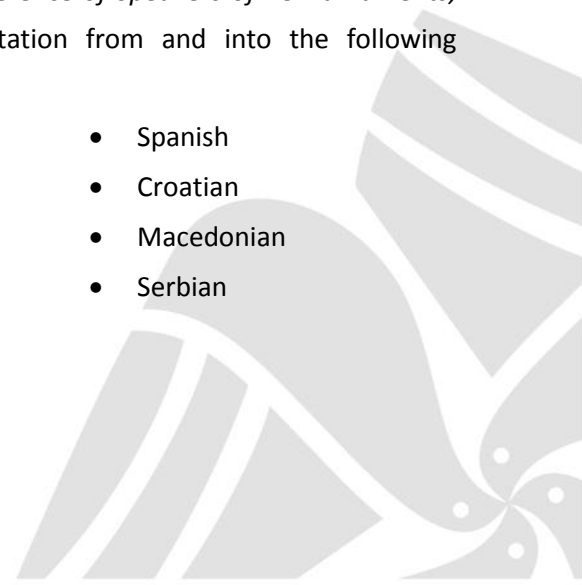
Documents

Working documents will be regularly updated on the House of Representatives website (www.cyparliament2012.eu) and on www.ipex.eu. Final versions will be provided upon registration. Documents will be provided in English and French.

Simultaneous interpretation

In accordance with Article 7 of the *Stockholm Guidelines for the Conference of Speakers of EU Parliaments*, the House of Representatives will provide simultaneous interpretation from and into the following languages:

- | | | |
|-------------|--------------|--------------|
| • Greek | • Hungarian | • Spanish |
| • English | • Italian | • Croatian |
| • French | • Lithuanian | • Macedonian |
| • Bulgarian | • Polish | • Serbian |
| • Czech | • Portuguese | |
| • German | • Slovenian | |



Requests to take the floor

Speakers/ Heads of Delegation wishing to take the floor are requested to fill in a separate “Request for the floor” card for each Session of the Conference. The cards can be found in the material received upon registration. A separate coloured card will correspond to each agenda item. A list of speakers, based on the cards received by the Conference Secretariat, will be drawn up by the Chair of the Conference and, once the floor is given, speakers can deliver their speeches from their seats.

One plus One Session

The One plus One Session will be held on 22 April 2013, from 15.00 to 16.30, in *Kerynia Room*, Level -1, at the *Filoxenia* Conference Center. Each delegation may appoint the person, who will accompany the Speaker or Head of Delegation. Pre-registration for this session is not required. Only two seats will be reserved for each delegation.

Information desk

An information desk will be situated outside *Zenon Kitievs Plenary Hall* and will be available to participants for any practical matter.

Services during the Conference

Delegations will have access to a working station, equipped with computers, internet access, fax machines and all other relevant communication facilities. A WI-FI service will also be available.

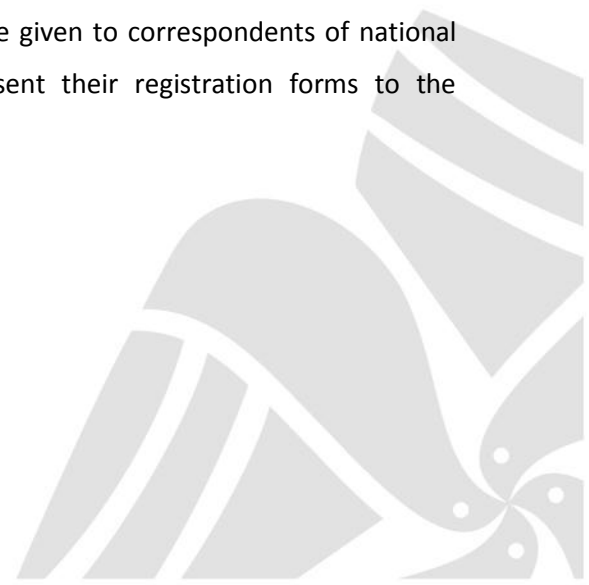
Besides coffee breaks, running coffee will also be available inside the Conference rooms.

Bilateral meetings

Speakers/ Heads of Delegations will be able to hold bilateral meetings on Monday and Tuesday. Reservations for bilateral meeting rooms can be made prior to the Conference by notifying the Conference Secretariat at speakerscon@cyparliament2012.eu or during the Conference by contacting the information desk at the venue.

Press

Press facilities will be provided during the Conference. Access will be given to correspondents of national and international press, radio and television, who have already sent their registration forms to the Conference Secretariat. The Conference will be open to the press.



Social events

Cultural Event and Official Dinner: 21 April 2013, 20.30

Venue: Royal Hall, Nicosia

H.E. The President of the House of Representatives, Mr. Yiannakis L. Omirou, will host the official dinner for all Speakers and accompanying delegations, including spouses. Coaches will depart from Hilton Cyprus Hotel at 20.00 and return at 23.00. Sitting arrangement will apply only for the head table.

Official Reception: 22 April 2013, 21.00

Venue: Presidential Palace, Nicosia

H.E. The President of the Republic of Cyprus, Mr. Nicos Anastasiades, will host the official reception for all Speakers and accompanying delegations, including spouses. Coaches will depart from Hilton Cyprus Hotel at 20.30 and return at 23.00.

Buffet Lunch: 22 and 23 April 2013

Venue: "Halkos" restaurant, "Filoxenia" Conference Center

H.E. The President of the House of Representatives, Mr. Yiannakis L. Omirou, will host buffet lunches for all Speakers and accompanying delegations.

Security

The Cyprus Police in cooperation with the House of Representatives will provide all necessary security measures during the Conference.

Accompanying Persons' Programme

A separate programme for accompanying persons is provided.

Medical service

Medical service will be available during the Conference.

Non-smoking policy

Smoking is prohibited in all indoor areas in hotels and all public places.

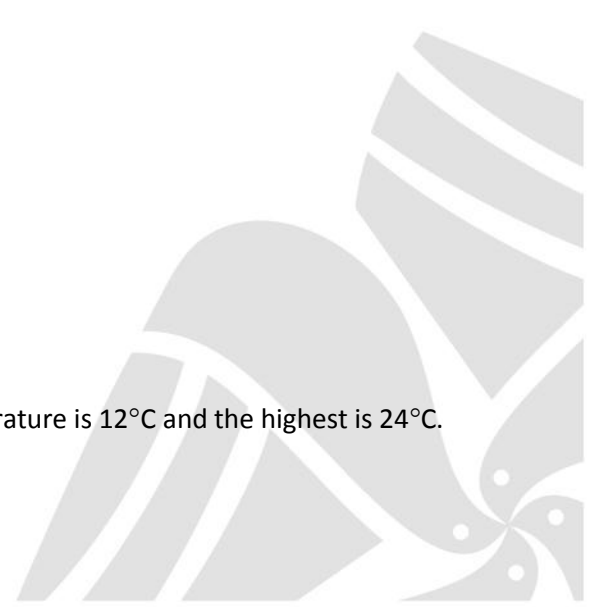
Smoking will be permitted in a designated outdoor area.

Currency

The national currency of the Republic of Cyprus is the Euro.

Weather

Weather in April gets considerably warmer. The average lowest temperature is 12°C and the highest is 24°C.



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