



Draft as of 9 May 2016

Conference of Speakers of the EU Parliaments

Luxembourg, 22 - 24 May 2016

General Information

Conference venue

European Convention Center Luxembourg

4, place de l'Europe

L-1499 Luxembourg

Phone: (+ 352) 43 02 57 751

Fax: (+ 352) 43 02 57 575

The conference will be held on 23 and 24 May 2016 in the meeting room 1 of the *European Convention Center Luxembourg* located on the Kirchberg Plateau. Access to the session venue is through the main entrance on the ground floor of the conference center.

Visit in Schengen

A guided tour at the Musée européen de la Ville de Schengen is planned for the Speakers or their substitute. This visit will take place on Sunday 22 May 2016 with departure by bus at 16h15.

Audience at the Grand-Ducal Palace

An audience is given at the Grand Ducal Palace by HRH the Grand Duke to the Speakers or their substitute. This audience will take place on Monday 23 May 2016 with departure by bus at 16h15.

Hotels

Participants are invited to book their hotel rooms as soon as possible. Rooms have been pre-booked by the Chamber of Deputies in the following hotels:

1) Mélia Hotel

1 Park Dräi Eechelen,

L-1499 Luxembourg

Phone: (+352) 27333-1

Fax: (+352) 27333-999



CHAMBRE DES DÉPUTÉS
GRAND-DUCHÉ DE LUXEMBOURG

Room type	Preferential rate per night per room
Classic King	155 €
Including	Breakfast buffet, internet, service and taxes

2) Sofitel Luxembourg Europe Hotel

4, rue Fort Niedergrünwald
Quartier Européen Nord
Plateau du Kirchberg
L-2015 Luxembourg

Phone: (+ 352) 43 77 61
Fax : (+ 352) 42 50 91

Room type	Preferential rate per night per room
Superior Guestroom - Single Occupancy	220 €
Superior Guestroom - Double Occupancy	240 €
Including	Breakfast buffet, Internet, services and taxes

3) Hotel Novotel Luxembourg Kirchberg

6, rue Fort Niedergrünwald
Quartier Européen Nord
Plateau du Kirchberg
L-2226 Luxembourg

Phone: (+ 352) 42 98 48 1
Fax: (+ 352) 43 86 58

Room type	Preferential rate per night per room
Superior Guestroom - Single Occupancy	170 €
Superior Guestroom - Double Occupancy	185 €
Including	Breakfast buffet, Internet, services and taxes

4) Suite Novotel Luxembourg Hotel

13, avenue J. F. Kennedy
Quartier Européen
L-1855 Luxembourg

Phone: (+ 352) 27040-1
Fax: (+ 352) 27048944



CHAMBRE DES DÉPUTÉS
GRAND-DUCHÉ DE LUXEMBOURG

Superior Guestrooms	Preferential rate per night per room
Superior Guestroom - Single Occupancy	170 €
Superior Guestroom - Double Occupancy	185 €
Including	Breakfast buffet, Internet, services and taxes

Participants are kindly asked to address their booking forms directly to the hotel of their choice.

Parking

Delegates should inquire about parking facilities at their hotel.

The access to the front square of the European Convention Center Luxembourg is not granted to vehicles of diplomatic corps.

Transport

Transport will be organised for the Speakers of Parliaments as well as for the accompanying staff between the airport/ the central railway station and the official hotels of the conference. No transfer will be organised for participants not travelling together with their head of delegation.

Transport will be provided for all the participants for the dinner at the Grand Théâtre de la Ville de Luxembourg. Transfer will be provided for the Speakers as well as for their substitutes for the travel to Schengen and to the Grand-Ducal Palace.

The hotels being located at a 5-minute walk from the conference center, transport will not be provided for the meetings being held at the conference center with departure from the hotels.

Registration (Badges)

For security reasons, all participants are invited to wear their identification badge during meetings and events.

Badges will be provided at the hotels on Sunday 22 May 2016 from 2.00 p.m. to 7.00 p.m. and at the *European Convention Center Luxembourg* on Monday 23 May 2016 from 8.00 a.m. Participants are requested to immediately report the loss of their badge to the registration desk.

Colours of badges are:

red – head of delegation;
grey – parliamentarians;
green – secretaries general;



blue – delegation staff;
orange – guests, keynote speakers;
yellow – ambassadors ;
black – volunteers, interpreters, technicians;
white with logo of the Chamber – organisers

Registration desk at *European Convention Center Luxembourg*

The registration desk is open on Monday 23 May 2016 from 8.00 a.m. and will provide:

- badges and if necessary replacement badges,
- taxi bookings,
- any additional information on the conference agenda.

Delegations wishing to have a bilateral meeting can reserve the meeting room D at the registration desk.

Interpretation

Simultaneous interpretation of the debates will be provided in English and French. Delegations willing to bring their own interpreters must report to the organiser in advance of the meeting not later than **9 May 2016**.

Delegations have the possibility to ask at their own costs the provision of interpreters. In this regard, this should be indicated when filling out the registration form not later than **9 May 2016**.

Luxembourg Airport and train station

Link: <http://www.lux-airport.lu/en/Home.1.html>

Luxembourg airport is located approximately 15 minutes by car away from the Kirchberg Plateau, and approximately 10 minutes by car away from the city centre, depending on traffic.

Luxembourg train station is located approximately 10-15 minutes by car away from the Kirchberg Plateau, and approximately 5-10 minutes by car away from the city centre.

A taxi from the airport to Luxembourg city centre or the Kirchberg plateau takes approximately 15 minutes and costs around 30 Euros. The exact price and duration of the journey depend on hotel location and traffic.

A taxi from the train station to the city centre or the Kirchberg Plateau costs approximately 20 Euros and takes about 10 minutes, depending on traffic.



Currency

The official currency in Luxembourg is the Euro (€).

Other Services

Medical service is available in the main foyer on the ground level of the conference center.

An outside area for smokers is also located here.

ATMs (cash machines) and banks are available close to the conference venue.

General coordination

General contact: eu2015parl@chd.lu

General coordination:

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Ms Tania Tennina, phone: (+352) 466 966 234

Ms Ines Luna, phone: (+352) 466 966 233

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