



European Parliamentary Week 2016

16 - 17 February 2016

European Parliament, Brussels

PRACTICAL INFORMATION

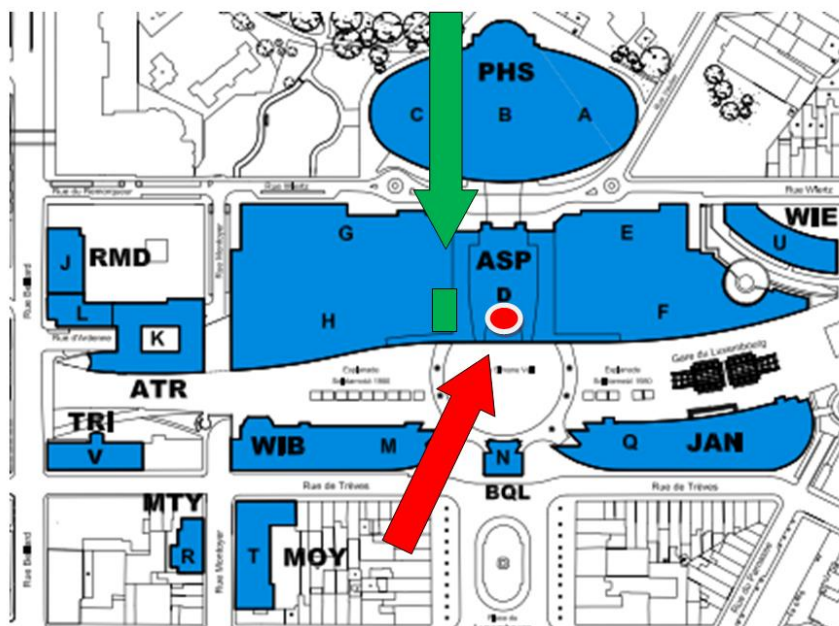
Two events are part of the 2016 edition of the European Parliamentary Week (EPW):

- The **European Semester Conference** on Tuesday 16 February, organised by the European Parliament, and
- the **Interparliamentary Conference on Stability, Economic Coordination and Governance in the European Union (IPC SECG)** on Wednesday 17 February, co-hosted and co-presided over by the Netherlands Parliament and the European Parliament.

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

The registration desk for this event will be located in the former "Info Point" of the European Parliament, on the left side of the Altiero Spinelli building (ASP) when viewed from Place du Luxembourg (marked with a green rectangle below). After having picked up their badges at the registration desk, participants must enter the European Parliament through the Simone Weil entrance of the Altiero Spinelli building (marked with a red circle below).

[Registration Desk in the former "Info Point" of the EP](#)



[Entrance to the meeting rooms via "Simone Weil" entrance of the Altiero Spinelli building](#)

Registered participants can collect their access cards from the registration desk during the following hours:

Monday, 15 February 2016, 16h00 - 18:00
Tuesday, 16 February 2015, 8h00 - 10h00
Wednesday, 17 February 2015, 8h00 - 9h00

Alternatively, the Brussels-based representatives of the national Parliaments accredited to the European Parliament can collect the access cards for their delegations from the offices of Verena Pinzer (office WIE 05U017) on Monday, 15 February, 9h30 - 12h30.

Participants will receive one single access card which will be valid from 15 to 17 February, and should therefore keep their access card for the whole duration of the EPW.

PLEASE NOTE THAT DUE TO THE HEIGHTENED SECURITY ALERT LEVEL AT THE EUROPEAN PARLIAMENT, ALL MEETING PARTICIPANTS:

- **must show a valid official passport or photo-ID before entering the building**
- **must undergo security controls at the entrance of the premises**

In case of difficulties with access cards badges please contact **Ms Verena PINZER** (verena.pinzer@ep.europa.eu), Tel. +32 (0)2 28 42350 or at the mobile phone which will be operational during the conference: + 32 (0)470 18 18 96. Should any national Parliamentarian or official present themselves without any official ID, please contact urgently Mr Niall O'NEILL from the European Parliament's Accreditation Unit at +32 (0)475 98 54 02.

MEETING DOCUMENTS

Meeting documents will be distributed in the meeting rooms and are also available at www.europarl.europa.eu/EPW16. This site contains also information that will not be made available in print and participants are kindly invited to visit it regularly.

SPEAKING TIME

Please note that due to the very high number of participants, speaking time will be limited, probably to a maximum of 2 minutes. Priority will be given to ensuring that all Parliamentary Chambers of the EU member states that want to participate in the discussion can do so. The Chair in each session may adapt the speaking time in accordance with the number of requests for interventions.

Speaking cards will be made available during the sessions and participants who wish to intervene should fill those in capital letters and hand them to one of the parliamentary ushers in the meeting room.

INTERNET / WIFI ACCESS

Throughout the European Parliamentary Week, participants will be able to access the European Parliament's wireless internet network for visitors. Please note that no workstations or computer rooms will be available during the meeting.

DINNER

The official dinner of the European Parliamentary Week takes place on Tuesday, **16 February 2016**, at **18h30** at the **Members' restaurant**, on the ground floor of the the European Parliament's Altiero Spinelli building.

The dinner is hosted by European Parliament President Martin Schulz, Ankie Broekers-Knol, President of the Senate of the Netherlands and Khadija Arib, Speaker of the House of Representatives of the Netherlands, and can be attended by invitation only.

All Members of national Parliaments who registered either for the meetings on 16 and/or 17 February, will receive the invitation card to the dinner together with their access badge to the European Parliament. For organisational reasons, participation of officials at the dinner is limited to two officials per national Parliament or Parliamentary Chamber, including the Brussels-based representatives.

Participants that have noted special dietary needs are kindly reminded to inform the waiters at the entrance of the Members' restaurant of this, so that their needs are catered for.

LUNCHES

All participants are cordially invited to buffet lunches on **Tuesday, 16 February 2016, from 13h00 to 14h45** and on **Wednesday, 17 February 2016, from 13h00 to 14h15** at the "Espace Yehudi Menuhin" on the 1st floor of the European Parliament's Paul-Henri Spaak building.

WATER, TEA AND COFFEE

Please note that the plenary sessions on 16 and 17 February take place in the plenary chamber ("hemicycle") of the European Parliament, where eating and drinking is prohibited. Water dispensers will be available to meeting participants at the entrance of the plenary chamber, but participants may not bring drinks into the chamber itself.

A coffee break is scheduled for Wednesday, 17 February, from 11h00 to 11h30 at the "Espace Yehudi Menuhin" on the 1st floor of the European Parliament's Paul-Henri Spaak building.

Participants can also purchase refreshments in one of the coffee bars in the EP:

Paul-Henri Spaak building (PHS):

HEMICYCLE BAR (level 3): open from 8:00 to 19:00

Altiero Spinelli building (ASP):

FORUM BAR (zone G level 3): open from 8:00 to 18:00

MEMBERS' BAR (zone G level 0): open from 10:30 to 16:30

József Antall building (JAN):

JAN BRASSERIE (level 3): open from 8:00 to 15:00

CLOAKROOM

Coats may be left (unguarded) on coat racks outside the meeting rooms and, for the dinner, outside the Members' restaurant. The European Parliament declines responsibility for any damage, loss or theft of items.

LOST AND FOUND OBJECTS

If found, any lost objects will be sent to the EP "lost & found" service on the ground floor of the Altiero Spinelli building.

SMOKING

Please note that smoking is not permitted in the EP premises except in the designated areas. A smoking room is situated in the area of the Hemicycle bar on the third floor.

TAXIS / PUBLIC TRANSPORT

A taxi rank and a stop of the Brussels airport bus line are located at place du Luxembourg, close to the entrance of the European Parliament. More information about public transport in Brussels is available at <http://www.stib.be/index.htm?l=en>.

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