

Directorate-General for the Presidency
Directorate for Relations with National Parliaments
Legislative Dialogue Unit

Policy Department C - Citizens' Rights and Constitutional Affairs
for the Committee on Legal Affairs

NEW RULES FOR CONTRACTS IN THE DIGITAL ENVIRONMENT

Workshop with EU national Parliaments

Wednesday 17 February 2016

16h00-18h30

Room JAN 2Q2

*European Parliament
Brussels*

PRACTICAL INFORMATION A-Z

Arrival and Distribution of Access Cards

The registration desk for this meeting will be located at the Parliament's entrance to the Jozsef Antall (JAN) building (please see schema on the last page of this document) and will be indicated by signs. Registered participants from national Parliaments and the Brussels-based administrative representatives of national Parliaments can collect their access cards from the registration desk, in the entrance of the JAN building, during the following hours:

Wednesday, 17 February 2016, from 15.30 to 16.00.

Alternatively, the Brussels-based representatives of the national Parliaments may also collect the access cards for their delegations from the offices of the Directorate for Relations with National Parliaments (rue Wiertz 50, 5th floor, office WIE 05U004, Catharina de Wit) on the morning of **Wednesday, 17 February, from 10.00 to 12.00.**

Participants should carry their access card visibly throughout their stay in the EP.

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

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

Cloakroom

Coats may be left (unguarded) on coat racks outside the meeting room. The European Parliament declines responsibility for the loss or theft of items.

Internet / WIFI Access

Upon registration, participants can request an access code for the European Parliament wireless internet service. This access code is valid for the day of the meeting.

Participants who request such an access code will need to sign a document stating that they agree with the terms and conditions of the European Parliament's internet service.

Please note that **no workstations** or computer rooms will be provided at the meeting.

LANGUAGES

At the meeting, interpretation will be provided in the languages of the registered Members.

Meeting Documents

Meeting documents will be distributed in the meeting room.

SPEAKING TIME

Please note that speaking time will be limited and the priority will be given to ensuring that all Parliaments/Chambers have the opportunity to be heard in the debate.

Speaking cards will be available for each Member that would like to take the floor for each session separately. The cards should be filled (in capital letters) and handed over to any of the ushers who will be present in the meeting room.

Restaurant facilities

Participants may access the Parliament's restaurant on the second floor in the József Antall building (JAN) as well as the coffee bars (ground and third floor of the Altiero Spinelli building; third floor of the Paul-Henri Spaak building and JAN building).

Taxis / public transport

A taxi rank and a stop of the Brussels airport bus line are located on Place de 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>.

Contacts in the Policy Department and the JURI Committee

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Registration desk and entrance to the meeting room via the JAN building

