



ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
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Directorate-General for the Presidency
Directorate for relations with National Parliaments
Legislative Dialogue Unit

Interparliamentary Committee Meeting

Committee on Women's Rights and Gender Equality

EMPOWERING WOMEN AND GIRLS THROUGH EDUCATION

Thursday, 5 March 2015, 09.00 - 12.30

**European Parliament, Brussels
Paul-Henri Spaak building (PHS), Hemicycle**

PRACTICAL INFORMATION A-Z

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

The registration desk for this meeting will be located at the Parliament's **rue Wiertz entrance to the Altiero Spinelli (ASP) building**, and will be indicated by signs. Registered participants can collect their access cards from the registration desk during the opening hours:

Thursday, 5 March 2015, from 8.15 to 9.00

Alternatively, the Brussels-based representatives of the national Parliaments may also collect the access cards for their delegations from the office of the Directorate for Relations with National Parliaments (WIE building, rue Wiertz 50, 5th floor, office WIE 05U018, Ms Patrizia Di Leo) in the afternoon of Wednesday, 4 March, from 14.00 to 16.00.

Participants should keep their badge for the whole duration of the event.

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**
- **are advised to have with them the FEMM Chair invitation letter or any other document that clearly indicates they are attending the FEMM ICM**

In case of difficulties with access cards badges please contact Ms Brigitte Delaunoy at the service phone number which will be operational during the meeting: + 32 (0)470 18 18 96.

MEETING DOCUMENTS

Meeting documents will be distributed in the meeting room and are also available at <http://www.europarl.europa.eu/relnatparl/en/meetings.html>.

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 whole duration 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.

SPEAKING TIME

Please note that speaking time will be limited to a maximum of 3 minutes. The priority will be given to ensuring that all Parliaments/Chambers have the opportunity to be heard in the debate. The Chair of each panel will adapt the speaking time in accordance with the number of requests for interventions.

Speaking cards of different colours will be available during the panels (one colour per panel) and participants who wish to intervene should fill those in capital letters and hand them to one of the ushers who will be present in the meeting room.

LANGUAGES

Interpretation will be provided in the following language: all official EU languages, TR, MK, CG, SR, BS and SQ.

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.

COCKTAIL

Participants are cordially invited to attend the cocktail reception which is organised directly after the meeting on Thursday, 5 March at 12:30 in the mezzanine Yehudi Menuhin (PHS building, 2nd floor).

TAXIS / PUBLIC TRANSPORT

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

SMOKING

Please note that smoking is not permitted in the EP premises, except in the designated areas. One of the smoking rooms is situated in the area of the Members' bar on the third floor, close to the Hemicycle.

Contacts at the Committee on Women's rights and gender equality:

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Contacts at the Directorate for Relations with National Parliaments

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