

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

Committee on Foreign Affairs
Interparliamentary Committee Meeting

***"Toward the NATO Summit in Warsaw" and
"Conflicts in MENA region"***

Tuesday, 23 February 2016, 11.30-12.30 and 15.00-18.30

European Parliament, Brussels
József Antall Building, room JAN 2Q2

PRACTICAL INFORMATION

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

The registration desk for this meeting 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. After having picked up their badges at the registration desk, participants must enter the European Parliament through the entrance of the JAN building (please see the map on the last page of this document)

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

Tuesday, 23 February, from 10.30 to 11.30

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 05U018, Patrizia Di Leo) **in the morning of Tuesday, 23 February, from 9.30 to 10.15.**

Participants will receive one single access card valid for the meeting and should therefore keep it 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 invitation letter from the EP's AFET Committee Chair, or any other document that clearly indicates they are attending the interparliamentary committee meeting mentioned above.**

In case of difficulties with access cards, please contact **Ms Patrizia DI LEO** patrizzia.dileo@europarl.europa.eu, office phone number +32 (0)2 28 41186 or at the mobile phone number which will be operational during the meeting: + 32 (0)470 18 18 96.

LANGUAGES

At the meeting, in accordance with the usual AFET practice, interpretation will be provided in all official EU languages with the exception of Danish, Finnish and Maltese.

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>.

SPEAKING TIME

Delegations were requested to submit in advance by email any requests for the floor during the ICM, indicating the name of the Member and the debate in which s/he wishes to take the floor.

Please note that those Members who submitted a request for the floor beforehand will have priority to take the floor. If time permits, there will be the possibility to ask for the floor during the debates. Speaking cards of different colours will be available (one colour per session). Members wishing to intervene spontaneously should fill those in capital letters and hand them to one of the ushers who will be present in the meeting room.

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. The chairs of each session will adapt the speaking time in accordance with the number of request for interventions. It is highly likely that interventions will be limited to 2 or maximum 3 minutes.

LUNCH FACILITIES

WORKING LUNCH (for Committee Chairs only)

Committee Chairs (or their representatives) participating in the event are cordially invited to a Working lunch on Tuesday, 23 February 2016 from 12.45 to 14.30 in the Presidential Salon on the 12th floor of the European Parliament's Paul-Henri Spaak building. Ushers as well as National Representatives of Parliaments may help you to escort you to the Presidential Salon.

Buffet lunch

Other Members of delegation are cordially invited to a buffet lunch which will take place in the Brasserie Bar on the 3rd floor of the JAN building at 12.30.

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 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.

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.

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>.

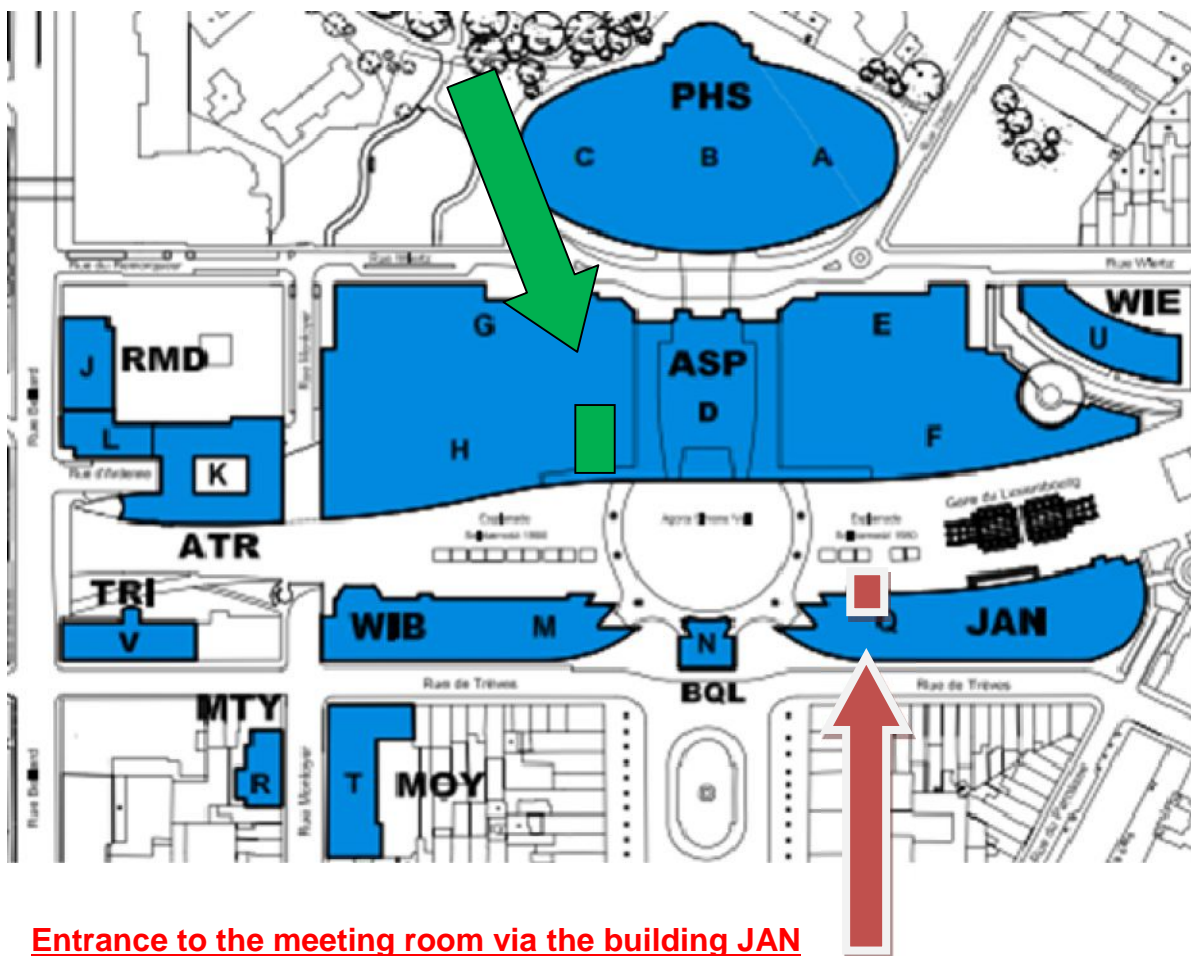
Contacts at the European Parliament's Committee on Foreign Affairs:

Mr Tobias VOGET Administrator Tel. +32 (0)2 28 30961 Tobias.voget@europarl.europa.eu	Ms Aysegul UNAL Assistant Tel. +32 (0)2 28 34966 Aysegul.unal@europarl.europa.eu
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Contacts at the European Parliament's Directorate for Relations with National Parliaments

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Legislative Dialogue Unit mobile phone (only in use on 23 February 2016) +32 (0)470 18 18 96	

Registration desk in the previous INFO POINT of the EP



Entrance to the meeting room via the building JAN