PRACTICAL INFORMATION

The 2015 edition of the European Parliamentary Week (EPW) takes place on 3 and 4 February 2015 at the European Parliament in Brussels. It includes two events: The European Semester Cycles 2014 and 2015 meeting, which will be held on Tuesday 3rd February, and the Conference under Article 13 of the Treaty on Stability Coordination and Governance that will be held on Wednesday, 4th February 2015. The latter event is co-organised by the Latvian Parliament and the European Parliament.

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

The registration desk for this event will be located just inside the entrance of Parliament’s rue Wiertz entrance to the Altiero Spinelli (ASP) building. The registration desk will be signposted.

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

FOR ALL PARTICIPANTS:
- Monday, 2 February 2015, 16h30 - 17:30
- Tuesday, 3 February 2015, 8h15 - 9h30
- Wednesday, 4 February 2015, 8h15 - 9h30

EPP and S&D Members participating at, respectively, the Group dinner and meeting of Monday, 2 February, can collect their access cards until 20:00 (same place).

Participants will receive one single access card valid for all the days of the event, and should therefore keep their badge for the whole duration of the EPW.

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
In case of difficulties with access cards badges please contact Ms Patrizzia DI LEO (patrizzia.dileo@europarl.europa.eu), Tel. +32 (0)2 28 41186 or at the service phone number 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 Niall O’NEILL at DG SAFE on 0475 985402.

Due to the security measures the EP reception desk will open at 08:15 on both Tuesday and Wednesday.

MEETING DOCUMENTS
Meeting documents will be distributed in the meeting rooms and are also available at www.europarl.europa.eu/EPW2015. This site contains also information that will not be made available in print and participants are kindly invited to visit it regularly.

INTERNET / WIFI ACCESS
Upon registration, or by contacting the EP Directorate for Relations with national Parliaments, participants can request an access code for the European Parliament wireless internet service. This access code is valid for all the two days of the European Parliamentary Week.

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 available during the meeting.

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

Speaking cards will be available during the sessions 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.

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.
**LUNCH**
Participants at the events of the EPW are cordially invited to a sandwich lunch on **Tuesday, 3 February 2015, from 13h15 to 14h45** and on **Wednesday, 4 February 2015, from 12h00 to 14h00** at the "Yehudi Menuhin" space on the 1st floor of the European Parliament's Paul-Henri Spaak building.

Everybody attending is welcome to this lunch.

**DINNER**
The official dinner of the European Parliamentary Week takes place on **Tuesday, 3 February 2015, from 19h00** at the **Members’ restaurant**, at the European Parliament’s Altiero Spinelli (ASP) building.

The dinner is hosted by Presidents Martin Schulz and Ināra Mūrniece and can be attended by invitation only.

All Members participating at either the European Semester meeting or the Article 13 Conference will receive an invitation card on the first day of the Conference. Participation of officials to the dinner is limited to a maximum of two officials per parliamentary chamber (including the Brussels-based representatives). Those officials who will attend dinner will also be provided with an invitation card on the first day of the event.

Attendees 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.

**TEA AND COFFEE**
Tea and coffee will be provided outside the Hemicyle (see below). There are also cafeterias on the 3rd floor of the European Parliament’s Altiero Spinelli (ASP) building and on the 3rd floor of the Paul-Henri Spaak (PHS) building.

Tea/coffee will be available outside the Hemicyle at the following times:

- **Tuesday:** 10:00 to 11:00 and 15:30 to 16:30
- **Wednesday:** 10:00 to 11:00 and 15:00 to 16:00

**TAXIS / PUBLIC TRANSPORT**
LOST AND FOUND OBJECTS
Any objects left in the Hemicycle will be there until Wednesday evening. Afterwards
they will be sent to the service for lost objects in the ground floor of the ASP building.
Any objects lost in any other part of the EP can be requested from the same service.

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 Members´ bar on
the third floor, close to the Hemicycle.

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