



ΕΠΙΤΡΟΜΗ ΠΑΡΛΙΑΜΕΝΤΟΥ ΠΑΡΛΙΑΜΕΝΤΟ ΕΥΡΩΠΑΪΚΟ ΕΥΡΩΠΕΙΟ ΠΑΡΛΙΑΜΕΝΤ ΕΥΡΩΠΑ-ΠΑΡΛΙΑΜΕΝΤ
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European Parliamentary Week 3 - 4 February 2015 European Parliament, Brussels

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 Patrizia 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 In ra M rnice 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 Hemicycle (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 Hemicycle 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

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>.

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.

Contacts in the Directorate for Relations with national Parliaments

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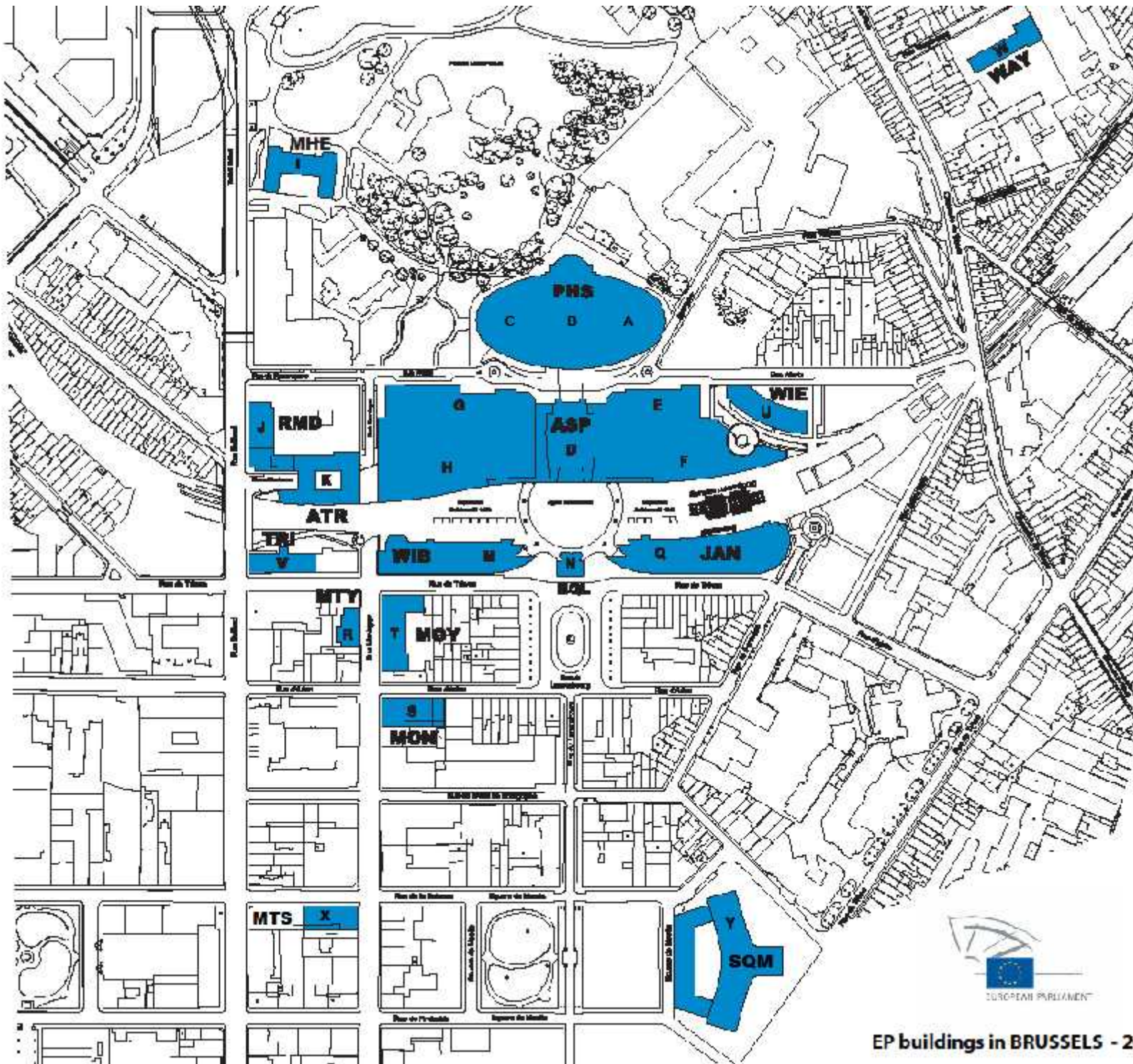
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ATR *Airlana 1 et 2*
Rue d'Ardenne 2
B-1000 Brussels

DQL *EP information office in Belgium*
Rue de Trèves 3
B-1050 Brussels

JAN *Jozef Aerts*
Rue de Trèves 1A
B-1050 Brussels

MHE (2015)
Maison de l'Histoire européenne
Rue Belliard 135
B-1000 Brussels

MON *Montoyer 63*
Rue Montoyer 63
B-1000 Brussels

MOY *Montoyer 75*
Rue Montoyer 75
B-1050 Brussels

MTS *Montoyer-Science*
Rue Montoyer 30
B-1000 Brussels

MTY *Montoyer 70*
Rue Montoyer 70
B-1000 Brussels

PHS *Paul-Henri Spaak*
Rue Wiertz 60
B-1047 Brussels

RMD *Romard*
Rue Belliard 89
B-1000 Brussels

SQM
Square de Meeûs
Square de Meeûs 8
B-1050 Brussels

TRI *Trèves 1*
Rue Belliard 13
B-1000 Brussels

WAY *Wayenberg*
Rue Warenberg 9
B-1050 Brussels

WIB *Willy Brandt*
Rue de Trèves 5
B-1040 Brussels

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