

Meeting of the Chairpersons of the Justice and Home affairs Committees

Paris –14 and 15 September 2008

GENERAL INFORMATION

(as at 9 July 2008)

1) Arrival and departure of the delegations

The chairpersons or the members of the delegations will not be met on their arrival in Paris, and are consequently requested to arrange their own transport from airport or railway station to the hotel.

On their departure, they are also requested to arrange their own transport to airport or railway station. A taxi may be ordered.

2) Transfer

Arrangements for transfer by bus of the chairpersons and members of the delegations between the hotel and the conference room and restaurant on the Sunday and Monday, will be organised by the Senate.

3) Accommodation

Rooms have been reserved at:

Hôtel CONCORDE MONTPARNASSE
Place de Catalogne - 40 rue du Commandant Mouchotte
75014 PARIS

Classic single room at **200 €** per night per person, inclusive of breakfast

Classic double room at **210 €** per night per person, inclusive of breakfast

The Senate has selected the company IDEECOM to coordinate hotel reservations.

Telephone: +33 (0)1 42 12 79 06

Fax: +33 (0)1 42 12 74 12

E-mail: aurelie@ideepole.com

Please refer to the individual reservation form for more complete information concerning hotel reservation and cancellation conditions.

4) Meeting enrolment and registration

Please find enclosed a copy of the registration form which each delegation member will be required to complete. The forms for each delegation should be returned as soon as possible to:

IDEECOM

E-mail: aurelie@ideepole.com

For any matters concerning hotel reservations, please call : +33 (0)1 42 12 79 06.

On Sunday 14 September, the participants will be welcomed in their hotels between 2 p.m. and 8 p.m.

Registration will take place directly at the Senate on Monday 15 September.

5) Individual badges

An identification badge will be issued to each participant who will be required to wear their badges at all times, to ensure access to buses, conference rooms and receptions.

6) Working sessions

6.1) Location

Senat
Salle Médicis
15, rue de Vaugirard
75006 Paris

6.2) Interpretation

Simultaneous interpretation during the working sessions will be provided in French and English. The languages used for bilateral meetings at the receptions will be French and English.

6.3) Services

A secretariat equipped with computers, telephones, fax machines and Internet line access will be installed close to the room in which the working sessions will be held.

A post office and doctor's surgery will be available in the Senate buildings.

6.4) Information

For any matters concerning the working sessions or the meeting's topics, please call : +33 (0)1 42 34 23 37 or send an email to paris15septembre2008@senat.fr.

7) Receptions

A welcome dinner (at the National Assembly) will be hosted by the Chairperson of the Justice and Home affairs Committee of the National Assembly on Sunday 14 September. Departure from the hotels will be no later than 7.15 p.m.

A lunch will take place on Monday 15 September at the Senate in the Boffrand rooms (entrance: 15, rue de Vaugirard 75006 Paris). There will be no table plans.

Please indicate your intentions regarding attendance at the receptions on the registration form to return to:

IDEECOM

E-mail: aurelie@ideepole.com