



## Rome G8+5 Legislators Forum

### Practical Information

12<sup>th</sup> – 13<sup>th</sup> June

1. **GLOBE Secretariat:**

To confirm your participation in the Forum please complete the attached one page registration form and email it to the GLOBE International Secretariat at [herriotta@parliament.uk](mailto:herriotta@parliament.uk). Alternatively please fax it to: **+44 (0)20 7222 6959**.

If you have any queries regarding the arrangements please do not hesitate to contact GLOBE International's Project Director, Ms Gauri Kiik, on [kiikg@parliament.uk](mailto:kiikg@parliament.uk) or telephone her on direct line: +44 (0)20 7222 6960.

2. **Keynote Speakers:**

If you have been invited to deliver a keynote speech please contact GLOBE International's Secretary General, Mr Adam Matthews, on [matthewsa@parliament.uk](mailto:matthewsa@parliament.uk) or on his direct line: +44 (0)20 7222 6955 or on his mobile/cell: +44 (0)7958 671510.

3. **Key Timings:**

*Thursday 11<sup>th</sup> June*

1700 GLOBE International Board Meeting – Board Members only  
1900 Welcoming Drinks Reception at the Brazilian Ambassadors Residence in Piazza Navona

*Friday 12<sup>th</sup> June*

0820 Participants meet in Hotel Foyer  
0830 Participants leave Hotel for the Italian Chamber of Deputies  
0900 High level opening session begins  
1800 First day of the Forum Concluded  
1930 Private Drinks & Dinner hosted by the Italian Parliament

*Saturday 13<sup>th</sup> March*

0820 Participants meet in Hotel Foyer  
0830 Participants leave Hotel for the Italian Chamber of Deputies  
0900 Forum Begins  
1800 Final day of the Forum concludes  
1900 Dinner in honour of the 20<sup>th</sup> Anniversary of the Global Legislators Organisation

4. **Forum Agenda**

Please note that there will be considerable time for facilitated discussion during the two day Commission meeting and that there will be a negotiated statement from the



participants to be submitted to the Italian G8 Presidency. A formal facilitated process will be undertaken to arrive at a consensus statement. A draft of the statement will be circulated to participants two weeks in advance of the Forum. If you have any queries regarding the statement please contact the GLOBE Secretariat.

5. **Hotel:**

All hotel bookings will be made centrally by the GLOBE Secretariat. Once you have confirmed your participation the Secretariat will advise of the Hotel. Please note that Rome is very busy at this time of the year and the Secretariat has made arrangements with two hotels to accommodate participants.

6. **Airport Transfers:**

Delegates are kindly asked to contact their respective embassy to assist with their transfer from airports / train stations to the Forum Hotel. If you are having particular difficulties please contact the GLOBE Secretariat and we will be able to assist you with these arrangements.

7. **Temperature:**

It is likely to be quite hot in June – summer suits are advised.

8. **Security:**

To enter the Chamber of Deputies you will be required to go through a security check. There will be a high level of security at the Forum and you will be required to wear identification throughout. If you have any particular security requirements please inform the Secretariat as soon as possible.

9. **Interpreters / Presentations:**

The main Forum languages will be English and Italian. Please note that there will be a number of interpreters operating during the Commission Session. Whilst we are able to provide interpretation in all participating national languages we are keen to minimise the complexity of the number of interpreters. If you require interpretation please inform the Secretariat.

10. **Dress code:**

The dress code will be business suits throughout the proceedings.

**We look forward to welcoming you in Rome in June.**

**Adam C.T. Matthews**  
**Secretary General**  
**The Global Legislators Organisation (GLOBE)**  
[www.globeinternational.org](http://www.globeinternational.org)





**GLOBE**  
**INTERNATIONAL**

## Personal Information Continued...

If you have not already PREVIOUSLY done so for a GLOBE Forum please provide by e-mail your photograph and a brief biography in English for the Dialogue website.

## Accommodation

On which nights do you require accommodation in Rome (Forum begins with an opening reception the evening of Thursday 11<sup>th</sup> June and concludes with dinner on the evening of Saturday 13<sup>th</sup> June):

Thursday 11<sup>th</sup> June

Friday 12<sup>th</sup> June

Saturday 13<sup>th</sup> June

If you require any other nights please indicate  
(please note that the Forum can only accommodate 3 nights unless specific reasons exist for additional nights accommodation)

Do you require a Smoking Room  Non-Smoking Room

## Other Requirements

Do you have any dietary requirements

Do you have any disabilities

If so please detail any requirements

Please indicate if there is anything else the organisers should be aware of

## Interpretation

Please state which language you need interpretation facilities for?

Do you require interpretation

Language Required

**PLEASE RETURN TO EMAIL: [herriotta@parliament.uk](mailto:herriotta@parliament.uk)**

**FAX: +44 (0)20 7222 5969**

**ALL REGISTRATION FORMS MUST BE RETURNED BY**

**18<sup>th</sup> May 2009**