



## PRACTICAL INFORMATION NOTE

### Conference of the Chairpersons of Finance Committees

25 – 26 November 2012

#### Date and venue

The Conference will be held at the “Filoxenia” Conference Centre, in Nicosia, on 25 - 26 November 2012. The address of the Conference Centre is 17, Thrakis 1311, Aglanjia, Nicosia.

#### Registration of Participants

All participants are kindly requested to fill in a registration form and return it to [fincom@cyparliament2012.eu](mailto:fincom@cyparliament2012.eu), by 25 October 2012. The form is also available at [www.cyparliament2012.eu](http://www.cyparliament2012.eu) by clicking on the name of the Conference in the calendar.

#### Registration

Registration Desks will be located in the main entrance hall of the hotels on the day of arrival, from 3 pm. Identity badges and other material regarding the Conference will be available from these Desks.

All participants are kindly requested to wear their identity badges at all times for security reasons and in order to ensure their access to shuttle buses, conference rooms and receptions and/or other events in the programme.

The ribbons of the identity badges correspond to the following categories of participants:

- Blue - Delegates, Members of Parliament
- Green - Delegation Secretaries / Advisors / Staff
- Yellow - Staff of hosting Parliament

#### Accommodation

Block bookings have been made by the House of Representatives at the following hotels at special rates.

Participants are requested to make their reservations by 25 October 2012. Requests for accommodation will be dealt on a first-come-first-served basis and any requests received after this date cannot be guaranteed. Accommodation cost is covered by participants.

All participants are kindly requested to make their own arrangements for accommodation on-line with these hotels:

Hilton Cyprus Hotel (*****) Archbishop Makarios III Avenue, 1516 Nicosia.	Hilton Park Nicosia (*****) Griva Dighenis Avenue, 1507 Nicosia.
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Phone: +357 22 377 777 Fax: +357 22 377 788 website: <a href="http://www.hilton.com/en/hi/groups/personalized/N/NICHITW-GHR04-20121124/index.jhtml?WT.mc_id=POG">http://www.hilton.com/en/hi/groups/personalized/N/NICHITW-GHR04-20121124/index.jhtml?WT.mc_id=POG</a>	Phone: +357 22 695 111 Fax: +357 22 351 918 website: <a href="http://www.hilton.com/en/hi/groups/personalized/N/NICLEHI-GHOUSD-20121124/index.jhtml?WT.mc_id=POG">http://www.hilton.com/en/hi/groups/personalized/N/NICLEHI-GHOUSD-20121124/index.jhtml?WT.mc_id=POG</a>
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### Arrival and departure

**IMPORTANT NOTE:** The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaka and Pafos and the ports of Limassol and Larnaka, which are situated in the Government-controlled area of the Republic.

All participants arriving at the above legal ports of entry of the Republic are kindly requested to make their own arrangements for transportation to the hotels.

The cost of transfer from Larnaka International Airport to Nicosia by taxi is about €50 and from Pafos International Airport to Nicosia is about €120.

### Transportation during the Conference

Transportation will be provided from the hotels to the venue of the Conference and vice versa, as well as for all social events included in the programme.

### Simultaneous interpretation

Simultaneous interpretation into Greek, English and French will be provided. Participants accompanied by their own interpreters, are kindly requested to notify the Presidency Secretariat at [fincom@cyparliament2012.eu](mailto:fincom@cyparliament2012.eu) the soonest possible and also indicate their request on the registration form. For this purpose, please note that only three additional translation booths will be available and will be allocated on a strictly first-come-first-served basis.

### Documents

Working documents will be regularly updated on the House of Representatives' website ([www.cyparliament2012.eu](http://www.cyparliament2012.eu)). Final versions will be provided upon registration. Documents will be provided in English and French.

### Requests to take the floor

Participants wishing to take the floor are requested to fill in a separate "Request for the floor" card for each Session of the Conference. The cards can be found in the material received upon registration. A separate coloured card will correspond to each agenda item. A list of speakers, based on the cards received by the Presidency Secretariat, will be drawn up by the Chairperson of the Conference and, once the floor is given, speakers can deliver their speeches from their seats.

### Services during the Conference

Participants will have access to a working station, equipped with computers, Internet access and Fax machines and all other relevant communication facilities. A WI-FI service will also be available.

Besides coffee breaks, running coffee will also be available in the corridor, outside the Conference room. Food and beverages are not allowed in the Conference room.

#### Information Desk

An Information Desk will be situated outside the Conference room and will be available to participants for any practical matter, including username and password for WI-FI service.

#### Press Facilities

Press Facilities will be provided during the Conference. Access will be given to correspondents of national and international press, radio and television, who have already sent their registration forms to the Presidency Secretariat. The Conference will be open to the press.

#### Medical Service

Medical services will be available during the Conference.

#### Automated Teller Machine (ATM)

An ATM will be located near the Conference room, in the "CYPRESS MEDIA CENTRE".

#### Non-smoking policy

Smoking is prohibited in all indoor areas in hotels and all public places.

An outdoor space, outside the "CYPRESS MEDIA CENTRE", can be used by smokers.

#### Currency

The national currency of the Republic of Cyprus is the Euro.

#### Weather

November is the month when the weather in Cyprus changes from warm autumn towards colder winter. The average lowest temperature is 10°C and the highest is 22°C.

#### Presidency Secretariat

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