



**ParlEU2013.ie**

Uachtaránacht na hÉireann ar  
Chomhairle an Aontais Eorpaigh  
An Ghné Pharlaiminteach

Irish Presidency of the  
Council of the European Union  
Parliamentary Dimension

## PRACTICAL INFORMATION NOTE

### Meeting of Chairpersons of Agriculture and Fisheries Committees 10 - 11 March 2013

#### Date and venue

The Conference will be held at Dublin Castle, in Dublin, on 10 - 11 March 2013. The address of the venue is [Dublin Castle](#), 2 Palace Street, Dublin 2. ACCESS ONLY THROUGH THE PALACE STREET GATE.

#### Registration of Participants

All participants are kindly requested to fill in a registration form and return it to [presagfi@oir.ie](mailto:presagfi@oir.ie) by **12 February 2013**. The form is also available at <http://www.parleu2013.ie> by clicking on the name of the Conference in the calendar.

#### Registration

Registration Desks will be located in the main entrance hall of the Herbert Park Hotel from 15.00 on the day of arrival. Identity badges and other Conference material can be collected from this Desk. 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 and identity badges correspond to the following categories of participants:

- White with ParlEU2013.ie logo - Delegate Member
- Blue - Delegate Staff
- Red - Event/Support Staff

#### Accommodation

Block bookings have been made by the Houses of Oireachtas at agreed preferential rate/s at the following hotel/s.

**Herbert Park Hotel,  
Anglesea Road,  
Ballsbridge  
Dublin 4.**

Phone: +353 1 667 2200  
Fax: +353-1-667 2595

All participants are kindly requested to make their own arrangements for accommodation by the **12 February 2013** using the following URL:  
[http://cms.ihfhousingbureau.com/ENG/event23\\_10Mar13.html](http://cms.ihfhousingbureau.com/ENG/event23_10Mar13.html)





# ParlEU2013.ie

Uachtaránacht na hÉireann ar  
Chomhairle an Aontais Eorpaigh  
An Ghné Pharlaiminteach

Irish Presidency of the  
Council of the European Union  
Parliamentary Dimension

Requests for accommodation will be dealt on a first-come-first-served basis and any requests received after this date cannot be guaranteed.

Any queries concerning accommodation may be addressed to:

**Stephanie Howard**

Phone: +00353-1-466 8262

[howards@ihf.ie](mailto:howards@ihf.ie)

Accommodation cost is covered by participants.

## Arrival and departure

All participants are kindly requested to make their own arrangements for transportation from the airport to their hotel.

Approximate costs of transfer from Dublin Airport to the Herbert Park Hotel are as follows:

**Taxi:** €50

**Aircoach:** €8 single - €14 return, Ballsbridge Service-Merrion Road  
Coach Stop.

## Transportation during the Conference

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

## Simultaneous interpretation

Simultaneous interpretation will be provided in English and French.

Details of the full language regime and the relevant channels will be made available on the day of the conference.

## Documents

Working documents will be regularly updated on the Oireachtas EU Presidency website [www.parleu2013.ie](http://www.parleu2013.ie) Final versions will be provided upon registration and at the meeting venue. Documents will be provided in English and French.



# ParlEU2013.ie

Uachtaránacht na hÉireann ar  
Chomhairle an Aontais Eorpaigh  
An Ghné Pharlaiminteach

Irish Presidency of the  
Council of the European Union  
Parliamentary Dimension

## **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 be available. Full access details will be provided to delegates on the day of the conference.

Coffee will be provided at the time indicated on the programme. 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 in order to assist participants with any practical matter.

## **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 been accredited in advance via the [www.parleu2013.ie](http://www.parleu2013.ie) webpage.

## **Live Broadcast**

The Meeting will be webcast live on [www.parleu2013.ie](http://www.parleu2013.ie)

## **Medical Service**

Medical services will be available during the Conference.

## **Non-smoking policy**

Smoking is prohibited in all indoor areas in hotels and all public places. An outdoor space outside the Conference Centre can be used by smokers and will be clearly signposted.

## **Currency**

The national currency of Ireland is the Euro.



# ParlEU2013.ie

Uachtaránacht na hÉireann ar  
Chomhairle an Aontais Eorpaigh  
An Ghné Pharlaiminteach

Irish Presidency of the  
Council of the European Union  
Parliamentary Dimension

## Power

It is important to note that the plugs and sockets used in Ireland and the UK (including Northern Ireland) are different from those in use in the rest of Europe. Delegates are advised to use 3 square pin adapters (230v/50hz) for use with their laptops etc.

## Weather

The Irish winter starts in December. The average lowest temperature is 2.5°C and the highest is 7.6°C.

## Presidency Secretariat

<b>EU Co-ordinator:</b>		Máirín Devlin
<b>Telephone</b>	(direct)	+353 1 618 3258
	(mobile)	+353 87 223 8630
<b>E-mail:</b>		<a href="mailto:Mairin.Devlin@oir.ie">Mairin.Devlin@oir.ie</a> <a href="mailto:presagfi@oir.ie">presagfi@oir.ie</a>
<b>EU Co-ordination Team</b>		Mark Smith +353 1 618 3369 <a href="mailto:presagfi@oir.ie">presagfi@oir.ie</a>
		Karagh McGoldrick +353 1 618 3321 <a href="mailto:presagfi@oir.ie">presagfi@oir.ie</a>
		Lynda Conlon +353 1 618 3409 <a href="mailto:presagfi@oir.ie">presagfi@oir.ie</a>
<b>Media/Press Contact</b>		Paul Hand +353 1 618 4484 Mobile +353 87 6949926 <a href="mailto:Paul.Hand@oireachtas.ie">Paul.Hand@oireachtas.ie</a>
<b>Clerk to the Oireachtas Joint Committee on Agriculture, Food and the Marine</b>		Josie Briody +353 1 618 3717 <a href="mailto:josie.briody@oireachtas.ie">josie.briody@oireachtas.ie</a>