



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 Employment, Enterprise, Innovation and Social Affairs Committees 28-29 April 2013

Date and venue

The Conference will be held at Dublin Castle on 28-29 April 2013. The address of the venue is the Conference Centre, [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 presemp@oir.ie by **2 April 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 16.00hrs 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 **2 April 2013** using the following URL:
http://cms.ihfhousingbureau.com/ENG/event49_28April13.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

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
<u>Aircoach:</u>	€8 single - €14 return, Ballsbridge Service-Merrion Road Coach Stop.
<u>747 Airlink</u>	€6.00 single

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. Final versions will be provided upon registration and at the meeting venue. 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.



ParlEU2013.ie

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh
An Ghné Pharlaiminteach

Irish Presidency of the
Council of the European Union
Parliamentary Dimension

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 webpage.

Live Broadcast

The Meeting will be webcast live on 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.

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 spring starts in March. The average lowest temperature is 3°C and the highest is 11°C.



ParlEU2013.ie

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh
An Ghné Pharlaiminteach

Irish Presidency of the
Council of the European Union
Parliamentary Dimension

Presidency Secretariat

EU Co-ordinator:	Máirín Devlin
Telephone (direct)	+353 1 618 3258
(mobile)	+353 87 223 8630
E-mail:	Mairin.Devlin@oir.ie preseempl@oir.ie
EU Co-ordination Team	Karagh McGoldrick +353 1 618 3321 +353 87 911 8176 preseempl@oir.ie
	Mark Smith +353 1 618 3369 +353 86 859 0521 preseempl@oir.ie
	Lynda Conlon +353 1 618 3409 +353 87 121 4873 preseempl@oir.ie
	Emma Costello +353 1 618 4281 preseempl@oir.ie
Media/Press Contact	Paul Hand +353 1 618 4484 +353 87 6949926 Paul.Hand@oireachtas.ie
Clerk to the Oireachtas Joint Committee on Jobs, Enterprise, and Innovation	Marie Fennell +353 1 618 3929 Marie.Fennell@oireachtas.ie