

## Inter-Parliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP) Luxembourg, 5 and 6 September 2015

### GENERAL INFORMATION

#### Conference venue

*European Convention Center Luxembourg*

4, place de l'Europe

L-1499 Luxembourg

Phone : (+ 352) 43 02 57 751

Fax : (+ 352) 43 02 57 575

The meetings will be held on 5 and 6 September 2015 in the *European Convention Center Luxembourg* located on the Kirchberg Plateau. Access to the session venue is through the main entrance on the ground floor of the Conference Centre.

#### Hotels

Participants are invited to book their hotel rooms as soon as possible. Rooms have been pre-booked by the Chamber of Deputies in the following hotels:

##### 1) Mélia Hotel

1 Park Draï Eechelen,

L-1499 Luxembourg

Phone: (+352) 27333-1

Fax: (+352) 27333-999

	Preferential rate per night per room
<b>Room type</b>	
Classic King	<b>180,- €</b>
<b>Including</b>	Breakfast buffet, internet, service and taxes

## 2) Sofitel Luxembourg Europe Hotel

4, rue du Fort Niedergrunewald  
 Quartier Européen Nord  
 Plateau de Kirchberg  
 L-2226 Luxembourg

Phone : (+ 352) 43 77 61

Fax : (+ 352) 42 50 91

	Preferential rate per night per room
<b>Superior Guestrooms</b>	
Superior Guestroom - Single Occupancy	180,- €
Superior Guestroom - Double Occupancy	200,- €
<b>Including</b>	Breakfast buffet, Internet, services and taxes

## 3) Hotel Novotel Luxembourg Kirchberg

6, rue Fort Niedergrunewald  
 Quartier Européen Nord  
 Plateau de Kirchberg  
 L-2226 Luxembourg

Phone: (+ 352) 42 98 48 1

Fax: (+ 352) 43 86 58

	Preferential rate per night per room
<b>Superior Guestrooms</b>	
Superior Guestroom - Single Occupancy	145,- €
Superior Guestroom - Double Occupancy	160,- €
<b>Including</b>	Breakfast buffet, Internet, services and taxes

## 4) Suite Novotel Luxembourg Hotel

13, avenue J. F. Kennedy  
 Quartier Européen  
 L-1855 Luxembourg

Phone: (+ 352) 27040-1

Fax: (+ 352) 27048944

	Preferential rate per night per room
<b>Superior Guestrooms</b>	
Superior Guestroom - Single Occupancy	155,- €
Superior Guestroom - Double Occupancy	170,- €
<b>Including</b>	Breakfast buffet, Internet, services and taxes

Participants are kindly asked to address their booking forms directly to the hotel of their choice.

### **Welcome desk in the hotels**

A welcome desk is at the participants' disposal on Saturday 5 September from 9.30 a.m. to 3.00 p.m.

### **Parking**

Delegates should inquire about parking facilities at their hotel.

### **Transportation**

Participants are kindly asked to organise their own transfer between the airport and their hotel.

As the conference hotels are located a five-minute walk from the Conference Center, transport will not be provided for meetings. However, transportation will be provided for the meeting of the presidential troika, the meeting of heads of delegation and the meeting of political groups as well as between hotels and the Musée national d'Histoire et d'Art on Saturday evening.

### **Registration (Badges)**

For security reasons, all participants are invited to wear their identification badge during meetings and events.

Badges are provided in the hotels on Saturday 5 September from 9.30 a.m. to 3 p.m. and at the *European Convention Center Luxembourg* from 3.30 p.m. Participants are requested to immediately report the loss of their badge to the registration desk.

### **Registration desk at European Convention Center Luxembourg**

The registration desk is open on Saturday 5 September from 3:30 p.m. and will provide

- badges and if necessary replacement badges,
- taxi bookings,
- any additional information on the conference agenda

### **Interpretation**

Simultaneous interpretation of the debates will be provided in English and French.

### **Luxembourg Airport and train station**

Link: <http://www.lux-airport.lu/en/Home.1.html>

Luxembourg airport is located approximately a 15 minute drive from the Kirchberg Plateau, and approximately a 10 minute drive from the city centre, depending on traffic.

Luxembourg train station is located approximately a 10-15 minute drive from the Kirchberg Plateau, and approximately a 5-10 minute drive from the city centre.

A taxi from the airport to Luxembourg city centre or the Kirchberg plateau takes approximately 15 minutes and costs around 30 euros. The exact price and duration of the journey depend on hotel location and traffic.

A taxi from the train station to the city centre or the Kirchberg Plateau costs approximately 20 euros and takes about 10 minutes, depending on traffic.

### **Currency**

The official currency in Luxembourg is the euro (€).

### **Other Services**

Medical service is available in the main foyer on the ground level of the Conference Centre.

An outside area for smokers is also located here.

ATMs (cash machines) and banks are available close to the session venue.

### **General coordination**

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*General coordination:*

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