

MEETING OF SECRETARIES GENERAL OF THE EU PARLIAMENTS

20 – 21 FEBRUARY 2017, BRATISLAVA

PRACTICAL INFORMATION

Conference venue

National Council of the Slovak Republic / Bratislava Castle
Námestie Alexandra Dubčeka 1
812 80 Bratislava 1

Phone: +421 2 5972 2300

Email: info.skpres@nrsl.sk

Direct link to the map: <https://goo.gl/maps/VbPFMdoFjbJ2>

Arrival, departure and local transport

Participants are kindly requested to make their own arrangements for transportation from and to the airport.

Bratislava Airport (BTS)

Located approx. 10 km from the city centre with flights from certain European metropolises operated several days a week.

Taxi fare to the city centre	ca. 20 €
Bus ticket to the city centre	ca. 1,5 €

More information: <http://www.bts.aero/en/passengers/>

Vienna International Airport (VIE)

Thanks to its proximity to Bratislava (approx. 60 km) frequently utilized for international transport.

Taxi fare to Bratislava	ca. 50 €
Bus ticket to Bratislava	ca. 10 €

More information: <http://www.viennaairport.com/>

Transfer from recommended hotels to conference venue and to social events will be provided by organisers.

Accommodation / Hotels

Participants are kindly asked to book their hotel rooms in due time. Rooms have been pre-booked at preferential rate by the Chancellery of the National Council of the Slovak Republic.

The deadline for hotel booking is **27 January 2017** and rooms will be assigned on a first-come first-served basis. After this date, rooms will be booked according to their availability.

Participants are kindly asked to book the accommodation directly with the hotels using links below.

Participants can choose from the following hotels:

Austria Trend Hotel Bratislava ****

Vysoká 2A, 811 06 Bratislava

Online booking form: [HERE](#)

or

<https://reservations.travelclick.com/75034?groupID=1744466>

Room	Preferential rate
De Luxe Room	89 €
Executive Room	118 €
Including	breakfast, Wi-Fi, spa & fitness, VAT
Excluding	city tax 1,70 € per person per night

Phone: +421-2-527 758 18

Website: <http://www.austria-trend.at/en/hotels/bratislava>

Cancellation policy: A free of charge cancellation is possible until 7 days prior to arrival date. Cancelling the reservation after this deadline will result in 100% forfeiture amount.

Sheraton Hotel Bratislava *****

Pribinova 12, 811 09 Bratislava

Online booking form: [HERE](#)

or

<https://www.starwoodmeeting.com/events/start.action?id=1612208785&key=1C8A32A2>

Room	Preferential rate
Classic Room Double	130 €
Including	breakfast, Wi-Fi, spa & fitness, VAT
Excluding	city tax 1,70 € per person per night

Phone: +421-2-353 500 00

Website: <http://www.sheratonbratislava.com/>

Cancellation policy: A free of charge cancellation is possible until 10 days prior to arrival date. Cancelling the reservation after this deadline will result in 100% forfeiture amount.

All conditions of booking, cancellation of reservation, services provided, etc. are a responsibility of the hotel.

Parking

Delegates should inquire about parking facilities at respective hotel.

Registration / Identification badges

Each participant is kindly requested to submit the registration form via email by **27 January 2017**.

Welcome & registration desks will be at the participants' disposal in the hotels upon their arrival on **20 February 2017 from 14:00 to 18:00** and at the meeting venue on **21 February 2017 up to 09:00** within the registration for those who will not have been registered yet at the hotels.

For security reasons, access to official venues of all respective meetings and events will be granted only to persons visibly wearing identification badges.

Colours of badges:

- Red** – Head of delegation
- Orange** – Speaker
- Green** – Official
- Brown** – Observer
- Purple** – Special guest
- White** – Organiser
- Black** – Support
- Yellow** – Interpreter
- Pink** – Media

Interpretation

Simultaneous interpretation of the meeting in Slovak, English and French will be provided by organisers.

Delegations willing to provide their own interpreters at their disposal are kindly requested to inform organisers in advance but not later than **27 January 2017**. Additional interpretation facilities (booths, etc.) will be allocated **on a first-come first-served basis**.

Taking the floor

Participants who wish to take the floor during the meeting are kindly advised to fill out the request-for-the-floor cards. These cards will be provided upon registration together with other documents. The cards will be colour-coded with each colour matching an item on the programme.

The floor will be given in the order according to sequel of submitted request-for-the-floor cards. The floor can be taken from the participant's seat.

PC & internet facilities

Computers and a printer will be available in/at the premises of the meeting/conference. Wi-Fi internet connection will be also available.

Similarly, Bratislava offers free internet access on the most frequented territories (Old Town, Danube bank). Free Wi-Fi is available in restaurants, bars, museum, theatres and shopping malls.

Medical assistance

In case of emergency or a medical problem, please contact the first aid point at the meeting venue.

Local hospital

Nemocnica sv. Michala (St Michael Hospital), Satinského 1, Bratislava
Tel. +421 2 3261 1041 or +421 917 751 395

International calls

Country code for Slovakia is +421; Bratislava dialling code is (0)2
Emergency number: 112

Local time

1 January – 26 March 2017	CET (GMT +1)
26 March – 29 October 2017	CEST (GMT +2)

Climate and weather

Weather forecasts and other information about the climate in Slovakia are available on webpage of the Slovak Hydro-Meteorological Institute: <http://www.shmu.sk/en/>

Average daily temperature in February is of 0°C – 5°C (nightly -5°C – 0°C).

Currency

The official currency of Slovak Republic is the EURO (€).

Smoking

In Slovakia, smoking is prohibited at airports, bus/train/tram stations, in all public transports, offices, schools, hospitals, theatres, cinemas, museums, restaurants, cafés

and other indoor public premises - with the exception of areas especially designated for smokers.

Contacts

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