

## CONFERENCE OF SPEAKERS OF THE EU PARLIAMENTS

23 – 24 APRIL 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  
+421 2 5972 2509

Email: [info.skpres@nrsl.sk](mailto:info.skpres@nrsl.sk)

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

#### Arrival, departure and local transport

For Heads of delegation, security and police escort will be provided by the Bureau for the Protection of State Officials and Diplomatic Missions - one limousine for each Head of delegation, from/to the Bratislava Airport or from/to the state border crossing (when arriving at/departing from the Vienna International Airport).

In case of arrival/departure of Heads of delegation by car, police escort will be arranged from and to the state border crossing.

The Chancellery of the National Council of the Slovak Republic will provide transportation of the delegation members arriving or departing with their Head of delegation, from and to the Bratislava Airport or from and to the state border crossing.

Delegations are kindly requested to inform the Chancellery on the intended means of transport to be used when arriving to and departing from the Slovak Republic, as well as of the itinerary and place of arrival and departure (airport/border crossing, etc.).

Organisers will also provide transportation for all members of delegations within the official programme of the Conference of Speakers of the EU Parliaments by limousines, buses and minivans.

Please be advised that the transportation for delegation members arriving or departing separately from their Heads of delegation will not be provided. These delegates are kindly requested to make their own travel arrangements.

**By the arrival and the departures, we strongly suggest that delegations are willing to change the cars in order to minimize all possible logistical difficulties.**

### **Bratislava Airport (BTS)**

Located approx. 10 km from the city centre with flights from various European metropolises operated several days a week. The most convenient airport for official state flights to/from the Slovak Republic.

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.

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

## **Official dinner**

The official dinner hosted by Mr. Andrej Danko, Speaker of the National Council of the Slovak Republic, on 23 April 2017, as well as the welcome drink, will be taking place at two different venues within the premises of the Bratislava Castle. The delegates are kindly asked to notice that there will be two formats going on simultaneously throughout the whole evening.

**Format 1+2: Head of the delegation + 2 members of the delegation**  
**Delegates: Other members of the delegation**

Venues for the welcome drink:

**Format 1+2: Bratislava Castle, Federation Hall**  
**Delegates: Bratislava Castle, North Wing of the Art Gallery**

Venues for the official dinner:

**Format 1+2: Bratislava Castle, Art Gallery**  
**Delegates: Bratislava Castle, 1<sup>st</sup> Floor of the North Wing**

## **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 **26 March 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:

**Grand Hotel River Park \*\*\*\*\***

Dvořákovo nábrežie 7528/6, 811 02 Bratislava

Online booking form: [HERE](#)

or

<https://www.starwoodmeeting.com/events/start.action?id=1701194503&key=13CB379>

Room	Preferential rate
King Bed Room	150 €
<b>Including</b>	breakfast, Wi-Fi, spa & fitness, VAT
<b>Excluding</b>	city tax 1,70 € per person per night

Phone: +421-2-322 382 22

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

**Cancellation policy:** A free of charge cancellation is possible until 13 April 2017 6:00 P.M. (hotel time). Cancelling the reservation after this deadline will result in 100% forfeiture amount.

**Sheraton Bratislava Hotel \*\*\*\*\***

Pribinova 12, 811 09 Bratislava

Online booking form: [HERE](#)

or

<https://www.starwoodmeeting.com/events/start.action?id=1701194505&key=25334EC>

Room	Preferential rate
Classic Room Double	130 €
<b>Including</b>	breakfast, Wi-Fi, spa & fitness, VAT
<b>Excluding</b>	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 13 April 2017 6:00 P.M. (hotel time). Cancelling the reservation after this deadline will result in 100% forfeiture amount.

**Austria Trend Hotel Bratislava \*\*\*\***

Vysoká 2A, 811 06 Bratislava

Online booking form: [HERE](#)or <https://reservations.travelclick.com/75034?groupID=1767106>

Room	Preferential rate
De Luxe Room	89 €
Executive Room	118 €
<b>Including</b>	breakfast, Wi-Fi, spa & fitness, VAT
<b>Excluding</b>	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.

**Radisson Blu Carlton \*\*\*\***

Hviezdoslavovo námestie 185/3, 811 02 Bratislava

Online booking form: [HERE](#)  
or <https://goo.gl/4mbu3C>

Room	Preferential rate
Standard Room	139 €
Business Class Room	169 €
Junior Suite	350 €
Executive Suite	350 €
Presidential Suite	550 €
<b>Including</b>	breakfast, Wi-Fi, VAT, city tax 1,70 € per person per night

Phone: +421-2-593 905 00  
Website: <https://www.radissonblu.com/sk/hotel-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.

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

## Parking

Delegates should inquire about parking facilities at the respective hotels.

## Registration / Identification badges

Each participant is kindly requested to submit the registration form via email by **26 March 2017**.

Organisers will provide three main welcome points for incoming delegations:

- 1) at the Bratislava Airport;
- 2) at the Bratislava – Jarovce/Kittsee highway border crossing (for delegations arriving from the Vienna International Airport);
- 3) at the Bratislava – Rusovce/Rajka highway border crossing (for delegations arriving via Hungary).

Delegations arriving from all other directions will be welcomed upon individual arrangement with the Chancellery of the National Council of the Slovak Republic

Identifications badges will be distributed upon the welcome.

Registration and information desks will be at the participants' disposal in the hotels upon their arrival on **23 April 2017** and at the conference venue on **24 April 2017**.

Please note that diplomatic representatives accredited to the Slovak Republic (including Ambassadors), accompanying the delegation, have to be registered as well.

Colours of badges:

<b>Red</b>	Head of delegation
<b>Orange</b>	Secretary General of Parliament
<b>Blue</b>	Member of Parliament
<b>Green</b>	Official / Delegation staff
<b>Beige</b>	Ambassador / other diplomatic representative
<b>Purple</b>	Security officer
<b>White</b>	Organiser
<b>Yellow</b>	Interpreter
<b>Black</b>	Support
<b>Pink</b>	Media

## Security

For security reasons, access to all respective meeting and event premises will be granted only to persons visibly wearing identification badges.

If a security officer wishes to carry a weapon on the territory of the Slovak Republic, a formal request has to be submitted to the Protocol Department of the Ministry of Foreign and European Affairs of the Slovak Republic via established diplomatic channels.

If a radio frequency is needed, related information on the range and technical details should also be communicated to the Protocol Department of the Ministry of Foreign and European Affairs of the Slovak Republic via established diplomatic channels.

At the official conference venues, Heads of delegation may be accompanied by one security officer only, due to capacity constraints. Additionally, there will be **one Slovak security officer assigned to Speakers of Parliaments only**.

Only accredited vehicles will be allowed to enter the area of the National Council of the Slovak Republic and the Bratislava Castle. Embassy cars will not be included in the official motorcade.

All security measures will be ensured by Slovak security forces during the whole programme, including transportation from and to the Bratislava Airport or from and to the state border crossing.

## Interpretation

Simultaneous interpretation of the conference 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 **26 March 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 conference 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 a respective session of the programme.

The floor will be given accordingly to the order of submitted request-for-the-floor cards.

## Bilateral meetings

Delegations are kindly asked to indicate their interest in holding a bilateral meeting to organisers in advance.

## PC & internet facilities

Wi-Fi internet connection, computers and a printer will be available in the premises of the conference venue.

## Medical assistance

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

## International calls

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

## Local time

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 April is of 12°C – 18°C (nightly 8°C – 10°C).

## Currency

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

## Smoking

At the conference venue, there will be a special outdoor area reserved for smokers.

## Contacts

General contact: [info.skpres@nrsl.sk](mailto:info.skpres@nrsl.sk)

Phone: +421 2 5972 2300  
+421 2 5972 2509