

General Information

Conference venue

The conference will be held in the Plenary Hall of the Bundesrat, Leipziger Straße 3 - 4, 10117 Berlin.

Conference Secretariat

The conference secretariat is in room 1.128, adjacent to the Plenary Hall. Computers with Internet access and telephones will also be provided there.

Tel: +49-30-300.100.692-694

Fax: +49-30-300.100.699

e-mail: senateurope@bundesrat.de

[The contact numbers will only be operational during the conference.]

Airport

The delegations may use the VIP lounges at the airport on the day of their arrival and departure.

Transport

The conference organiser will arrange transfers to and from the conference hotels on the day of arrival and departure. Transport from the conference hotels to the conference venue and back, as well as transfers during the conference (meals, excursion programme) will also be arranged by the conference organiser.

Transport to or from other hotels should be organised by delegates or by their embassies.

Conference hotels

Block reservations for conference participants have been made in the following hotels: "The Regent Berlin" and "The Ritz-Carlton Berlin".

The Regent Berlin
Charlottenstraße 49
10117 Berlin
Germany

Tel: +49-30-20 33 8
Fax: +49-30-20 33 6166

The Ritz-Carlton Berlin
Potsdamer Platz 3
10785 Berlin
Germany

Tel: +49-30-33 77 77
Fax: +49-30-33 777 5300

Registration and conference badges

Participants may register and collect their conference badges on 1st September in the conference hotels or on 2nd September 2005 in the Bundesrat foyer. Please wear your conference badge throughout the conference.

The badge colours are defined as follows:

| | | |
|--------|---|---------------------------|
| Red | - | Heads of Delegation |
| Pink | - | Other members of Senates |
| Orange | - | Secretaries-General |
| Blue | - | Delegation members |
| Yellow | - | Bundesrat staff |
| Grey | - | Ambassadors/Embassy staff |
| Green | - | Accompanying persons |
| White | - | Security officers |
| Brown | - | Interpreters |
| Black | - | Press |

Security

Please note that security personnel may not carry weapons in the Bundesrat building. Weapons should be deposited with the security staff at the entrance and will be returned on leaving the building.

Conference participants

In the Plenary Hall seats with tables are reserved for each head of delegation plus five accompanying representatives. Seats without tables will be available in the Plenary Hall for further conference participants.

Languages

During the conference simultaneous interpretation will be available for German, English, French, Italian, Russian and Spanish. Interpretation for German, English and French will be available for the social events. All official conference documents are available in German, English and French.

Speaking in the meeting

Heads of delegation may submit their requests to speak before the meeting on forms provided at the venue. The speakers will be called to speak in alphabetical order (according to the name of their country in German).

Bilateral meetings

Suitable rooms are available for bilateral meetings in the Bundesrat building. The conference secretariat (room 1.128) will make the arrangements for these meetings.

Refreshments

Beverages and snacks will be served in the Bundesrat foyer during the conference.

Medical care

Medical staff will be on standby in the Bundesrat building in case of emergency.

Press

Accredited journalists may attend the conference. One-day accreditations may be obtained by submitting a request by fax indicating surname, first name, date of birth, place of birth and the organisation for which the journalist works to the Bundesrat Press Office (Fax: +49-30-300.100.198).

Should you have any questions please contact the Press Office (Tel: +49-30-300.100.171).

The press lounge is on the ground floor of the Bundesrat building (room 1.050).

Programme for accompanying persons

A programme of cultural events will be organised during the conference for accompanying persons.