



**EU2022.CZ**  
Parliamentary Dimension



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ČESKÉ REPUBLIKY

## **Plenary Meeting of the LXVIII COSAC**

**Prague, Czech Republic**

**Date: 13 – 15 November 2022**

## **Practical Information**

**Czech Presidency of the Council of the European Union  
Parliamentary Dimension**

*Version of 31 October 2022*

## CONFERENCE VENUE

O2 Universum

Address: Českomoravská 2345/17, 190 00 Praha 9, Czech Republic

<https://www.o2universum.cz/en>

*To enter, please use entrance no. 18 (see the picture on the last page)*

## REGISTRATION OF PARTICIPANTS

### *Accreditation*

The Czech Presidency has implemented an online registration system for all meetings. You are kindly requested to send contact information for a Delegation Accreditation officer (DAO) for your institution (name, email address and phone number) to the following email address: [accreditation@parleu2022.cz](mailto:accreditation@parleu2022.cz).

The DAO will receive a link to the registration system via email. The registration system allows them to register participants, view the accreditation status and make modifications to the persons registered before the registration deadline.

**Every DAO is kindly asked to fill in the online registration form for the whole delegation by 28 October 2022.**

### *Registration & Badges*

Registration desks will be located in the lobby of each of the conference hotels and will be open for delegates to collect their ID badges on:

- Sunday, 13 November from 15.00 to 18.00

Delegates arriving later than this can register at the main entrance of the conference venue on Monday, 14 November.

For security reasons, all participants are requested to wear their ID badges visibly at all times during the event. If you lose your badge, please contact the organisers at the registration desk or by email ([accreditation@parleu2022.cz](mailto:accreditation@parleu2022.cz)) immediately.

Delegates not staying at one of the recommended conference hotels are advised to notify the organisers of the hotel they will be staying at and indicate at which of the recommended hotels they would prefer to register and pick up their badges. They are also welcome to join the transfers from the recommended conference hotels to the conference venue and dinner location.

## Colour coding of identity badges and lanyards

<b>Red</b>	Head of Delegation
<b>Blue</b>	Member of Parliament
<b>Green</b>	Keynote Speaker
<b>Orange</b>	Delegation staff
<b>White</b>	Observer
<b>Black</b>	Organisational staff
<b>Violet</b>	Interpreter
<b>Yellow</b>	Media
<b>Grey</b>	Technical staff

## ACCOMMODATION

Participants are encouraged to book their hotel rooms as soon as possible at one of the recommended hotels below. Details relating to the various hotels are shown hereunder.

Rooms will be assigned on a first-come, first-served basis.

Participants are kindly asked to book accommodation directly with the hotels using the links provided below in order to take advantage of the preferential rates.

### OPTION 1: STAGES HOTEL PRAGUE, A TRIBUTE PORTFOLIO

Walking distance from the congress venue (3-minute walk)

Address: Českomoravská 19a, 190 00 Praha 9, Czech Republic

T: +420 221 000 000

<https://www.stageshotel.com/en/>

STAGES HOTEL Prague is inspired mainly by music and the great international shows taking place at the nearby O2 arena and O2 Universum. The reception is designed as a stage, therefore each guest can feel like a star when they enter. Other musical elements can also be found in the rooms. Instead of a classic lamp, you can find a reflector used for professional photo shooting, the ordinary mirror has been replaced by a theatrical one, a Bluetooth speaker is among the room's equipment and there are many more details to enjoy. Guests can also discover numerous other original elements across the entire hotel. The hotel is a member of Marriott International.

Room type	Rate per night per room
Standard Room	3200 CZK / night / SGL room (approx. 128 EUR) 3450 CZK / night / DBL room (approx. 138 EUR)
Suite Room	4200 CZK / night / SGL room (approx. 168 EUR) 4450 CZK / night / DBL room (approx. 178 EUR)
Including	Buffet breakfast, WiFi, access to fitness centre
Excluding	excl. 10% VAT and city tax (50 CZK, approx. 2 EUR)
Check in / Check Out	15.00 / 12.00
Reservation deadline	29 September 2022: 50% of the remaining contingent expires 13 October 2022: end of the reservation period

**Reservation method.** For online reservations please follow the link below:

[Book your group rate for LXVIII. Plenary Meeting of COSAC](#)

The deadline for booking is 13 October 2022. After this date, the availability and price of the rooms are not guaranteed. Credit card details are needed to guarantee the booking. You may also book a room directly with the hotel by email to: [reservations@stageshotel.com](mailto:reservations@stageshotel.com) or via phone +420 221 000 888.

**Cancellation policy for individual rooms.** Room reservations can be cancelled free of charge up to 1 day before arrival at the hotel, after which the individual customer is responsible for any charges, cancellations and charges concerning the reservations.

#### **OPTION 2: PRAGUE MARRIOTT HOTEL**

15 minutes by bus

Address: V Celnici 8, Prague, 110 00 Czech Republic

T: +420 296 895 050

<https://www.marriottprague.cz>

Prague Marriott Hotel is located in Prague's heart, next to Old Town Square and major tourist attractions, and at walking distance from the main shopping areas, Palladium Mall and Na Příkopě shopping street. The newly renovated hotel is known for its first-class service and spacious guest rooms. The rooms feature Marriott's luxurious signature bedding, a flat-screen TV and a seating area. A gym is available for all guests and is open 24 hours a day.

Room type	Rate per night per room (single / double occupancy)
Standard Room	4150 CZK / night / SGL room (approx.. 166 EUR) 4500 CZK / night / DBL room (approx. 180 EUR)
Including	Buffet breakfast, WiFi, access to fitness centre
Excluding	Excl. 10% VAT and city tax (50 CZK, approx. 2 EUR)
Check in / Check Out	15.00 / 12.00
Reservation deadline	6 weeks before arrival 75% of the remaining contingent expires 3 weeks before arrival 100% of the remaining contingent expires

**Reservation method.** For online reservations please follow the link below: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1652088534334&key=GRP&app=resvlink>

The deadline for booking is 23 October 2022. After this date, the availability and price of the rooms are not guaranteed. Credit card details are needed to guarantee the booking. You may also book a room directly with the hotel by email: [prague.marriott@marriotthotels.com](mailto:prague.marriott@marriotthotels.com) using the code F2IF2IA.

**Cancellation policy.** Room reservations can be cancelled free of charge until the date indicated in the confirmation of reservation. The customer is responsible for any changes, cancellations and charges concerning the reservation. The reservation must be guaranteed by credit card when booking.

### OPTION 3: HILTON PRAGUE

15 minutes by bus

Address: Pobřežní 1, 186 00, Prague, Czech Republic

T: +420 224 841 111

<https://www.hilton.com/en/hotels/prghitw-hilton-prague/>

Within walking distance of Prague Old Town's major tourist attractions and the Palladium shopping mall, the newly renovated Hilton Prague Hotel offers comfort and excellent facilities. The bright and airy rooms, designed with convenience in mind, provide a place to unwind or start a new day.

Room type	Rate per night per room (single / double occupancy)
All Room Types	20% discount from the best available rate for SGL / DBL room 20% discount from the best available rate for SGL / DBL room
Including	Buffet breakfast, WiFi, VAT (excl. city tax), access to the spa & fitness centre (subject to state COVID-19 restrictions)
Check in / Check Out	14.00 / 12.00
Reservation deadline	13 October 2022: end of the reservation period

**Reservation method.** For online reservations please follow the link below:

<http://eventsathilton.com/show/625e73e2827c96950bbb1e4e>

The deadline for booking is 13 October 2022. After this date, the availability and price of the rooms are not guaranteed. Credit card details are needed to guarantee the booking. You may also book a room directly with the hotel by email: [pavla.silcova@hilton.com](mailto:pavla.silcova@hilton.com).

**Cancellation policy.** Room reservations can be cancelled free of charge until the date indicated in the confirmation of reservation. The customer is responsible for any changes, cancellations and charges concerning the reservation.

### OPTION 4: BOTANIQUE HOTEL PRAGUE

15 minutes by bus

Address: Sokolovská 11, 186 00, Prague, Czech Republic

T: +420 226 222 600

<https://www.hotelbotanique.com>

A modern hotel inspired by nature with a "be-green" approach in the city centre of Prague simply focused on guest comfort. Offering fully renovated Superior & Premium rooms designed by famous Czech designers, Olgoj Chorchoj, or bright and cosy Classic rooms. All rooms are equipped with comfortable beds, organic amenities and modern technology such as Samsung Smart HD TVs, USB ports, ambient LED lighting and powerful WiFi you can rely on.

Room type	Rate per night per room (single / double occupancy)
Superior Room	125 EUR per room per night
Including	VAT, Buffet breakfast and use of hotel's new fitness centre Fast WiFi connection, Nespresso coffee machine with capsules, tea kettle, mineral water, mini fridge, organic natural cosmetics and a laptop-sized safe

Check in / Check Out	15.00 / 12.00
Reservation deadline	First release of 40 rooms 45 days prior to arrival date Second release of the remaining rooms 30 days prior to arrival date

**Reservation method.** For online reservations please follow the link below:

<https://reservations.travelclick.com/109787?RatePlanId=5163491>

Please use code **PSP2022** while booking accommodation via link above.

The deadline for booking is 13 October 2022. After this date, the availability and price of the rooms are not guaranteed. Credit card details are needed to guarantee the booking. You may also book a room directly with the hotel by email: [reservations@hotelbotanique.com](mailto:reservations@hotelbotanique.com) while using the code PSP2022.

**Cancellation policy.** Room reservations can be cancelled free of charge up to 14 days prior to arrival. The customer is responsible for any changes, cancellations and charges concerning the reservation.

## TRANSFERS

### *Airport*

We kindly ask the delegations to make their own arrangements for transport from and to the airport.

Václav Havel airport Prague (<https://www.prg.aero/en#/>) is located about 20 km from the city centre, which is approximately a 30-40 minute drive depending on traffic. You can reach Prague Airport by taxi or public transportation (bus, metro – for more information please visit: <https://www.dpp.cz/en>). If you travel by metro, the stations for hotels / the conference venue are as follows:

- O2Universum: metro station Českomoravská (B line)
- Stages Hotel: metro station Českomoravská (B line)
- Marriott Hotel: metro station Náměstí Republiky (B line)
- Hilton Hotel Prague: metro station Florenc (B, C lines)
- Botanique Hotel: metro station Florenc (B, C lines)

Note that the prices of a taxi journey can vary based on traffic, however we encourage you to use official taxi companies operating at Václav Havel Airport (Taxi Praha or Fix Taxi: <https://taxi-airport-prague.com>) to avoid high rates from unofficial taxi companies.

The Uber and Bolt companies operate within the city of Prague. To book either, simply download their mobile application.

### *During the Programme*

The Czech Parliament will provide a transportation service for the delegates to and from the conference and the dinner venue. Transport will leave and return to the recommended conference hotels only.

## INTERPRETATION

Simultaneous interpretation into all the official EU languages will be provided during the plenary meeting of the LXVIII COSAC.

## CONFERENCE DOCUMENTS

Documents will be available online on [www.parleu2022.cz](http://www.parleu2022.cz), on [www.ipex.eu](http://www.ipex.eu) and at the Information Desk during the meeting.

## TAKING THE FLOOR

Chip cards necessary to request the floor will be handed out to MPs upon registration, together with their ID badge and lanyard.

Before the meeting starts, participants identify themselves very easily by holding their registration card in front of the conference unit placed on the desk at the participant's seat. Requests to take the floor are submitted electronically by pushing the button with a microphone sign. MPs will be allowed to speak once the moderator announces their name, by pressing the microphone button once again.

During the meeting, the list of active speakers and participants on the waiting list are shown on the screen on the conference unit and on the large screens behind the stage. Speakers will be asked to take the floor in the same order the requests were received.

If voting is required, the chip card will also serve as a voting card.

## CATERING

Coffee breaks and buffet lunches will be served at the conference venue.

## SOCIAL EVENT

The Welcome dinner on 13 November 2022 will be held at Žofín Palace (*Palác Žofín, Slovanský ostrov 226, 110 00 Prague 1*)

The Gala dinner on 14 November 2022 will be held in the Smetana Hall at Municipal House (*Municipal House, Náměstí Republiky 5, 111 21 Staré Město, Praha 1*)

If you have any dietary restrictions (e.g. vegetarian / vegan / lactose-free / gluten-free / nut allergy), please inform the organisers via the registration form.

## WIFI

WiFi is available at the conference venue. Login details and passwords will be provided at the conference venue.

## SMOKING

Smoking is permitted only in the designated areas outside the building.

## MEDIA

The meetings will be broadcast in a live stream on [www.parleu2022.cz](http://www.parleu2022.cz). On submitting the registration form, you agree to transfer to [www.parleu2022.cz](http://www.parleu2022.cz), represented by delegated persons at the Chamber of Deputies and Senate of the Czech Parliament, the non-exclusive, perpetual, irrevocable and worldwide right to your speech and/or statements, and to all images and videos of you produced at the conference. This includes the right to sublicense, reproduce, modify, distribute, broadcast, publicly perform, publicly display and make available to the public in any form and in any medium, whether known or developed in the future, any such speeches, statements, images and videos.

## VISIT TO EUSPA (European Union Agency for the Space Programme)

*Visit day: Tuesday, 15 November 2022 - app. at 2:30 p. m. (after the Plenary Meeting of COSAC)*

Delegations interested in visiting headquarters of EUSPA in Prague shall register themselves at the following email address: [EUSPA-EP-COSAC@euspa.europa.eu](mailto:EUSPA-EP-COSAC@euspa.europa.eu)

For any further questions you might have related to this visit, please contact **Ms Adriana Rad** ([AdrianaCarmen.Rad@euspa.europa.eu](mailto:AdrianaCarmen.Rad@euspa.europa.eu))

## ADDITIONAL INFORMATION

### *Currency*

The currency of the Czech Republic is the Czech Crown (CZK). 1 EUR = app. 25 CZK

### *Emergency Number*

112

### *Country Code*

+420

### *Time Zone*

Local time in Czech Republic is UTC+1.

### *Power Supply*

The Czech Republic uses type E power plugs and sockets. The standard voltage is 230 V, the standard frequency is 50 Hz.

### *Weather*

The weather in Prague in November is quite cold with showers and less sunshine than in previous months. The average temperature ranges from lows of 2°C to highs of 9°C. It is the start of winter, so we encourage you to pack plenty of layers.

### *Tourism*

The city centre is compact and the finest areas are mostly pedestrianised, therefore it is best to explore Prague on foot. Wenceslas Square, on one side of the city, to Prague Castle, on the other, is just a 30-minute stroll (walking via the Old Town, across the river and through the Lesser Town).



The first thing to do in Prague, therefore, is simply to wander through the streets and magnificent squares, to revel in the atmosphere and to admire the stunning architecture all around. Not-to-miss highlights are Prague Castle, Charles Bridge, Lesser Town and definitely Old Town Square with its magnificent Astronomical Clock.

To experience more from Prague, please visit <https://www.prague.eu/en>.

## COVID-19 PROTECTION MEASURES

At the present time, there are no COVID-19 restrictions in the Czech Republic. However, restrictions are subject to change according to the current situation. Participants will be informed in advance if there are any changes. The latest information is also available on the dedicated web page of the Czech Ministry of the Interior - <https://www.mvcr.cz/mvcren/article/coronavirus-information-of-moi.aspx>.

## EMBASSIES

For information on embassies located in the Czech Republic, please visit:

[https://www.mzv.cz/jnp/en/diplomatic\\_missions/foreign\\_missions\\_to\\_the\\_czech\\_republic/index.html](https://www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic/index.html)

## CONTACT PERSONS

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## MAP OF POINTS OF INTEREST



- 1 O2 Universum
- 2 Stages Hotel Prague
- 3 Marriott Hotel
- 4 Hilton Hotel Prague
- 5 Botanique Hotel Prague
- 6 Žofín Palace
- 7 Municipal House

CONFERENCE ENTRANCE

