



Meeting of the Chairpersons of COSAC

Riga, 1–2 February 2015

PRACTICAL INFORMATION

MEETING VENUE The Saeima of the Republic of Latvia
Jēkaba iela 11, Rīga, LV-1811 (entrance from Klosterā iela)
www.parleu2015.lv
www.saeima.lv
[instagram.com/parleu2015](https://www.instagram.com/parleu2015)
[Twitter@parleu2015](https://twitter.com/parleu2015)

MEETING ROOM Plenary Chamber

**ARRIVAL/
DEPARTURE AND
LOCAL
TRANSFERS** Participants are kindly requested to make their own arrangements for transportation from and to the airport.

Rīga International Airport is approximately 13 km from the city centre and the Saeima. For more information on Rīga International Airport, visit <http://www.riga-airport.com/en/>

Taxi fare is approximately EUR 15.

The following taxi companies are recommended by the organisers:

Baltic Taxi: phone (+371) 2000 8500; (+371) 6700 8500

Rīgas Taksometru parks (Red Cab): phone (+371) 8000 1313

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

NB! Astor Rīga Hotel is located within walking distance of the meeting venue.

ACCOMMODATION Due to high hotel occupancy, participants are kindly requested to make their hotel bookings in due time.

The deadline for hotel booking is 10 January 2015, and rooms will be allocated on a first-come first-served basis. After this date, rooms will be booked according to their availability.

Participants can choose from the following hotels.

Radisson Blu hotels can be booked online, while Astor Rīga Hotel can be booked by filling in the attached booking form.



Radisson Blu Hotel Latvija** (40 rooms)**

Elizabetes iela 55, Riga, LV-1010

Spectacular panoramic view of Riga

Room	Rate (EUR)
Standard	150
Superior	200
Business	250

Promo code: PARL15

Online booking form: [click here](#)

Radisson Blu Elizabete Hotel** (30 rooms)**

Elizabetes iela 73, Riga, LV-1050

Contemporary 4-star hotel in the city centre

Room	Rate (EUR)
Standard	170
Business	240

Promo code: PARL15

Online booking form: [click here](#)

Radisson Blu Ridzene Hotel** (20 rooms)**

Reimersa iela 1, Riga, LV-1050

Pleasant atmosphere combining refinement and tradition

Room	Rate (EUR)
Standard	180
Superior	240
Business	290

Promo code: PARL15

Online booking form: [click here](#)

Astor Riga Hotel* (30 rooms)**

Zigfrīda Annas Meierovica bulvāris 10, Riga, LV-1050

<http://www.astorrigahotel.lv/>

Pearl of eclectic architecture built in 1876 by the famous Latvian architect Jānis Baumanis. The building was fully renovated in 2012.

Room	Rate (EUR)
Standard	65
Standard double	75
Business	75
Business double	85

A room can be booked by filling in the attached booking form.

NB! Hotel booking should be made without delay because some of the above hotels will keep rooms available only until 10 January 2015.



REGISTRATION

Online registration in advance

Each participant is kindly requested to register online at <http://parleu2015.lv> by **10 January 2015**.

Registration at the event

Registration desks will be open at the hotels on 1 February 2015 from 2:00 p.m. to 7:00 p.m.

Delegations arriving later will be able to register at the meeting venue on 2 February 2015 (grand vestibule of the main building of the Saeima).

Upon registration, participants will receive their identity badges and the working documents.

Colours of the lanyards attached to identity badges:

red – heads of delegations;

blue – members of delegations;

green – delegation staff;

yellow – media;

orange – interpreters;

grey – guests, rapporteurs;

white – the COSAC Secretariat;

maroon-white-maroon – organisers, volunteers

Participants are kindly requested to wear their identity badges at all times during the event. If you lose your badge, please contact the organisers immediately.

DOCUMENTS

The updated programme, working documents and other information are available at <http://parleu2015.lv>.

All documents are available in Latvian, English and French.

After the event, the updated documents will be published on <http://parleu2015.lv>.

INTERPRETATION

Simultaneous interpretation into Latvian, English and French will be provided during the event.

Channel 0 — Floor

Channel I — Latvian

Channel II — English

Channel III — French

Additional booths for interpreters accompanying delegations will be provided free of charge. Please inform the organisers about the need for additional booths in advance **but not later than by 20 January 2015**.

NB! Only 3 additional booths may be installed in the room, and they will be provided on a first-come first-served basis.

TAKING THE FLOOR

Participants who wish to take the floor during the event are kindly requested to fill in the request-for-the-floor cards. The 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 that the request-for-the-floor cards are submitted. The floor can be taken from a participant's seat.



FACILITIES	<p>Computers and a printer will be available in the reading room of the library of the Saeima.</p> <p>An ATM of the Citadele bank is available in the small vestibule of the main building of the Saeima.</p>
INTERNET	Open Wi-Fi connection /SAEIMA/ is available in all buildings of the Saeima.
SMOKING	<p>In Latvia, smoking is prohibited in offices, restaurants, cafes, public transport and other indoor public premises with the exception of specially designated areas. Smoking is allowed outdoors but not within a 10-meter radius from entrances to the building.</p> <p>Smoking indoors is allowed only in the main building of the Saeima in a specially designated area.</p>
CATERING	<p>Lunch will be served in the cafeteria of the Saeima.</p> <p>In addition to the coffee break in the grand vestibule of the Saeima, coffee, tea and water will be available throughout the event near the meeting room.</p> <p>Participants are kindly asked to refrain from taking food and drinks to the meeting room.</p> <p>Vegetarians and persons with allergies are kindly asked to inform organisers in advance by indicating the relevant information in the registration form.</p>
SOCIAL EVENTS	<p>On 1 February 2015, in the Small Guild there will be a culture programme and dinner hosted by the Chairperson of the European Affairs Committee of the Saeima.</p> <p>On 2 February 2015, after the lunch, it will be possible to take a guided tour in English or French of the Museum of the Occupation of Latvia. One can use the form available on our website to sign up for the tour, or do so at the registration table.</p>
LOCAL TIME	Time zone in Latvia is GMT+2
CLIMATE	Weather forecasts and other information about the climate in Latvia are available on the webpage of the Latvian Hydrometeorological Service at http://meteo.lv/en/ .
CURRENCY	The currency of the Republic of Latvia is the euro (EUR).
INFORMATION	<p>All information about the event is available at http://parleu2015.lv.</p> <p>During the event, an information desk will be located outside the meeting room.</p>
DISCOVER LATVIA	<p>www.latvia.travel – contains descriptions of all visitors' sites in Latvia. Come to Riga, but stay and see the beauty of the rest of the country.</p> <p>www.liveriga.com – highlights various experiences one can enjoy when visiting Riga and provides useful information related to traveling to Riga, such as Internet access and emergency care.</p> <p>www.latvia.eu – offers background information, resources and quick facts about Latvia; contains videos and blogs about the country, its people, culture, economy and much more. Visit the site to get a comprehensive set of facts about Latvia and life here.</p>



www.liaa.gov.lv – offers information on why Latvia is a fertile ground for investment and business.

EMBASSIES

For information on embassies located in Riga [click here](#)

CONTACT
INFORMATION

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COSAC Meeting of Chairpersons

Riga, 1-2 February, 2015

RESERVATION FORM

Guest Surname				
Guest Name				
Arrival date				
Departure date				
Room category:	Single room	✓	Double/Twin room	✓
Standard class room	65 EUR		75 EUR	
Business class room	75 EUR		85 EUR	
The above rates are per room per night and inclusive: delicious hot breakfast buffet, free WiFi, VAT.				
Number of rooms			Number of persons	
Credit Card number			Credit Card validity	
E-mail address and phone number				
Special requests				
Transfer from/to Airport/ Price :18 EUR per way				

RESERVATION TERMS AND CONDITIONS

Please note that registration will be able until 01.01.2015., later on upon availability. We kindly ask you to send this form by e-mail to: reservations@astorrighahotel.lv. After we receive your application, we will send you confirmation for your booking.

Rate can be extended up to 2 days earlier/ later.

Guest credit card details are required to guarantee the reservation. The card will not be charged prior to your arrival and is required only to guarantee your booking. Guaranteed booking is valid until 24:00hrs on arrival day.

Non-guaranteed reservations will be held until 6 p.m. on the arrival day. In case the reservation is not guaranteed, the hotel reserves the right to sell the room to another client after 6pm of the arrival date.

To make your booking guaranteed please provide us with your credit card number and the expiry date. Also the reservation can be guaranteed with deposit payment or company's agreement

Your reservation can be cancelled without any charge until 2 p.m 1 day prior to your arrival. The Customer shall be obligate to make all cancellations in in written form by fax or e-mail. The cancellation shall be confirmed by the Hotel also in written form by fax or e-mail.

We trust in your understanding that in case of a no-show or a late cancellation we will charge your credit card for 100% of the first night stay.

**We are looking forward to welcome you
at ASTOR RIGA HOTEL!**



