



# LX COSAC

**Vienna, 18-20 November 2018**

## General Information

(as of 24 July 2018)

## Conference Venue

- Austria Center Vienna  
Bruno-Kreisky-Platz 1  
1220 Vienna
- Please note that the Austria Center Vienna (ACV) is located outside of the city centre and that transfer periods of about 30 minutes have to be taken into account.
- For security reasons, it is not allowed to bring liquids to the conference venue.

## Registration and accreditation

- The Austrian Presidency has implemented an online registration system for all meetings. You are kindly requested to notify an Delegation Accreditation Officer (DAO) of your Chamber/Parliament (name, e-mail address and phone number) **by 21 September 2018** to: [COSAC-AT2018@parlament.gv.at](mailto:COSAC-AT2018@parlament.gv.at)
- Your DAO will receive a link to the registration system via e-mail, at which he/she can view the accreditation status in the system and make modifications among the registered persons until the registration deadline.
- Contact for technical support: [accreditation@eu2018.at](mailto:accreditation@eu2018.at)
- Every DAO is kindly asked to fill in the **online registration form** for the delegation no later than **19 October 2018**.
- Welcome desks will be open at the conference hotels on Sunday, 18 November 2018, from 14:00 to 19:00, for delegates to pick up welcome bags and identity badges. Delegates arriving later will be able to register at the main entrance of the conference venue on Monday, 19 November 2018.
- **For security reasons, all participants are requested to wear their identity badges visibly at all times during the event.** If you lose your identity badge, please contact the organisers immediately.
- Delegates not staying at one of the recommended conference hotels are requested to notify the organisers at which of the conference hotels they would like to pick up their welcome bags and badges at the times indicated above. They are also welcome to join the transfers from this hotel to the conference venue and to the dinner locations.

## Colour coding of the identity badges and lanyards

	Head of delegation, keynote speaker
	Member of delegation
	Delegation staff, COSAC secretariat, observer, diplomatic corps
	Security
	Organisers, technical support
	Interpreter
	Media

## Hotels

Delegates are kindly requested to make **their own room reservations** as soon as possible in one of the hotels recommended below, using the reservation links and/or the booking codes indicated. Block reservations have been made from 18 - 21 November 2018 at the following four hotels:

### Le Méridien

(120 rooms)

Room type	Rate per night per room (single/double occupancy)
Classic Courtyard	€ 195,-/€ 215,-
including	breakfast, WiFi, VAT
Check in/Check out	16:00/12:00
Reservation deadline	24 August 2018: 20% of the remaining contingent expires 4 September 2018: 20% of the remaining contingent expires 5 October 2018: 40% of the remaining contingent expires <b>19 October 2018: end of reservation period</b>
Cancellation policy	free of charge 72 hours prior to arrival

Click [here](#) to book directly with the hotel.

Contact details, Hotel Le Méridien:

Robert-Stolz-Platz 1

1010 Vienna

Phone: +43 (0) 1 588 90 0

Fax: +43 (0) 1 588 90 3801

E-Mail: [info@lemeridienvienna.com](mailto:info@lemeridienvienna.com)

Website: [www.lemeridienvienna.com/en](http://www.lemeridienvienna.com/en)

## Grand Hotel

(80 rooms)

Room type	Rate per night per room (single/double occupancy)
Superior, queen- or twin-bedded	€ 150,-/€ 180,-
including	breakfast, WiFi, VAT
Check in/check out	15:00/12:00
Reservation deadline	7 October 2018: 50% of the remaining contingent expires <b>18 October 2018</b> : end of reservation period
Cancellation policy	free of charge 48 hours prior to arrival

Please book directly on the [hotel website](#) using the corporate code: **COSAC**

Contact details, Grand Hotel:

Kärntner Ring 9

1010 Vienna

Phone: +43 (0) 1 515 80 0

Fax: +43 (0) 1 515 80 10

E-Mail: [info@grandhotelwien.com](mailto:info@grandhotelwien.com)

Website: <http://www.grandhotelwien.com/en/>

## Steigenberger Hotel Herrenhof

(50 rooms)

Room type	Rate per night per room (single/double occupancy)
Superior	€ 185,-/€ 210,-
Deluxe	€ 205,-/€ 230,-
including	breakfast, WiFi, VAT
Check in/check out	15:00/12:00

Reservation deadline	20 October 2018: 80% of the remaining contingent expires <b>27 October 2018:</b> end of the reservation period
Cancellation policy	Free of charge 21 days prior to arrival

Please copy this link into your web browser to book directly with the hotel:

<https://www.steigenberger.com/en/reservations?d=326&in=2018-11-18&out=2018-11-21&r=1&ar=1&p=GRG09>

Contact details, Steigenberger Hotel Herrenhof:

Herrengasse 10

1010 Vienna

Phone: +43 (0) 1 53404 0

Fax: +43 (0) 1 53404 155

E-Mail: [herrenhof-wien@steigenberger.at](mailto:herrenhof-wien@steigenberger.at)

Website: <https://www.steigenberger.com/en>

## Austria Trend Hotel Europa

(50 rooms)

Room type	Rate per night per room (single/double occupancy)
Classic	€ 150,-/€ 170,-
Executive	€ 195,-/€ 215,-
including	breakfast, WiFi, VAT
Check in/Check out	15:00/12:00
Reservation deadline	20 September 2018: 50% of the remaining contingent expires <b>29 September 2018:</b> end of the reservation period
Cancellation policy	Free of charge 7 days prior to arrival

Click [here](#) to book directly with the hotel.

Contact details, Austria Trend Hotel Europa:

Kärntner Strasse 18 (entrance: Neuer Markt 3)

1010 Vienna

Phone: +43 (0) 1 515 94 0

Fax: +43 (0) 1 515 94 620

E-Mail: [europa.wien@austria-trend.at](mailto:europa.wien@austria-trend.at)

Website: <https://www.austria-trend.at/en/hotels/europa-wien>

## Transfers

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

Vienna International Airport (<http://www.viennaairport.com/en/passengers>) is located about 18 km from the city centre, which is approximately a 20 minutes' drive depending on traffic. You can reach Vienna by train ([City Airport Train](#) or [ÖBB Railjet Train](#)), [taxi](#) or [bus](#).

- The Austrian Parliament will provide transportation service for the delegates to and from the conference and the dinner venues.

## Languages

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

## Conference documents

Documents will be available on [www.eu2018parl.at](http://www.eu2018parl.at) and at the conference secretariat during the meeting.

## Taking the floor

Participants who wish to take the floor during the meeting are kindly requested to fill in the request-the-floor cards and hand them over to the conference staff until the beginning of the debate of each session. These cards will be provided upon registration at the welcome desk together with other useful documents for the meeting.

## Media

The meeting will be broadcast as a live stream on [www.eu2018parl.at](http://www.eu2018parl.at) in German and English, and the video will subsequently be made available in English on [youtube](#). Upon accreditation to the conference, you agree to transfer to the Republic of Austria, represented by the Austrian Parliamentary Administration, 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 later developed.

## Smoking

Smoking is permitted only in designated smoking areas.

## Contact/EU- and International Services of the Austrian Parliament

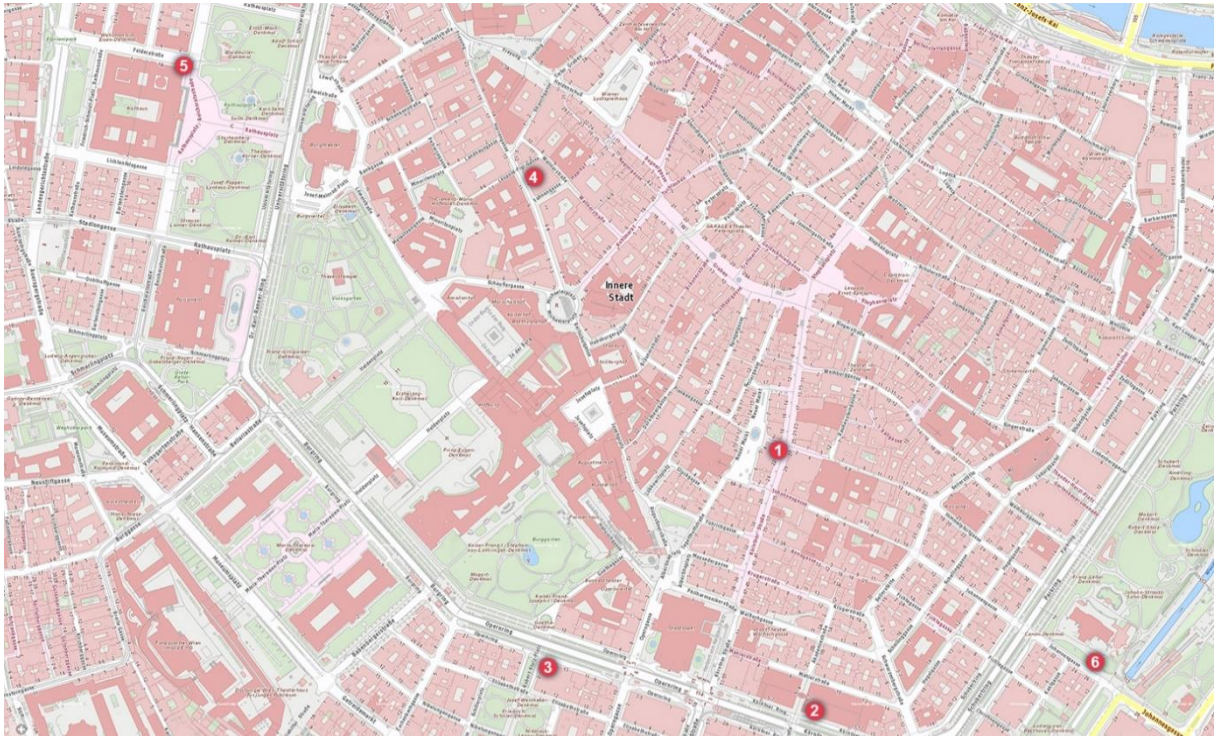
Gerhard Koller  
EU Participation and  
European Relations Department

Nadine Dragan  
Protocol, Visits and Conference  
Organisation Department

Should you need further information, please contact:

[COSAC-AT2018@parlament.gv.at](mailto:COSAC-AT2018@parlament.gv.at)

## Map of city centre: hotels, dinner locations

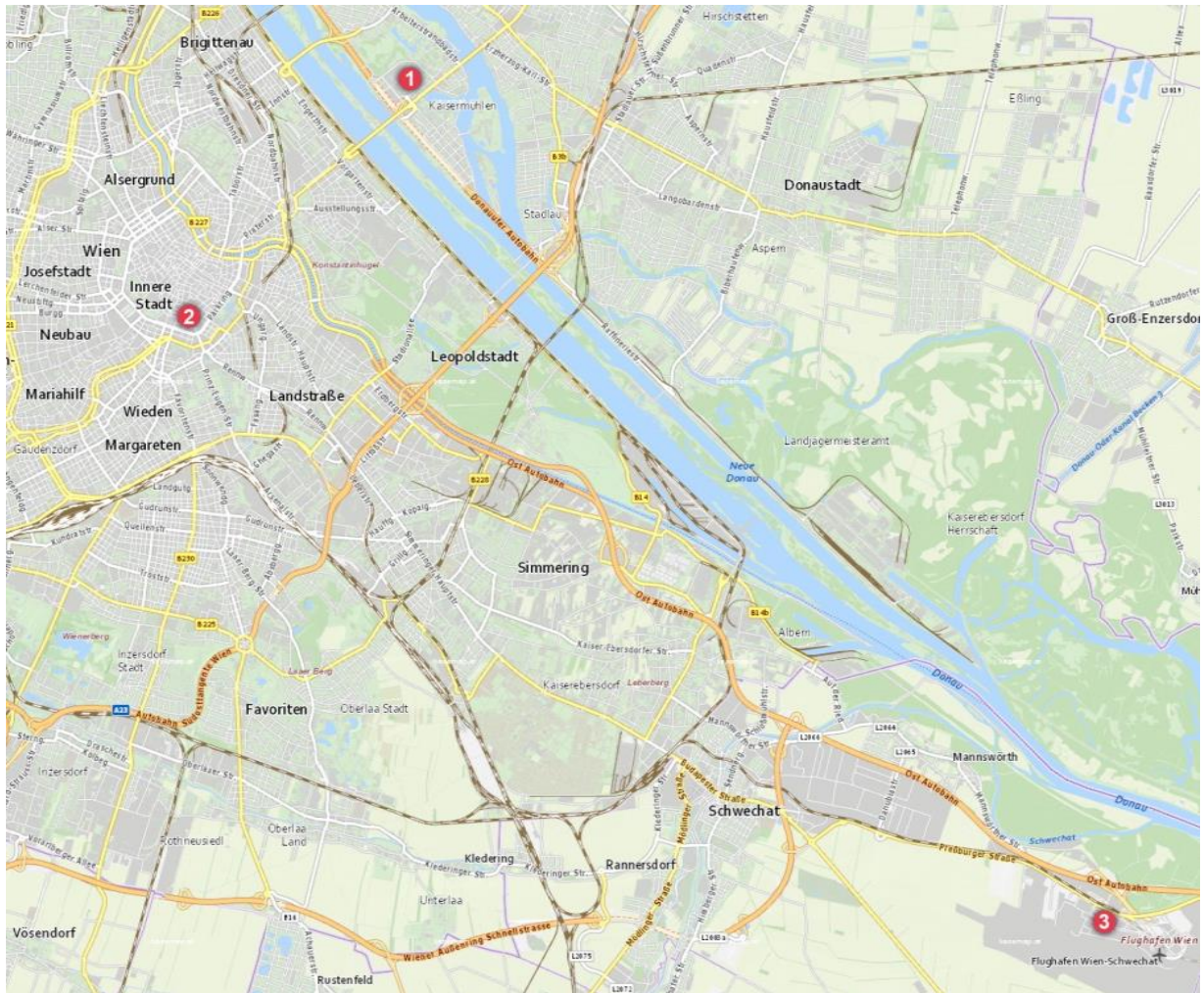


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- ① Austria Trend Hotel Europa
- ② Grand Hotel
- ③ Le Méridien
- ④ Steigenberger Hotel Herrenhof
- ⑤ Evening Event, Wiener Rathauskeller
- ⑥ Evening Event, Kursalon



## Map of Vienna



Titles © [basemap.at](https://www.basemap.at)

- 1 Austria Center Vienna
- 2 Hotels
- 3 Vienna International Airport