



European Parliamentary Week 2017

30 January - 1 February 2017

European Parliament, Brussels

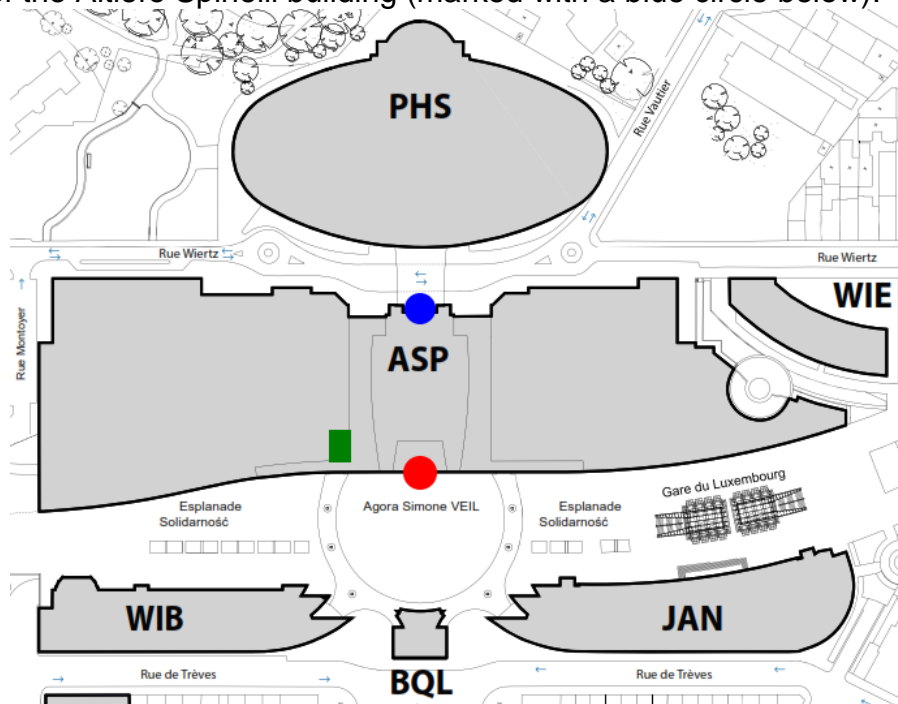
PRACTICAL INFORMATION

Two events are part of the 2017 edition of the European Parliamentary Week (EPW):

- The **European Semester Conference** on Monday 30 January and Tuesday 31 January, organised by the European Parliament, and
- The **Interparliamentary Conference on Stability, Economic Coordination and Governance in the European Union (IPC SECG)** on Tuesday, 31 January, and Wednesday 1 February, co-hosted and co-presided over by the Maltese Parliament and the European Parliament.

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

Registered participants from national Parliaments can collect their access cards at the registration desk for “Event Participants and Guests” (also known as the former “Info Point” of the European Parliament). This is on the left side of the Altiero Spinelli building (ASP) when viewed from Place du Luxembourg, marked with a green rectangle below. After having picked up their badges at the registration desk, participants can enter the European Parliament through the “Simone Veil” entrance of the Altiero Spinelli building (marked with a red circle below) or the “rue Wiertz” entrance of the Altiero Spinelli building (marked with a blue circle below).



Registered participants can collect their access cards from the registration desk during the following hours:

Monday, 30 January 2017, 10h00 - 16h00
Tuesday, 31 January 2017, 8h30 - 9h30, and 14h00 - 15h00
Wednesday, 1 February 2017, 8h30 - 9h30

Alternatively, the Brussels-based representatives of the national Parliaments accredited to the European Parliament can collect the access cards for their delegations from the offices of Verena Pinzer (office WIE 05U017) on Monday, 30 January, 9h00 - 9h45. After the collection of the access cards for his/her delegation by a Brussels-based representative, the distribution of the access cards to the delegation members is entirely his/her responsibility.

Participants will receive one single access card which will be valid from 30 January to 1 February, and should therefore keep their access card for the whole duration of the EPW.

PLEASE NOTE THAT DUE TO THE HEIGHTENED SECURITY ALERT LEVEL AT THE EUROPEAN PARLIAMENT, ALL MEETING PARTICIPANTS:

- **must show a valid official passport or photo-ID before entering the building;**
- **must undergo security controls at the entrance of the premises;**
- **are advised to carry the invitation letter or any other document that clearly indicates their participation.**

Participants should carry their access card visibly throughout their stay in the European Parliament.

The security department of the European Parliament will do its utmost to minimise queuing time at the security controls for participants of the European Parliamentary Week. During peak hours, a dedicated lane for participants of the European Parliamentary Week will be made available at both the “Simone Veil” and the “rue Wiertz” entrances of the Altiero Spinelli building. These dedicated lanes will be signposted.

In case of difficulties with access cards please contact **Ms Verena PINZER** (verena.pinzer@ep.europa.eu), Tel. +32 (0)2 28 42350 or at the mobile phone which will be operational during the conference: + 32 (0)470 18 18 96. Should any national Parliamentarian or official present themselves without any official ID, please contact urgently Ms Clodagh HOURIGAN from the European Parliament's Accreditation Unit at +32 (0)473530290.

MEETING DOCUMENTS

Meeting documents will be distributed in the meeting rooms and are also available at www.europarl.europa.eu/EPW17. This site contains also information that will not be made available in print and participants are kindly invited to visit it regularly.

SPEAKING TIME

Please note that due to the very high number of participants, speaking time will be limited, probably to a maximum of 2 minutes. Priority will be given to ensuring that all Parliamentary Chambers of the EU member states that want to participate in the discussion can do so. The Chair in each session may adapt the speaking time in accordance with the number of requests for interventions.

Speaking cards will be made available during the sessions and participants who wish to intervene should fill those in capital letters and hand them to one of the parliamentary ushers in the meeting room.

LUNCH

All participants from national Parliaments are cordially invited to a buffet lunch on **Tuesday, 31 January 2017, from 13h00 to 14h45** at the "Espace Yehudi Menuhin" on the 1st floor of the European Parliament's Paul-Henri Spaak building.

WALKING DINNER

All participants from national Parliaments are cordially invited to a walking dinner on Tuesday, **31 January 2017, from 18h30 to 20h30** at the "Espace Yehudi Menuhin", on the 1st floor of the European Parliament's Paul-Henri Spaak building.

WATER, TEA AND COFFEE

Please note that the plenary sessions of the European Parliamentary Week on 30 and 31 January and 1 February take place in the plenary chamber ("hemicycle") of the European Parliament, where eating and drinking is prohibited.

Water fountains providing filtered drinking water free of charge are located in the main passageways of the Paul-Henri Spaak, Altiero Spinelli and József Antall buildings of the European Parliament. One of these water fountains is located next to meeting room PHS 3C50, around 10 metres from the entrance of the plenary chamber.

During the interparliamentary committee meetings organised on the morning of 31 January, water will be available in the meeting rooms.

There are no official coffee breaks scheduled during the European Parliamentary Week. Participants can purchase tea, coffee and refreshments in one of the coffee bars in the European Parliament:

Paul-Henri Spaak building (PHS):

HEMICYCLE BAR (level 3): open from 8:00 to 19:00

Altiero Spinelli building (ASP):

FORUM BAR (zone G level 3): open from 8:00 to 18:00

MEMBERS' BAR (zone G level 0): open from 10:30 to 16:30

József Antall building (JAN):

JAN BRASSERIE (level 3): open from 8:00 to 15:00

CLOAKROOM

Coats may be left (unguarded) on coat racks outside the meeting rooms and, for the walking dinner, outside the Yehudi Menuhin space. The European Parliament declines responsibility for any damage, loss or theft of items.

INTERNET / WIFI ACCESS

Throughout the European Parliamentary Week, participants will be able to access the European Parliament's wireless internet network for visitors. Please note that no workstations or computer rooms will be available during the meeting.

LOST AND FOUND OBJECTS

If found, any lost objects will be sent to the EP "lost & found" service on the ground floor of the Altiero Spinelli building.

SMOKING

Please note that smoking is not permitted in the EP premises except in the designated areas. A smoking room is situated in the area of the Hemicycle bar on the third floor.

TAXIS / PUBLIC TRANSPORT

A taxi rank and a stop of the Brussels airport bus line are located at place du Luxembourg, close to the entrance of the European Parliament. More information about public transport in Brussels is available at <http://www.stib.be/index.htm?l=en>.

Contacts in the Directorate for Relations with National Parliaments

Mr Michael ALFONS

Office WIE 05U025

Tel. +32 (0)2 28 31052

Mobile: +32 (0)487 539 643

michael.alfons@ep.europa.eu

Ms Verena PINZER / Sonja BOSKOVIC

Office WIE 05U017/ Office WIE 05U023

Tel. +32 (0)2 28 42350 / 41194

verena.pinzer@ep.europa.eu

sonja.boskovic@ep.europa.eu

Responsible administrators in the Committee secretariats

ECON:

Mr Samuel DE LEMOS PEIXOTO

Office SQM 11Y020

Tel. +32 (0)2 28 41793

samuel.delemos@ep.europa.eu

EMPL:

Mr Christopher FORD

Office SQM 10Y004

Tel. +32 (0)2 28 40777

christopher.ford@ep.europa.eu

BUDG:

Ms Urszula MOJKOWSKA

Office SQM 06Y080

Tel. +32 (0)2 28 32769

urszula.mojkowska@ep.europa.eu