



**REPUBLIC OF CYPRUS
HOUSE OF REPRESENTATIVES**



PRACTICAL INFORMATION NOTE

Meeting of Chairpersons of Committees of European Affairs

of the Parliaments of the EU South

24 and 25 January 2014

Date and venue

The Conference will be held at the “Cleopatra” Hotel, in Nicosia, on 24 and 25 January 2014.

The address is 8, Florinis Street, 1065, Nicosia.

Participation

The Meeting is open to Chairpersons of European Affairs Committees or their representative plus one member of parliamentary staff per Chamber.

Registration of Participants

All participants are kindly requested to fill in a registration form and return it to international-relations@parliament.cy **by 7 January 2014**. The form is also available at www.parliament.cy by clicking on the name of the Meeting on the left panel of the webpage.

Registration

Registration Desks will be located at the main entrance hall of the hotel on arrival day, from 18.00 to 19.30 and, if need be, on the day of the Meeting too, between 08.00 and 08.45. Identity badges and other material regarding the Meeting will be available from these Desks.

All participants are kindly requested to wear their identity badges at all times for security reasons and in order to ensure their access to the shuttle bus, meeting rooms and receptions and/or other events in the programme.

The ribbons of the identity badges correspond to the following categories of participants:

- Blue - Delegates, Members of Parliament
- Red - Delegation Secretaries/ Advisors/ Staff
- Purple - Staff of hosting Parliament
- Orange - Interpreters

Accommodation

A block booking has been made by the House of Representatives at the Cleopatra Hotel. The House of Representatives will cover the accommodation cost (on a B&B basis) for two nights, for one Member of Parliament and one member of parliamentary staff per Chamber.

Arrival and departure

IMPORTANT NOTE: The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaka and Pafos and the ports of Limassol and Larnaka, which are situated in the Government-controlled area of the Republic.

All participants arriving at the above legal ports of entry of the Republic are kindly requested to make their own arrangements for transportation to the hotel.

The cost of transfer from Larnaka International Airport to Nicosia by taxi is about €50. From Pafos International Airport to Nicosia it is about €120.

Transportation during the Meeting

Transportation will be provided for the social events included in the programme.

Simultaneous interpretation

Simultaneous interpretation into Greek, English and French will be provided. Participants accompanied by their own interpreters, are kindly requested to notify the Secretariat of the Meeting at international-relations@parliament.cy the soonest possible and also indicate their request on the registration form. For this purpose, please note that only three additional translation booths will be available and will be allocated on a strictly first-come-first-served basis. Delegations bringing their own interpreter should ensure that a separate registration form is filled in and sent to the Meeting's Secretariat.

Documents

Working documents will be regularly updated on the House of Representatives website (www.parliament.cy). Updated versions will be provided upon registration. Documents will be provided in English and French.

Services during the Meeting

Participants will have access to a working station, equipped with computers, Internet access and fax machines and all other relevant communication facilities. A WI-FI service will also be available.

Besides one coffee break, running coffee will also be available in the meeting room.

Bilateral meetings

Participants will be able to hold bilateral meetings. A separate room has been reserved for this purpose at the hotel. Please contact the Meeting Secretariat for time allocation.

Press Facilities

The Meeting will be open to the press.

Non-smoking policy

Smoking is prohibited in all indoor areas in hotels and all public places.

Currency

The national currency of the Republic of Cyprus is the Euro.

Weather

January comes within the rainiest season of the year, although sunshine is plentiful as well.

The average lowest temperature is 6°C and the highest is 15°C.

Meeting Secretariat

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