



# European Parliamentary Week 2018

## 19 - 20 February 2018

### European Parliament, Brussels

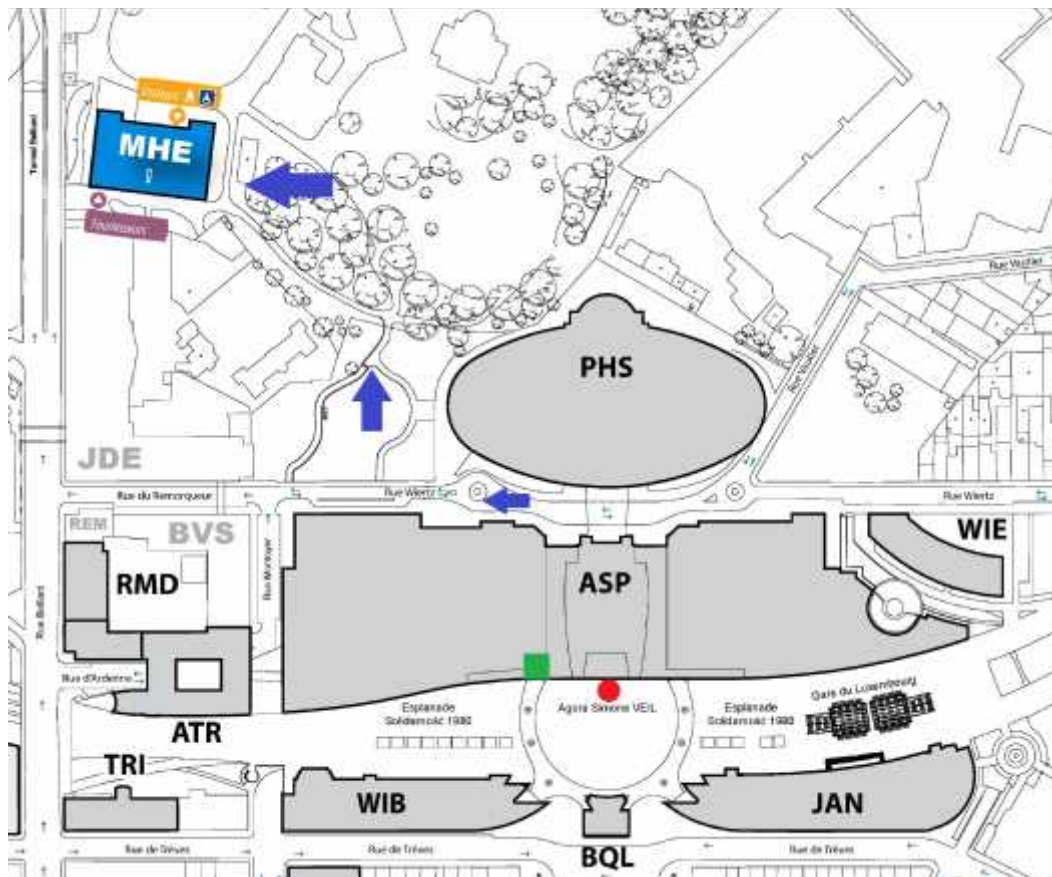
## PRACTICAL INFORMATION

European Parliamentary Week 2018 (EPW) is co-organised by the European Parliament and the National Assembly of the Republic of Bulgaria and covers:

- The **European Semester Conference**; and
- The **Interparliamentary Conference on Stability, Economic Coordination and Governance in the European Union**.

### 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”. It is on the left-hand side of the Altiero Spinelli building (ASP) when viewed from Place du Luxembourg, as marked by 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).



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

**Monday, 19 February 2018, 12h00 - 16h00**

**Tuesday, 20 February 2018, 8h30 - 10h00**

Alternatively, the Brussels-based representatives of the national Parliaments accredited to the European Parliament can collect the access cards for their delegations from the office of Verena Pinzer (office WIE 05U017) on Monday, 19 February, 11h00 - 11h45. 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 19 to 20 February 2018, and should therefore keep their access card for the whole duration of 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 European Parliamentary Week. Please note given the number of participants attending this event, it is recommended that participants leave sufficient time to pass through security controls.

In case of difficulties with access cards please contact **Ms Verena PINZER** ([verena.pinzer@ep.europa.eu](mailto:verena.pinzer@ep.europa.eu)), Tel. +32 (0) 2 28 42350 or on the mobile phone which will be operational during the conference: + 32 (0) 470 18 18 96.

## **INTERPRETATION**

During the entire interparliamentary, interpretation will be provided into and from all official languages of the European Union (apart from Irish).

## **MEETING DOCUMENTS**

Meeting documents will be distributed in the conference rooms and are now available at [www.europarl.europa.eu/EPW2018](http://www.europarl.europa.eu/EPW2018). This site contains information that will not be printed (such as background documents) and participants are kindly invited to visit it regularly.

## **SPEAKING TIME**

Please note that speaking time will be limited to 2 minutes due to the very high number of participants. The Chair will ensure that all Parliaments/Chambers can participate in the discussion and may adapt the speaking time in accordance with the number of requests for interventions received.

Speaking cards will be available for each session and participants are kindly asked to fill them in and hand them to the ushers.

## **WALKING DINNER**

All Members from national Parliaments are cordially invited to a walking dinner at the House of European History (Rue Belliard 135, Brussels 1000) on **Monday, 19 February 2018**, from **19h00 to 21h00**. Due to high demand for the dinner event, the participation of staff/officials will be limited to two participants per Chamber (not including Members).

After the ICMs, ushers will accompany the guests to the House of European History (MHE). Please note that the guests will have to leave the EP building to go to the MHE. There will be no place to store luggage in the European Parliament during the dinner, thus it will need to be brought to the MHE.

Please see the [map](#) above for the location of the House of European History.

## **LUNCH**

All participants from national Parliaments are cordially invited to a buffet lunch on **Tuesday, 20 February 2018**, from **12.30 to 15.00** at the "Yehudi Menuhin" space on the 1st floor of the Paul-Henri Spaak building (PHS).

## **WATER, TEA AND COFFEE**

The plenary sessions of the European Parliamentary Week on 19 and 20 February will take place in the chamber ("hemicycle"). Please note that eating and drinking is prohibited in the chamber.

Water fountains are located in the main passageways of the EP. There is also a water fountain opposite the Chamber (outside the meeting room 3C050). Water will be available in the meeting rooms for the Interparliamentary Committee Meetings.

There will be an official thirty-minute coffee break on Tuesday, 20 February 2018 from 10.30 to 11.00 in the foyer of the Hemicycle.

There are the following coffee bars close to the meeting rooms:

*Paul-Henri Spaak building (PHS):*

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

*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, in the House of European History. The European Parliament declines responsibility for any damage, loss or theft of items.

## **LOST AND FOUND OBJECTS**

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

## **LUGGAGE**

Please note that it is recommended that you dispose of any luggage at your hotel before coming to EPW.

## **SMOKING**

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

## TAXIS / PUBLIC TRANSPORT

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

## WIFI

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 EPW.

	<b>Username utilisateur</b>	<b>Password mot de passe</b>
Monday, 19 February <i>Lundi, 19 février</i>	visit0219	09paY
Tuesday, 20 February <i>Mardi, 20 février</i>	visit0220	xc73K

## Contacts in the Directorate for Relations with National Parliaments

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[www.europarl.europa.eu/EPW18](http://www.europarl.europa.eu/EPW18) (19.02.-20.02.2018)



<https://parleu2018bg.bg/> (19.02.-20.02.2018)



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