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Parliamentary Dimension  
Bulgarian Presidency of the Council  
of the European Union

# General Information

Plenary Meeting of the LIX COSAC  
17-19 June 2018, Sofia



## Accreditation

The Bulgarian Presidency is utilizing an online accreditation system for all meetings. Please request accreditation for the event through a designated **Delegate Accreditation Officer (DAO)** of your **Chamber/Parliament**. He/she will be responsible for your successful registration. Please, send **the name, e-mail address** and **phone number** of your DAO to: [kristina.ignatova@parliament.bg](mailto:kristina.ignatova@parliament.bg)

- Your DAO will receive a link to the accreditation system via email.
- By clicking on the link, the DAO will be directed to the registration form that needs to be filled in. The DAO will have to fill in as many forms as there will be delegates in the delegation.
- Once the designate DAO registers the delegation he/she will not be able to change the submitted information due to security reasons.
- When the accreditation process is completed, accredited participants will receive confirmation e-mails and upon their arrival they will be provided with a badge that will grant them access to the venue hosting the relevant event.
- Please note that **participants with no accreditation badge will not be admitted** to the event premises.
- Accreditation is **personal** and **non-transferable**.
- Booking of accommodation at the recommended by the Presidency hotels will also take place through the accreditation system.
- Please be advised that you should receive **confirmation** for your reservation **directly from the hotel of your choice**.

Should you require any additional information regarding accreditation, kindly contact us on: [kristina.ignatova@parliament.bg](mailto:kristina.ignatova@parliament.bg)

You are kindly asked to specify in the accreditation form the information regarding **the arrival date and time**, as well as the **mode of arrival transport** and **accommodation** you have chosen for your delegation. If you do not have such information at your disposal while registering your delegation, please send it to: [kristina.ignatova@parliament.bg](mailto:kristina.ignatova@parliament.bg) at your earliest possible convenience.



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**The deadline for registration is 1 June 2018.**

### **- Registration**

Welcome and registration desks will be open at the hotels on **Sunday, 17 June 2018**, from **12:00 to 19:00h** and on **Monday 18 June 2018 from 7:30 to 09:00 h**. Please, contact [kristina.ignatova@parliament.bg](mailto:kristina.ignatova@parliament.bg) in case you are to be expected **directly at the conference venue**.

### **- Badges**

Upon registration all participants will receive their identity badge and an information package.

Colours of the lanyards attached to the badges:

<b>Red:</b>	Head of delegation
<b>Blue:</b>	Delegate
<b>Green:</b>	Delegation staff
<b>Orange:</b>	Interpreter
<b>Grey:</b>	Speaker
<b>Violet:</b>	Observer
<b>White:</b>	Organisers, technical support

**For security reasons, all participants are requested to wear their identification badge at all times during the event.** In case of loss of the badge, please contact the information desk immediately.

### **Meeting venue**

#### **Presidential Troika Meeting**

**National Assembly of the Republic of Bulgaria**  
**“Zapad” Hall,**

Address: 2 Narodno Sabranie sq., 1169 Sofia, Bulgaria

Phone: 00359 2 939 2243

Email: [infocenter@parliament.bg](mailto:infocenter@parliament.bg)

Website: <http://www.parliament.bg/>



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## Plenary meeting of the LIX COSAC

### **National Palace of Culture**

#### **Conference Hall № 3**

Address: 1 "Bulgaria" sq., 1463 Sofia, Bulgaria

Phone: 00359 886217240; 00359 29166300; 00359 29266400;

Website: <http://www.ndk.bg/>

### **Accommodation**

Participants are kindly asked to book accommodation directly **through the accreditation system at their earliest convenience**. Please, see the list of recommended hotels here below, where special rates have been negotiated for the participants.

Information on the exact rates will be available in the accreditation system, once you start the registration process. The prices include accommodation per night per guest, buffet breakfast, and VAT. **All delegates are kindly requested to cover their accommodation costs.**

Please, note that an additional city tax of € 0,67 per person per night, as well as any other additional services (e.g. phone, minibar, laundry, paid TV, etc.) are not included in the price and should be paid separately. Please settle such additional expenses before departure.

For information on cancelation policy, please consult the hotel website or contact the hotel directly.

#### **Hilton Sofia \*\*\*\*\***

<b>Room Type</b>	<b>Preferential rate per room per night</b>
<b>Standard</b>	Approximately 160 €
<b>Including</b>	Buffet breakfast, WiFi and VAT
	Check-in: 14:00; Check-out: 12:00

**Address:** 1, Bulgaria blv., 1421 Sofia, Bulgaria

**Phone:** +359-2-933-5000

**Email:** [sofia.information@hilton.com](mailto:sofia.information@hilton.com)

**Website:** [http://www.hiltonhotels.com/bg\\_BG/bulgarija/hilton-sofia/?cid=OM,MB,LangBGx,HotelFeature1](http://www.hiltonhotels.com/bg_BG/bulgarija/hilton-sofia/?cid=OM,MB,LangBGx,HotelFeature1)

Click [here](#) for a map of the area.



### Hotel Marinela Sofia \*\*\*\*\*

Room Type	Preferential rate per room per night
Standard	125 €
Including	Buffet breakfast, WiFi and VAT
	Check-in: 14:00; Check-out: 12:00

**Address:** 100 James Bouchier Blvd. , 1407 Sofia, Bulgaria

**Phone:** +359 2 969 2222

**Email:** reservations@hotel-marinela.com

**Website:** <http://www.hotel-marinela.com/>

Click [here](#) for a map of the area.

### Sofia Hotel Balkan 5\*\*\*\*\*

Room Type	Preferential rate per room per night
Standard	200 €
Including	Buffet breakfast, WiFi and VAT
	Check-in: 14:00; Check-out: 12:00

**Address:** 5 Sveta Nedelya Square, Sofia, 1000, Bulgaria

**Phone:** +359 2 9816541

**Email:** reservation@sofiabalkan.net

**Website:** <http://www.sofiabalkan.com/>

Click [here](#) for a map of the area.

### Central Park Hotel Sofia \*\*\*\*

Room Type	Preferential rate per room per night
Standard	110 €
Including	Buffet breakfast, WiFi and VAT
	Check-in: 14:00; Check-out: 12:00

**Address:** 106 Vitosha Blvd., 1463 Sofia, Bulgaria

**Phone** +359 2 805 8181, 805 8888

**Email:** reservations@centralparkhotel.bg

**Website:** <http://www.centralparkhotel.bg/?lang=en>

Click [here](#) for a map of the area



## Travelling and Transfers

Each delegation is kindly requested to cover its international transportation costs, as well as to arrange their transport to/from the airport. Sofia Airport (<https://www.sofiaairport.bg/en/passengers>) is located approximately 10 km from the city centre. **Please, note that there will be an information desk of the Bulgarian EU Presidency at the Arrivals hall in the Airport.**

### - By Underground

There is a Sofia Metro station at Terminal 2 of Sofia International Airport. A shuttle bus service (*free of charge*) is available from Terminal 1 to Terminal 2. Single ticket for metro and public transport costs 1.60 Leva (BGN). The underground ticket can be purchased from the Transport Documents Machine at the underground's entrances or by a cashier at the cash-desks of "Metropolitan". The ticket should be validated at the validator located on the barriers of the metro entrance and can be used for entrance to the metro up to 30 minutes after its issuance.

### - By bus

Buses are available from Terminal 1 and 2. A Single ticket for bus lines 84, 184 and 384 can be purchased from the ticket offices of Sofia Urban Mobility Centre, located in the Arrivals hall of Terminal 2 or from the ticket machines at Terminal 1 of Sofia International Airport. Please perforate your single ticket after boarding the vehicle.

Further information can be found on the following websites:

<https://www.sofia-airport.bg/en/passengers/and-airport/public-transport>

<https://www.sofiatraffic.bg/en/common>

<http://www.metropolitan.bg/en/>

### - By taxi

Taxis are available directly outside the Arrivals hall at Sofia International Airport 24 hours a day. A taxi service booth is situated in the Arrivals hall. The price of a taxi service from Sofia Airport to the City Centre is approximately 10-14 Leva (BGN), i.e. € 5-7. The traveling time is approximately 30 minutes, depending on traffic.

Further information can be found on the website:

[https://www.oktaxi.net/onlineorder\\_en.php](https://www.oktaxi.net/onlineorder_en.php)



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### - Transportation to and from the Venue

Transport arrangements will be made available throughout the official meeting programme. Collective transfer by executive minivans and coaches will be provided **from the hotels to the conference venue and back**, as well as **for the dinner**. For further information kindly contact: [accommodation@eu2018bg.bg](mailto:accommodation@eu2018bg.bg)

If you are **not staying** at one of the recommended hotels, please inform us in which one of them you would like to **receive your badge**. Also, be advised that you could **join the transfer** to the social events and/or to the meeting venue only from the designated hotels.

### Facilities and Services at the Meeting Venue

Free Wi-Fi, computers, photocopying and scanning machines will be available at the meeting venue.

### Interpretation

Simultaneous interpretation into all the official EU languages will be provided during the plenary meeting of the LIX COSAC and the meeting of the Chairpersons of COSAC on Monday, 18 June.

### Taking the floor

Participants who wish to take the floor during the meeting are kindly requested to fill out **request-for-the-floor cards**, which are to be submitted to the conference staff prior/during the sessions. These cards will be provided upon registration together with other useful documents for the meeting.

The floor will be given to the delegates in the order of receipt of the request cards.

### Additional Practical Information

Copies of all conference documents will be made available outside the Meeting hall.

#### - Diner and Catering

Delegates with allergies and special dietary requirements are kindly requested to indicate those on the accreditation system.

#### - Important Numbers

Emergency calls 112



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### - Time Zone

GMT/UTC + 02:00 hour

### - Currency

The official currency in Bulgaria is LEV (1EUR = 1.95583 BGN)

### - Country Code

In order to make an outgoing international call to Bulgaria, the country code is (00359).

### - Power Supply

220V  $\pm$ 10% electrical supply. Supply frequency is 50Hz.

Plug socket in use is the two-pinned Type F, also known as "Schuko".

### - Climate

The average temperature in June is around 25 °C.

For more accurate information, please visit: <http://weather.bg/>

### - Embassies

For information on embassies located in Bulgaria, please visit:  
<https://embassy.goabroad.com/embassies-in/bulgaria>.

### - Smoking

In Bulgaria, it is strictly prohibited to smoke in closed public areas such as: at airports, bus/train/tram stations, all public transports, offices, schools, hospitals, theatres, cinemas, museums, restaurants, cafés and other indoor public premises - with the exception of specifically designated smoking areas.

### Contact person:

**Kristina Ignatova,**

Adviser to the Department "Bulgarian Presidency of the Council  
of the European Union"

National Assembly of the Republic of Bulgaria

T: +359 2 939 3497

T: +359 885 162 450

T: +359 898 845 674

M: [kristina.ignatova@parliament.bg](mailto:kristina.ignatova@parliament.bg)





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**Miroslava Gateva**

Chief expert

Committee on European Affairs and  
Oversight of the European funds

National Assembly of the Republic of Bulgaria

T: + 359 2 939 3618

M: [miroslava.gateva@parliament.bg](mailto:miroslava.gateva@parliament.bg)

**Please, visit our Parliamentary Dimension website for the latest updates and news concerning the Conference: [www.parleu2018bg.bg](http://www.parleu2018bg.bg)**