

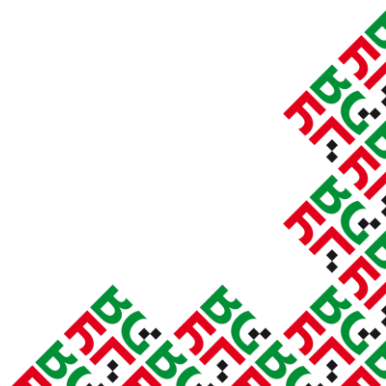


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Parliamentary Dimension  
Bulgarian Presidency of the Council  
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## General Information

Interparliamentary Conference for the  
Common Foreign and Security Policy and  
the Common Security and Defence Policy

15 - 17 February 2018, Sofia





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## Conference venue

### National Palace of Culture

Sofia, Bulgaria 1463

["Bulgaria" Square 1](#)

## Registration and Accreditation

The Bulgarian Presidency has launched 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 accreditation via the system. Please, send the name, e-mail address and phone number of your DAO to: [d.asenova@parliament.bg](mailto:d.asenova@parliament.bg)

Your DAO will receive a link to the accreditation system via email, where he/she can follow the accreditation status of your delegation. On the accreditation system, please select one of the following categories:

- Head of delegation
- Member of delegation
- Delegation staff
- Media
- Interpreter
- Speaker
- Observer
- Guest
- Organisers

Once the process is complete, accredited participants will be issued a badge that will ensure their access to the event venue. Participants with no accreditation badge will not be admitted in the event premises. Accreditation is personal and non-transferable. **Booking of accommodation at recommended hotels will also happen through the accreditation system.**

Should you require any additional information regarding accreditation, please contact: [d.asenova@parliament.bg](mailto:d.asenova@parliament.bg)

**The deadline for the accreditation is 29 January 2018.**



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## Registration

The registration for the conference will be open at information desks at the hotels on Thursday, 15 February 2018, from 12:00 to 19:30 and on Friday, 16 February 2018, from 09:00 to 12:00. Delegates arriving later will be given the opportunity to register at the conference venue.

## Identity Badges

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

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

## 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 event participants.

Information on rates will be available on the accreditation system. 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 the additional city tax of € 0,67 per person per night and 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 those additional expenses before departure.

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

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

Room Type	Preferential rate per room per night
King Guest Room	145 €
Twin Guest Room	145 €
King Deluxe Room	162 €



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<b>King Executive Room</b>	189 €
<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

**Website:** <http://www3.hilton.com/en/hotels/bulgaria/hilton-sofia-SOFHIHI/index.html>

**Email:** sofia.information@hilton.com

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

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

<b>Room Type</b>	<b>Preferential rate per room per night</b>
<b>Standard Room</b>	110 €
<b>Including</b>	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

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

**Email:** reservations@centralparkhotel.bg

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

#### **Grand Hotel Sofia \*\*\*\*\***

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



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**Address:** 1, Gurko Str., 1000 Sofia, Bulgaria

**Phone:** (+359 2) 811 0800, 811 0808 or

**Viber / WhatsApp toll free:** (+ 359 88) 44 00 848

**Website:** <http://www.grandhotelsofia.bg/>

**Email:** [reservations@grandhotelsofia.bg](mailto:reservations@grandhotelsofia.bg)

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

#### **CRYSTAL PALACE HOTEL \*\*\*\***

Room Type	Preferential rate per room per night
Standard Room	140 €
Including	Buffet breakfast, WiFi and VAT
	Check-in: 14:00; Check-out: 12:00

**Address:** Shipka Street 14, 1504 Sofia, Bulgaria

**Reception:** [+ 359 2 9 489 489](tel:+35929489489); **Reservations:** [+ 359 2 9 489 488](tel:+35929489488)

**Web site:** <https://crystalpalace-sofia.com>

**E-mail:** [reservations@crystalpalace-sofia.com](mailto:reservations@crystalpalace-sofia.com)

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 arrange their transport to/from the airport. Sofia Airport (<https://www.sofia-airport.bg/en/passengers>) is located approximately 10 km from the city centre.

#### **By Subway**

The subway is available only from Terminal 2. The single-trip ticket for the underground and all other public transport is 1,60 lv. The subway ticket can be purchased from an automated machine (Transport Documents Machine) at the entrance of the underground or from a cashier at the cash-desks of the "Metropolitan". The ticket should be validated on entering the underground by placing it on the validator located at the entry barriers. The ticket can be used for



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up to 30 minutes after its issuance. A shuttle bus service free of charge is available from Terminal 1 to Terminal 2.

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 the trip from Sofia Airport to the city centre costs approximately 10-14 BGN (€5-7). The time of travel is approximately 30 minutes, depending on the traffic.

Further information can be found on the website:

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

### **Transportation to and from the venue**

Transportation services will be available for the delegates from the hotels to the conference centre and dinner venues.

## **Facilities and Services at the Conference Venue**

### **Interpretation**

The Meeting of the Presidential Troika and the European Parliament and the workshops will be held only in English. Simultaneous interpretation of the sessions will be provided in Bulgarian, English and French by the organisers.

Booths for simultaneous interpretation for additional languages will be available on a first-come-first-served basis to delegations who wish to bring their own interpreters. If you wish to reserve a booth, please contact the organizers at your earliest convenience.

### **Taking the floor**

Participants who wish to take the floor during the meeting are kindly requested to fill out the request-the-floor cards, which are to be submitted to the conference staff prior/during the sessions. These cards will be provided at the conference venue.



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

## **Other Practical Information**

### **Diner and Catering**

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

### **Important Numbers**

Emergency calls 112

### **Time Zone**

GMT/UTC +02:00

### **Currency**

The currency in Bulgaria is the Lev (1 EUR = 1.95583 BGN)

### **Country Code**

+359

### **Power Supply**

220V ±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 February is around 1°C.

### **Embassies**

For information on embassies located in Bulgaria, please visit:

<http://www.mfa.bg/en/pages/148/index.html>

### **Smoking**

In Bulgaria, it is strictly prohibited to smoke in public areas such as: airports, public transportation, office buildings, schools, hospitals, theatres, museums, restaurants, cafés and other indoor public premises - with the exception of specifically designated smoking areas.



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## Contacts

Should you require any additional information, please contact:

- **General Information and Accreditation Coordinator:**  
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- **Coordinator for the Conference Program:**  
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- **Declaration Coordinator:**  
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