

## GENERAL INFORMATION

### Meeting of the Secretaries General of the European Union Parliaments

Vilnius, 26-27 January 2014

**Date and venue** The Meeting of the Secretaries General of the European Union Parliaments will take place on 26-27 January 2014 in the Plenary Hall of the Seimas of the Republic of Lithuania (Floor 2, Building II of the Seimas).  
Entrance – Building II of the Seimas.

Address of the Seimas of the Republic of Lithuania:  
Gedimino Ave 53, LT-01109 Vilnius, Lithuania  
[www.lrs.lt](http://www.lrs.lt), [www.eu2013.lrs.lt](http://www.eu2013.lrs.lt)

**Arrival/departure and transport** The participants are kindly requested to make their own arrangements for transportation from/to the airport to the hotel or the venue of the event (the Seimas).  
Transportation from the hotel to the venue of the event will be provided by the organisers.  
Vilnius International Airport is approximately 7 km from the City Centre and approximately 8 km from the Seimas.  
Taxi fare is approximately 50 Litas.

For more information on Vilnius International Airport, see: [www.vilnius-airport.lt/en/](http://www.vilnius-airport.lt/en/). Vilnius International Airport offers free access to Wi-Fi.

The following taxi companies are recommended by the organisers:

| Taxi Company        | Phone           |
|---------------------|-----------------|
| <i>Vilnius veža</i> | +370 523 33 337 |
| <i>Sauda</i>        | +370 526 60 660 |
| <i>Smart taksi</i>  | +370 520 00 820 |

The quality of service of other taxi companies cannot be guaranteed.  
The participants can choose from the following list of hotels:

**Accommodation**    ***Radisson Blu Astorija* \*\*\*\*\*** (50 rooms reserved)

Didžioji St 35/2, LT-01128 Vilnius, Lithuania

Tel: + 370 5 236 0826

Fax: +370 5 212 1762

E-mail: [reservations.vilnius@radissonblu.com](mailto:reservations.vilnius@radissonblu.com)[www.radissonblu.lt](http://www.radissonblu.lt)

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 17 January 2014.**

| Room   | Rate    |
|--------|---------|
| Single | EUR 119 |
| Double | EUR 129 |

***Kempinski Cathedral Square* \*\*\*\*\*** (40 rooms reserved)

Universiteto St 14, LT-01122 Vilnius, Lithuania

Tel: + 370 5 220 1100

Fax: +370 5 220 1170

E-mail: [reservations.vilnius@kempinski.com](mailto:reservations.vilnius@kempinski.com)[www.kempinski.com](http://www.kempinski.com)

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 17 January 2014.**

| Room   | Rate    |
|--------|---------|
| Single | EUR 150 |
| Double | EUR 170 |

***Novotel Vilnius Centre*\*\*\*\*\*** (30 rooms reserved)

Gedimino pr. 16, LT-01103 Vilnius, Lietuva

Tel. + 370 5 266 6200

Faks. + 370 5 266 6201

El. paštas [h5209-re@accor.com](mailto:h5209-re@accor.com)[www.novotel.com](http://www.novotel.com)

The participants are kindly requested to make their hotel reservations individually by sending the filled in reservation form directly to the hotel **no later than 17 January 2014.**

| Room   | Rate   |
|--------|--------|
| Single | EUR 85 |
| Double | EUR 97 |

Hotel reservations will be dealt with on a first-come-first-served basis.  
Accommodation costs are covered by the participants.

## Registration of participants

### Online registration in advance

All participants are kindly requested to register individually online at [www.eu2013.lrs.lt](http://www.eu2013.lrs.lt) **no later than 17 January 2014.**

### Registration at the event

Registration desks will be available at the hotels on 26 January 2014.

On 27 January 2014, the participants can register on Floor 1, Building II of the Seimas.

During the registration, the participants will be able to collect identity badges and the documents related to the event.

Meanings of the colours of the lanyards attached to identity badges:

**blue** – Secretaries General;

**green** – delegation staff;

**yellow** – media;

**orange** – interpreters;

**Lithuanian three-colour flag** – event organisers.

The participants are kindly requested to wear their identity badges at all times during the event.

Should you lose your badge, please immediately contact the event organisers.

## Documents

The updated programme of the Meeting of the Secretaries General of the European Union Parliaments and other working documents and information are available at [www.eu2013.lrs.lt](http://www.eu2013.lrs.lt). The participants are invited to closely follow the information updates on the website.

The updated documents will be distributed upon the registration at the event.

All the documents are available in Lithuanian, English, and French.

After the event, the documents will be published at [www.eu2013.lrs.lt](http://www.eu2013.lrs.lt).

## Interpretation

Simultaneous interpretation into Lithuanian, English and French will be provided during the event.

Please note that there are 16 interpretation booths in the Plenary Hall of the Seimas. In case any delegation wishes to bring its own interpreters and needs an interpretation booth, it is requested to notify the organisers in advance. Interpretation booths will be allocated on a first-come-first-served basis.

## Taking the floor

The participants wishing to take the floor during the event are kindly requested to fill in request-for-the-floor cards. The cards will be provided upon registration together with other documents of the event. The cards will be coloured, with each colour corresponding an item on the agenda.

The floor will be given on the basis of the requests for the floor received. The floor can be taken from a participant's seat.

## Services

An internet café will be available near the Plenary Hall with internet access and a printer.

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| <b>Medical service</b> | <p>Emergency medical aid will be available throughout the event in Room 110, Building III of the Seimas.</p> <p>Other medical services and care (including hospitalisation) is under personal responsibility of the participants.</p> <p>The participants are advised to have appropriate health insurance.</p> <p>It is the responsibility of the participants to have a sufficient amount of their regular medications.</p> <p>Closest pharmacies:</p> <p><b><i>Camelia vaistinė</i></b><br/> Gedimino pr. 60, LT-01110 Vilnius, Lithuania<br/> Tel: +370 5 249 6168<br/> Open:<br/> I–V – 7.30–20.00<br/> VI – 10.00–16.00</p> <p><b><i>Gintarinė vaistinė</i></b><br/> J. Jasinskio g. 5–8 / M. Rotundo g. 2–8,<br/> LT-01112 Vilnius, Lithuania<br/> Tel: +370 5 249 7991<br/> Open:<br/> I–V – 7.30–18.00</p> |
| <b>Catering</b>        | <p>Besides a coffee break in the Stained Glass Gallery of Building I of the Seimas, coffee and soft drinks will also be available near the Plenary Hall throughout the event.</p> <p>The participants are requested to refrain from taking food and drinks to the Plenary Hall.</p> <p>Lunch will be served in the Stained Glass Gallery, Building I of the Seimas.</p>   |
| <b>Smoking</b>         | <p>In Lithuania, smoking is prohibited in offices, restaurants, cafes, public transport and other in-door public places with the exception of places designated for smoking.</p> <p>There is a smoking area near the Plenary Hall of the Seimas.</p>  |
| <b>Local Time</b>      | Lithuanian time zone is GMT+2.  |
| <b>Climate</b>         | <p>Continental-marine</p> <p>Average temperature in January:<br/> -5 °C in daytime,<br/> -10 °C at night.</p> <p>Weather forecasts and other related information about the climate in Lithuania are available on the webpage of the Lithuanian Hydrometeorological Service at <a href="http://www.meteo.lt">www.meteo.lt</a>.</p>   |

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| <b>Currency</b>                         | <p>The national currency of the Republic of Lithuania is <b>the Litas (LTL)</b>. Payments are accepted in Litas only. Hotels, restaurants, cafes and shopping centres accept debit and credit cards.</p> <p>The official exchange rate for the euro established by the Bank of Lithuania: <b>EUR 1 is LTL 3.4528</b>; the currency is exchanged at a market rate.</p> <p>Cash (in Litas) can be withdrawn from an ATM or a bank.</p> <p>ATM of the <i>SEB bankas</i> bank is available in the lobby on Floor 1, Building II of the Seimas.</p> <p>ATM of the <i>Swedbank</i> is available in the lobby on Floor 1, Building III of the Seimas.</p>   |
| <b>Cultural programme</b>               | <p>On 26 January 2014, a dinner with cultural programme will be offered. The dinner will be take place in the Museum of Applied Arts, Arsenalo g. 3, Vilnius</p> <p>(<a href="http://www.lnm.lt/en/exposition-locations/old-arsenal">http://www.lnm.lt/en/exposition-locations/old-arsenal</a>).</p>   |
| <b>Information</b>                      | <p>All the information about the event is available at <a href="http://www.eu2013.lrs.lt">www.eu2013.lrs.lt</a>.</p> <p>During the event, an information desk will be located outside the Plenary Hall of the Seimas.</p> <p>The participants will have free access to Wi-Fi in the Seimas. Network name: <b><i>Seimas Open</i></b>.</p>   |
| <b>Contacts of the Event Organisers</b> | <p>Ms Loreta RAULINAITYTĖ<br/>Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU,<br/>Director of the Communications Department<br/>Tel: + 370 5 239 6762<br/>Mobile : +370 698 42 083<br/>Fax: +370 5 239 6589<br/>E-mail: <a href="mailto:loreta.raulinaityte@lrs.lt">loreta.raulinaityte@lrs.lt</a>, <a href="mailto:presidency@lrs.lt">presidency@lrs.lt</a></p> <p>Mr Rokas GRAJAUSKAS<br/>Assistant to the Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU<br/>Tel: + 370 5 239 6215<br/>Mob: + 370 612 01656<br/>Fax: + 370 5 239 6589<br/>E-mail: <a href="mailto:rokas.grajauskas@lrs.lt">rokas.grajauskas@lrs.lt</a>, <a href="mailto:presidency@lrs.lt">presidency@lrs.lt</a></p> <p>Ms Augustė KLIMAITYTĖ<br/>Assistant to the Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU<br/>Tel: +370 5 239 6325<br/>Mob: +370 612 01 262<br/>Fax: +370 5 239 6589<br/>E-mail: <a href="mailto:auguste.klimaityte@lrs.lt">auguste.klimaityte@lrs.lt</a>, <a href="mailto:presidency@lrs.lt">presidency@lrs.lt</a></p> |

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**Accommodation**

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**Registration**

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