

GENERAL INFORMATION

Conference of Speakers of the European Union Parliaments

Vilnius, 6-8 April 2014

Date and venue Conference of Speakers of the European Union Parliaments will take place on 6-8 April 2014 in the Hall of the Act of 11 March of the Seimas of the Republic of Lithuania (Floor 2, Building I of the Seimas). Entrance – Building I of the Seimas.

Address of the Seimas of the Republic of Lithuania:
Gedimino Ave 53, LT-01109 Vilnius, Lithuania
www.lrs.lt, www.eu2013.lrs.lt

Arrival/departure and transport Upon arrival and departure, each head of delegation and the accompanying delegation will be provided VIP Lounge services. Transportation from/to the airport to/from the hotel or the venue of the event (the Seimas) will be provided by the organisers. Each head of delegation and the accompanying delegation will be transported separately, unless, on their request, transportation is provided by diplomatic representations.

Each delegation will be welcomed by the event organisers and a liaison officer at the airport.

Any changes concerning flight arrangements should be reported in advance by delegations to the organisers by e-mail: presidency@lrs.lt and a liaison officer.

Vilnius International Airport is approximately 7 km from the City Centre and approximately 8 km from the Seimas.

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

Transportation during the Conference Participants will be transported from/to the hotel to/from the venue of the event and dinners by bus.

Liaison officers Each delegation will be allocated a liaison officer, who will accompany it and advise on protocol throughout the visit in Lithuania.

Security The Seimas of the Republic of Lithuania will provide all necessary security measures during the Conference.
Delegations that will be accompanied by armed security officer are kindly asked to inform the organisers of the arms by e-mail: presidency@lrs.lt until 21 March 2014.

Accommodation The participants can choose from the following list of hotels:

Kempinski Cathedral Square* ** (70 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

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 21 March 2014.**

Room	Rate
Single	EUR 160
Double	EUR 180

Radisson Blu Astorija* ** (90 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

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 21 March 2014.**

Room	Rate
Single	EUR 119-156
Double	EUR 129-169

Novotel Vilnius Centre*** (90 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

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 21 March 2014.**

Room	Rate
Single	EUR 90
Double	EUR 102

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 **no later than 21 March 2014**.

Registration at the event

Registration desks will be available at the hotels on 6 April 2014.
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:

Red – Heads of delegations;
blue – Secretaries General;
green – delegation staff and diplomats;
yellow – media;
orange – interpreters;
black – security;
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.

Registration of accompanying persons (spouses or partners)

Online registration in advance

All accompanying persons (spouses or partners) are kindly asked to register individually at www.eu2013.lrs.lt by filling in a special registration form for accompanying persons **no later than 21 March 2014**.

On 6-8 April 2014, accompanying persons will have a separate programme.

Bilateral meetings

Heads of delegations who want to have bilateral meetings on 7-8 April 2014 are kindly asked to inform the event organisers with regard to the reservation of meeting rooms by e-mail: presidency@lrs.lt before the start of the Conference or during the Conference at the information desk in the Stained Glass Gallery, Building I of the Seimas.

Documents

The updated programme of the Conference of Speakers of the European Union Parliaments and other working documents and information are available at 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.

- Interpretation** Pursuant to Article 7 of the Stockholm Guidelines for the Conference of Speakers of EU Parliaments, simultaneous interpretation will be provided into Lithuanian, English and French.
Delegations may bring their own interpreters.
Please note that there are 24 interpretation booths in the Hall of the Act of 11 March 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 Hall of the Act of 11 March of the Seimas with internet access and a printer.
- Medical service** Emergency medical aid will be available throughout the event in Room 110, Building III of the Seimas.
Other medical services and care (including hospitalisation) is under personal responsibility of the participants.
The participants are advised to have appropriate health insurance.
It is the responsibility of the participants to have a sufficient amount of their regular medications.
- Closest pharmacies:
- Camelia vaistinė***
Gedimino pr. 60, LT-01110 Vilnius, Lithuania
Tel: +370 5 249 6168
Open:
I–V – 7.30–20.00
VI – 10.00–16.00
- Gintarinė vaistinė***
J. Jasinskio g. 5–8 / M. Rotundo g. 2–8,
LT-01112 Vilnius, Lithuania
Tel: +370 5 249 7991
Open:
I–V – 7.30–18.00
- Catering** Coffee breaks and lunch will be served in the Stained Glass Gallery, Building I of the Seimas.
Throughout the event coffee and water will also be available in the Stained Glass Gallery of Building I of the Seimas.

The participants are requested to refrain from taking food and drinks to the Hall of the Act of 11 March of the Seimas.

Lunch will be served in the Stained Glass Gallery, Building I of the Seimas.

On 7 April 2014, lunch for the heads of delegations will be offered by H. E. Ms Dalia GRYBAUSKAITĖ, President of the Republic of Lithuania, at the Presidential Palace.

Smoking

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.

There is a smoking area near the Hall of the Act of 11 March of the Seimas.

Local Time

Lithuanian time zone is GMT+2.

Climate

Continental-marine

Average temperature in January:

7 °C in daytime,

-1 °C at night.

Weather forecasts and other related information about the climate in Lithuania are available on the webpage of the Lithuanian Hydrometeorological Service at www.meteo.lt.

Currency

The national currency of the Republic of Lithuania is **the Litas (LTL)**. Payments are accepted in Litas only. Hotels, restaurants, cafes and shopping centres accept debit and credit cards.

The official exchange rate for the euro established by the Bank of Lithuania: **EUR 1 is LTL 3.4528**; the currency is exchanged at a market rate.

Cash (in Litas) can be withdrawn from an ATM or a bank.

ATM of the *SEB bankas* bank is available in the lobby on Floor 1, Building II of the Seimas.

ATM of the *Swedbank* is available in the lobby on Floor 1, Building III of the Seimas.

Cultural programme

On 6-7 April 2014, dinners with cultural programme will be offered by H. E. Ms Loreta GRAUŽINIENĖ, Speaker of the Seimas of the Republic of Lithuania. The dinners will take place in the Palace of the Grand Dukes of Lithuania, Vilnius (www.valdovurumai.lt) on 6 April and in the National Gallery of Art (www.ndg.lt/en) on 7 April.

Information

All the information about the event is available at www.eu2013.lrs.lt.

During the event, an information desk will be located outside the Hall of the Act of 11 March of the Seimas.

The participants will have free access to Wi-Fi in the Seimas. Network name: ***Seimas Open***.

Accreditation of journalists	Journalists wishing to obtain accreditation are kindly invited to fill in an accreditation form on the website at www.eu2013.lrs.lt . For more information, please e-mail to rsv@lrs.lt .
Contacts of the Event Organisers	<p>Ms Loreta RAULINAITYTĖ Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU, Director of the Communications Department Tel: + 370 5 239 6762 Mobile : +370 698 42 083 Fax: +370 5 239 6589 E-mail: loreta.raulinaityte@lrs.lt, presidency@lrs.lt</p> <p>Mr Rokas GRAJAUSKAS Assistant to the Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU Tel: + 370 5 239 6215 Mob: + 370 612 01656 Fax: + 370 5 239 6589 E-mail: rokas.grajauskas@lrs.lt, presidency@lrs.lt</p> <p>Ms Augustė KLIMAITYTĖ Assistant to the Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU Tel: +370 5 239 6325 Mob: +370 612 01 262 Fax: +370 5 239 6589 E-mail: auguste.klimaityte@lrs.lt, presidency@lrs.lt</p> <p>Ms Ieva LAVIŠIENĖ Assistant to the Coordinator of the Parliamentary Dimension of the Lithuanian Presidency of the Council of the EU Tel: +370 5 239 6363 Mob: +370 616 19 484 Fax: +370 5 239 6589 E-mail: ieva.lavisiene@lrs.lt, presidency@lrs.lt</p>
Accommodation	<p>Ms Kristina GRAŽYTĖ Tel: +370 5 239 6226 Mob: +370 620 75 178 Fax: +370 5 239 6339 E-mail: kristina.grazyte@lrs.lt</p>
Registration	<p>Ms Snieguolė ŽIŪKAITĖ Tel: +370 5 239 6221 Mob: +370 699 04 145 Fax: +370 5 239 6339 E-mail: registration@lrs.lt</p>