



**MEETING OF CHAIRPERSONS OF COMMITTEES SPECIALISED IN
 EMPLOYMENT, RESEARCH AND INNOVATION**

Rome, 20-21 November 2014

GENERAL INFORMATION

MEETING VENUE	CHAMBER OF DEPUTIES
REGISTRATION	Please fill in the enclosed registration form and send it to: semestre2014@camera.it . Participants will receive their badges, invitations to social events and general documentation on Thursday 20 November from 9.00 a.m. to 12.30 p.m. at the listed hotels. Delegations arriving at a later time will be able to register at the meeting venue.
CATEGORIES AND COLOURS OF BADGES	DIPLOMATS RED MPsBLUE DELEGATION STAFFGREEN INTERPRETERSORANGE PRESS YELLOW GUESTS PURPLE KEYNOTE SPEAKERS WHITE
INTERPRETATION	Simultaneous interpretation will be provided in English, French and Italian. Interpretation booths will be provided free of charge by the Chamber of Deputies to delegations accompanied by their own interpreters. Requests for additional booths should be specified in the registration form as soon as possible
DOCUMENTS	The updated programme of the meeting, working documents and updated information will be available in English, French and Italian at http://ue2014.parlamento.it/ . After the meeting, documents will be available at http://ue2014.parlamento.it/ .

REQUESTS TO TAKE THE FLOOR	Participants wishing to take the floor are kindly requested to fill in the appropriate forms, which will be distributed upon registration together with the other working documents.
FACILITIES	Computers connected to the Internet, printers and photocopiers will be made available to delegations in a room adjacent to the meeting hall. Wi-Fi connection will also be provided.
<i>DRESS CODE</i>	On the premises of the Chamber of Deputies men are required to wear a jacket.
HOTELS	<p><i>LEONARDO DA VINCI</i> Via dei Gracchi, 324 – 00192 Rome tel.: +39 06 328481 www.nh-hotels.it/NH-LeonardoDaVinci</p> <p><i>GRAND HOTEL PLAZA</i> Via del Corso, 126 – 00186 Rome tel.: +39 06 67495 / +39 06 69921111 www.grandhotelplaza.com</p> <p><i>COLONNA PALACE HOTEL</i> Piazza Montecitorio, 12 – 00186 Rome tel.: +39 06 675191 www.itihotels.it</p> <p>Participants may choose to stay at one of the proposed hotels depending on room availability. Delegates should fill in the hotel reservation form (which can be downloaded from the website http://ue2014.parlamento.it/) and book their rooms directly with the hotel by the specified deadlines.</p> <p>We recommend to make reservations as early as possible.</p>

TRANSPORT	<p>Transport will be provided between the hotels which are not within walking distance from the Chamber of Deputies and the venues of the meeting.</p> <p>Transfer to/from Leonardo da Vinci airport at Fiumicino: by train (Leonardo Express train, with departures every 30 minutes from Rome's Termini railway station or from the airport, ticket €14), by taxi (€48) and by bus (bus companies: Cotral, Sit Bus, T.A.M. Srl, Terravision, Atral Schiaffini; rates starting from €4).</p> <p>G.B. Pastine airport at Ciampino may be reached by taxi (€30) or by bus</p>
WEB TV	<p>Proceedings are public and open to the press. The meeting will be broadcast live on the Chamber of Deputies satellite channel and web TV.</p>
MEDICAL ASSISTANCE	<p>A medical room is located within the Chamber of Deputies.</p>
BANK	<p>Located on the same floor as the Plenary Hall at Palazzo Montecitorio.</p> <p>Open MON-FRI 8.50-13.00; 15.25-17.45. ATM facilities are available on the same floor..</p>
TRAVEL AGENCY	<p>Located on the same floor as the Plenary Hall at Palazzo Montecitorio.</p> <p>Open MON-FRI 9.00-18.00.</p>
INFORMATION AND WELCOME	<p><i>OFFICE FOR RELATIONS WITH THE EUROPEAN UNION</i> (Chamber of Deputies) tel.: +39 06 6760.2145/2146 fax: +39 06 6794.083 e-mail: semestre2014@camera.it</p>
CONTACTS	<p><i>OFFICE FOR RELATIONS WITH THE EU</i> <i>CHAMBER OF DEPUTIES</i> <i>OFFICE FOR RELATIONS WITH THE EUROPEAN UNION</i> tel.: +39 06 6760.2145/2146 <i>e-mail: ue2014@parlamento.it</i></p> <p><i>SENATE OF THE REPUBLIC</i> <i>OFFICE FOR RELATIONS WITH EU INSTITUTIONS</i> tel.: +39 06 6706.2465 <i>e-mail: ue2014@parlamento.it</i></p>