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

Rome, 20-21 November 2014

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>MEETING VENUE</th>
<th>CHAMBER OF DEPUTIES</th>
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<tbody>
<tr>
<td>REGISTRATION</td>
<td>Please fill in the enclosed registration form and send it to: <a href="mailto:semestre2014@camera.it">semestre2014@camera.it</a>. 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.</td>
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<tr>
<td>CATEGORIES AND COLOURS OF BADGES</td>
<td>DIPLOMATS ......................................................... RED</td>
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<td></td>
<td>MPS .............................................................. BLUE</td>
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<td></td>
<td>DELEGATION STAFF .........................GREEN</td>
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<td></td>
<td>INTERPRETERS ..................................ORANGE</td>
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<td></td>
<td>PRESS ................................................. YELLOW</td>
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<td>GUESTS ................................................. PURPLE</td>
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<td>KEYNOTE SPEAKERS .............................. WHITE</td>
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<td>INTERPRETATION</td>
<td>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</td>
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<tr>
<td>DOCUMENTS</td>
<td>The updated programme of the meeting, working documents and updated information will be available in English, French and Italian at <a href="http://ue2014.parlamento.it/">http://ue2014.parlamento.it/</a>. After the meeting, documents will be available at <a href="http://ue2014.parlamento.it/">http://ue2014.parlamento.it/</a>.</td>
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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.

DRESS CODE
On the premises of the Chamber of Deputies men are required to wear a jacket.

HOTELS

LEONARDO DA VINCI
Via dei Gracchi, 324 – 00192 Rome
tel.: +39 06 328481
www.nh-hotels.it/NH-LeonardoDaVinci

GRAND HOTEL PLAZA
Via del Corso, 126 – 00186 Rome
tel.: +39 06 67495 / +39 06 69921111
www.grandhotelplaza.com

COLONNA PALACE HOTEL
Piazza Montecitorio, 12 – 00186 Rome
tel.: +39 06 675191
www.itihotels.it

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.

We recommend to make reservations as early as possible.
| TRANSPORT          | Transport will be provided between the hotels which are not within walking distance from the Chamber of Deputies and the venues of the meeting.  
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). G.B. Pastine airport at Ciampino may be reached by taxi (€30) or by bus. |
| WEB TV            | Proceedings are public and open to the press. The meeting will be broadcast live on the Chamber of Deputies satellite channel and web TV. |
| MEDICAL ASSISTANCE | A medical room is located within the Chamber of Deputies. |
| BANK              | Located on the same floor as the Plenary Hall at Palazzo Montecitorio.  
Open MON-FRI 8.50-13.00; 15.25-17.45. ATM facilities are available on the same floor. |
| TRAVEL AGENCY     | Located on the same floor as the Plenary Hall at Palazzo Montecitorio.  
Open MON-FRI 9.00-18.00. |
| INFORMATION AND WELCOME | OFFICE FOR RELATIONS WITH THE EUROPEAN UNION  
(Chamber of Deputies)  
tel.: +39 06 6760.2145/2146  
fax: +39 06 6794.083  
e-mail: semestre2014@camera.it |
| CONTACTS          | OFFICE FOR RELATIONS WITH THE EU  
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OFFICE FOR RELATIONS WITH THE EUROPEAN UNION  
tel.: +39 06 6760.2145/2146  
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SENATE OF THE REPUBLIC  
OFFICE FOR RELATIONS WITH EU INSTITUTIONS  
tel.: +39 06 6706.2465  
e-mail: ue2014@parlamento.it |