



*Extraordinary Meeting
of the Association of European Senates*

Gdańsk, 22-24 October 2009



GENERAL INFORMATION

Venue

Polish Baltic Philharmonic

80-751 Gdańsk, ul. Ołowianka 1

Conference Secretariat

The conference secretariat will be located in the vicinity of the conference hall. Computers with Internet access and telephones will also be available there.

Transport

Transport from the airport to the hotels will be arranged on the day of arrival and departure. Transport to and from the conference hotels to the conference venue as well as transfer during the conference (meals, cultural program) will also be arranged by the conference organiser.

Speakers

The order of speakers shall be determined according to the alphabetical order of the respective countries in Polish. Each Speaker shall be entitled to **seven minutes'** speaking time.

If the advance copy of the Speaker's speech is available, we would warmly welcome it.

Languages and interpretation

Interpretation from and into Polish, English and French will be provided during the whole Meeting including the associated programme.

Interpretation booths for other national languages will be available upon request. Interpreters have to be brought by the respective delegation.

Interpretation booths will be placed outside the conference hall; interpreters will be able to follow the proceedings on monitors in front of their booths.

All official documents will be available in Polish, English and French.

Security and identification

All participants, including accompanying persons, staff and press will be required to wear their conference identity badges during the whole Meeting and the associated programme.

Bilateral talks

A room shall be available for bilateral talks.

Dress

Business attire is appropriate for meetings and most social events. Casual dress and comfortable shoes without heels are recommended for the excursion to Malbork.

Currency and Banking

The currency unit in Poland is the Polish Zloty (PLN). Most major international currencies can be exchanged at banks, airports and in hotels.

Banking hours are generally between 9.00- 17.00 Monday – Friday. Cash machines (ATMs) are available in banks, hotels and shopping centres. Debit cards (Maestro) and major credit cards (Visa, Mastercard, American Express) are widely accepted.

Weather

Poland has a mild, temperate climate with autumn temperatures ranging from 5°C to 15°C. Rain showers may occur at any time of the year.

Smoke-Free Policy

Smoking is forbidden in most public areas. This includes public locations, restaurants, public transport, etc., except in designated smoking areas.

Press

The conference is opened to the press and media (accredited).