

“BOOSTING SOCIAL ENTERPRISES IN EUROPE”

Presidency Conference in Luxembourg-Kirchberg

December 3rd and 4th 2015

Practical Information



I. Venue

The meeting will take place at the **Hémicycle**, 1 rue du Fort Thuengen, in L-1499 Luxembourg-Kirchberg. For further information in relation to the Hémicycle, please visit: <http://www.luxcongress.lu/>



II. Registration


The accreditation system for participants is now open. You are requested to complete the accreditation online.

The registration system can be accessed at the following address: <https://delegate.eu2015lu.eu/>

You will get the following screen:



For the first registration, please select “**create a new account**” and complete the following screen:

In order to validate your e-mail and activate your account, please click . The system will send you an e-mail for the activation of your account.

The **Delegation code** for logging into the system after the activation of your account is:
202.delegate

Important:

It is not possible to book the hotels in the registration system. You must contact directly the hotels and use the reservation forms we sent to you.

The registration system will ask you information about your hotel only for informational purposes in order to help us organize the bus shuttles.

The deadline for registration is **20. November 2015**. In case of any changes in the delegation after the accreditation deadline, and for any questions or requests concerning registration, please contact:

Fatima Mestre, Fatima.mestre@mt.etat.lu	/ by phone: (+352) 247-88403
Valeria Berrini, valeria.berrini@mt.etat.lu	/ by phone: (+352) 247-86194
Joseph Faber, joseph.faber@mt.etat.lu	/ by phone: (+352) 247-86113

III. Interpretation

For all the conference sessions there will be simultaneous interpretation of / into English, French, German, Spanish and Italian.

IV. Accommodation

Important:

It is not possible to book the hotels in the registration system. You must contact directly the hotels and use the reservation forms we sent to you.

The registration system will ask you information about your hotel only for informational purposes in order to help us organize the bus shuttles.

The Luxembourg Presidency will not cover the costs of accommodation for the participants. However, the Luxembourg Presidency has pre-reserved rooms at the following hotels:

- 1) Hôtel Mercure Alfa Luxembourg Centre Gare *** Réf.: 144.239 / 30 rooms available
 Single room: 175, 00 €
 Double room: 190, 00 €
- 2) Novotel Luxembourg Kirchberg **** Réf.: MIN120315 / 40 rooms available
 Single Superior room: 185, 00 €
 Double Superior room: 205, 00 €
- 3) Novotel Luxembourg Centre **** Réf. : MIN120315 / 40 rooms available
 Single Superior room: 215, 00 €
 Double Superior room: 235, 00 €
- 4) Suite Novotel Luxembourg Kirchberg Réf. : MIN120315 / 40 rooms available
 Single Superior room: 185, 00 €
 Double Superior room: 205, 00 €
- 5) Sofitel Luxembourg Europe ***** Réf. : MIN120315 / 30 rooms available
 Single Superior room: 250, 00 €
 Double Superior room: 270, 00 €
- 6) Sofitel Luxembourg Le Grand Ducal **** Réf. : MIN120315 / 40 rooms available
 Single Superior room: 300, 00 €
 Double Superior room: 320, 00 €
- 7) Hôtel Simoncini **** Réf. : G.38534 / 15 rooms available
 Single room: 140, 00 €
 Double room: 165, 00 €
- 8) Grand Hôtel Cravat **** Réf. : MINISTERE TRAVAIL / 40 rooms available
 Single room: 165, 00 €
 Double room: 185, 00 €
- 9) Melia Luxembourg **** Réf. : 127.351 / 30 rooms available
 Double room: 210, 00 €
- 10) Parc Hotel Alvisse **** 60 rooms available
 Single Comfort room: 91, 00 € / Single Superior room: 125, 00 €
 Double Comfort room: 109, 00 € / Double Superior room: 144, 00 €
- 11) DoubleTree By Hilton / 50 rooms available
<http://eventsathilton.com/show/55c22b5f06dd389d4103f3d4>
 Queen Standard Single room: 185, 00 € / Queen Standard Double room: 195, 00 €
 King Superior Single room: 205, 00 € / King Superior Double room: 215, 00 €

All prices include breakfast.

Special rates (see above) have been arranged by the Presidency. Please note that the availability and special rates at the hotels cannot be guaranteed beyond **2nd of October 2015**. The Luxembourg Presidency therefore recommends that you confirm your reservation as soon as possible and before this date.

V. Dinner

On the 3rd of December, all participants are invited to a walking dinner in the Cercle Cité, Place d'Armes.

Dietary restrictions can be confirmed via the accreditation system.

VI. Transportation

On the 3rd and 4th of December 2015, the Luxembourg Presidency will organize the following bus transfers for the participants:

3rd December: Hémicycle to the Hotels
Hotels to the Cercle Cité
Cercle Cité to the Hotels
4th December: Hotels to the Hémicycle

The hotels concerned by the bus transfers are the ones indicated in the section IV of the present document.

Participants that don't want to use this bus transfer are kindly requested to make their own travel arrangements.

Luxembourg Airport:

Luxembourg Airport (LUX) is situated just 9 km from the "European Quarter" Kirchberg

Luxembourg Airport Contact
Phone: (+352) 24 640 | www.lux-airport.lu

Luxair Luxembourg Airlines (Reservation, Sales and Ticketing):
Call Center: (+352) 2456 4242 | www.luxair.lu

Luxembourg City-Station:

Luxembourg City-Station (LUX) is situated just 6 km from the "European Quarter" Kirchberg

CFL Luxembourg (Reservation, Sales and Ticketing):
CFL (International Trains): Call Center: (+352) 2489 2489 | www.cfl.lu

Taxis:

Taxi services are available 24 hours a day and are located outside the arrivals area at Luxembourg Airport. Average fee of a taxi fare (only approximate prices): Airport to Kirchberg: 30 €, City-Station to Kirchberg: 20 €.

Contact information for taxis:

Webtaxi: (+352) 27 515, www.webtaxi.lu
Colux: (+352) 48 22 33, www.colux.lu
Alotaxi: (+352) 28 37 18 73, <http://alotaxi.lu>

Public transport:

Bus and train tickets cost 2€ and are valid for 2 hours.

The bus stop is located directly outside the arrivals hall at Luxembourg Airport.

Bus No 16 connects the Airport to the Hémicycle (Bus stop: Philharmonie/MUDAM)

Busses No 16, 120, 125, 192, 172 connect the City-Station to the Hémicycle (Bus stop: Philharmonie/MUDAM)

Tickets may be purchased at automatic machines situated next to most bus stops.
Information about transfers to Hotel, as well as bus and train schedules can be requested to:
Mobilitéitszentral: www.mobiliteit.lu / Call Center: (+352) 2465 2465
CFL (International Trains): www.cfl.lu / Call Center: (+352) 2489 2489

VII. About Luxembourg

Information about Luxembourg-City can be found on the official website of the Luxembourg City Tourist office: www.lcto.lu
or by visiting the information desk in the City Centre:
LCTO | 30, place Guillaume II | L - 1648 Luxembourg



For information about all the regions in Luxembourg, please visit:
www.visitluxembourg.com

Official Portal of the
Grand-Duchy of Luxembourg:
www.luxembourg.lu



VIII. Useful information

Languages: Luxembourgish is the national language of Luxembourg. Luxembourgish, French and German are the administrative languages. Most of the population of Luxembourg is fluent in English.

Emergency numbers: Police: 113 / Fire or Medical Service: 112.

International dial code for Luxembourg: +352

Currency: The currency of Luxembourg is the Euro.

Credit cards: All major credit cards are generally accepted everywhere.

Smoking: Smoking is prohibited in all indoor public places.

Shop opening hours: most shops in Luxembourg-City close at 18h.

IX. Contact information

For general queries pertaining to organisational matters of this meeting, please contact:

Joseph Faber, joseph.faber@mt.etat.lu / by phone: (+352) 247-86113
Valeria Berrini, valeria.berrini@mt.etat.lu / by phone: (+352) 247-86194
Fatima Mestre, Fatima.mestre@mt.etat.lu / by phone: (+352) 247-88403
Nadine Muller, nadine.muller@mt.etat.lu / by phone: (+352) 247-88402

We look forward to seeing you in Luxembourg!

