



PRESIDÊNCIA PORTUGUESA/PORTUGUESE PRESIDENCY/PRESIDENCE PORTUGAISE 2008-2010

Comissão para a Promoção da Qualidade de Vida, dos Intercâmbios Humanos e da Cultura APEM
Committee on Improving Quality of Life, Exchanges between Civil Societies, and Culture EMPA
Commission pour la Promotion de la Qualité de la Vie, les Échanges entre les Sociétés Civiles et la Culture APEM

MEETING

Monday, 30 January 2012

Assembly of the Republic, Lisbon

General Information

VENUE

The next meeting of the Committee on Improving Quality of Life, Exchanges between Civil Societies and Culture of the Euro-Mediterranean Parliamentary Assembly will be held in Lisbon on 30 January 2012, at the Assembly of the Republic of Portugal.

PROGRAMME

Attached you will find the draft agenda (note social programme), the registration form, the list of hotels and the reservation form. The registration form should be returned to the Secretariat of the Committee and the reservation form to the selected hotels and to the Protocol of the Meeting **no later than 18 January 2012**.

TRANSPORT - TRAVEL ARRANGEMENTS

Participants should make their own travel arrangements to and from Lisbon. Transport from the airport to the Hotel and back will not be provided. Transport will be provided from the hotel to the cultural event and to Assembly of the Republic for the meeting.

HOTEL ACCOMMODATION

Participants should make their own hotel arrangements. Rooms can be reserved at a special rate per night at the two selected hotels, *Tivoli Lisboa* and *Tivoli Jardim*. Breakfast and taxes are included. Please use the registration form to reserve your room and send it directly to the Hotel of your choice **and** to the Protocol of the Meeting – teresa.montalvao@ar.parlamento.pt; fax: + 351 21 391 74 49.

REGISTRATION AND INFORMATION

The Registration and Information Desk will be installed in the Entrance Hall of the Assembly of the Republic, São Bento Palace, on Monday 30 January at 9:30. Due to the strict security regulations of the Assembly of the Republic, the participants are requested to register in person and to present valid identification documents (e.g. passport) upon registration. Conference badges will be provided upon registration. Participants are kindly requested to wear the badges throughout the session.

INTERPRETATION

Simultaneous interpretation will be provided in English, French, Arabic and Portuguese.

OTHER SERVICES

The following services will be provided to the participants in the premises of the Assembly of the Republic: Cloakroom, Bank, Post Office, Internet access and Medical Assistance.

REFRESHMENTS AND RECEPTION

A lunch will be hosted by the Assembly of the Republic.

VISAS

Please check with the nearest Portuguese diplomatic mission or consulate if you need a visa to enter Portugal.

DOCUMENTATION

The Secretariat of the Committee is preparing background documentation, which will be distributed during the meeting in Lisbon.

FORMS

**ALL PARTICIPANTS (Members, staff and others) ARE REQUESTED TO
COMPLETE THE ATTACHED FORMS AND SEND THEM TO:**

Hotel reservation forms:

To the hotel of your choice and to the Protocol of the Meeting
E-mail : teresa.montalvao@ar.parlamento.pt; tel. : + 351 21 391 9421

Registration forms:

To the Secretariat of the Committee
Fax: + 351 21 391 74 95
E-mail: EMPA.Cultura@ar.parlamento.pt

For further information, please contact:
Ms. Isabel Botelho Leal: Tel. + 351 21 391 08 56
Ms. Teresa Montalvão: Tel. + 351 21 391 94 21