



PRACTICAL GUIDE

Second plenary session

22-23 October

Dear Member of the Conference Plenary,

Welcome to the second Plenary session of the Conference on the Future of Europe, which will take place on **22-23 October 2021** on the premises of the European Parliament in Strasbourg. On 22 October 2021, preparatory meetings¹ will be organised and on the 23 October 2021, the plenary session of the Conference shall take place from 09.00 to 12.30 and from 14.00 to 17.00.

In case you have not done so yet, we kindly ask you **to fill in the registration form online** via the link you received in your invitation. Your registration is necessary to complete the accreditation process and other important practical aspects.

Once you arrive at the European Parliament premises, please use **the Weiss entrance** and follow the signs to the **'welcome desk'**, which will be located **in the Emilio Colombo Gallery on the first floor (Weiss building)**. Here, our colleagues will be ready to welcome you and help you find your way. This is also where you will receive all relevant documents, your identification card and badge (if you do not have them yet) needed to enter the premises.

Below you will find a guide with practical information. In addition, we are available to answer any questions you may have at the welcome desk.

We look forward to welcoming you in Strasbourg,

The Common Secretariat of the Conference on the Future of Europe



Conference
on the **Future**
of **Europe**

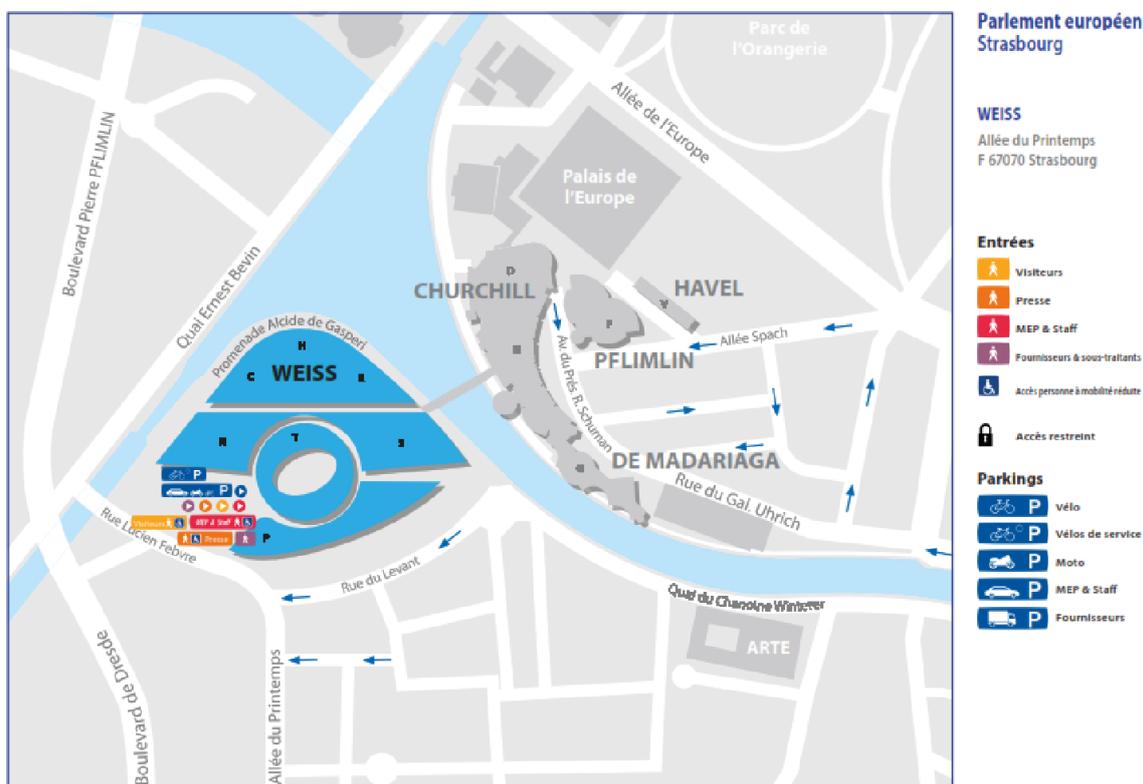
¹ Regarding the timing of the preparatory meetings, please see point 2.5 below.

1 Venue

The Conference Plenary will meet on the premises of the European Parliament in Strasbourg. The Chamber ('Hemicycle') for the Conference Plenary meeting is in the Louise Weiss building (marked with an H on the map). Remote participation will also be possible and has to be indicated in the registration form. The practical details for remote participation will be shared in advance with the Plenary Members who have registered for remote participation.

1.1 ACCESS TO THE BUILDINGS

If you are not in a possession of an access badge to the European Parliament, please use the **Louise Weiss entrance** (allée du Printemps). Please bring the invitation letter with you. You can use the De Madariaga car park.



1.2 WELCOME DESK AND OFFICES

A **welcome desk** will be located in the **Emilio Colombo Gallery on the first floor in the Weiss building** to help you to find your way, to receive documents, your identification card and your badge. **Members that are already in possession of a badge to enter the European Parliament (from the last Conference Plenary), are kindly asked to bring it.** Our colleagues will also help you, should you have any additional questions. The desks are open on Thursday 21 October 2021 from 09.00 to 18.00,

Friday 22 October 2021 from 08.00 to 18.00 and on Saturday 23 October 2021 from 08.00 to 10.00.

During the Conference Plenary, the European Parliament can provide **office space** for Conference Members. Should you wish to use our office space, please send an email to commonsecretariat@futureu.europa.eu by Tuesday 19 October 2021 at the latest.

2 Plenary

2.1 SPEAKING TIME

The Plenary session will take place on 23 October 2021 on the premises of the European Parliament in Strasbourg from 9.00 to 12.30 and from 14.00 to 17.00.

The speaker lists per plenary component should be communicated to the Common Secretariat: commonsecretariat@futureu.europa.eu **by Friday 22 October at 12.00**. The speaking time allocated to the plenary components will be communicated in due time. In addition to pre-allocated speaking time, there will be a limited possibility to ask for the floor for 30 seconds for an immediate response/question of 30 seconds to a physically present speaker (**'blue card' speaking time**) during the morning and afternoon debates. This option will only be available to Members physically present in the Chamber. The number of blue cards per component and debate will be communicated together with the speaking time. Members of the Plenary will also find further information on how to use blue cards at their respective seat in the Plenary.

If you are planning to **connect remotely**, you will receive the connection details in advance. Our technicians will contact you ahead of the beginning of the Conference Plenary to perform connection tests.

Please note that you will be **speaking from the rostrum placed in the middle** of the Hemicycle. However, when using a blue card, you will speak from your respective seat.

2.2 SEATING PLAN

The Conference Plenary takes place in the Hemicycle/Chamber as specified above. The seating will be organised in alphabetical order. Each Member of the Conference Plenary will receive information with the number of her/his seat at the welcome desk. Ushers will assist in guiding you from the Hemicycle entrance to your seat. As soon as you are seated, please insert your identification card (that you will also receive at the welcome desk) into the card reader. One close collaborator per Member will be offered a place in the tribunes or in the listening room.

2.3 INTERPRETATION

For the Plenary sessions, interpretation will be provided in the **24 EU official languages**. This means that you can listen and speak in these languages.

2.4 DOCUMENTS

You will find the relevant documents in the Conference Plenary part of the Multilingual Digital Platform seven days before the start of the plenary: <https://futureu.europa.eu/pages/plenary>.

2.5 PREPARATORY MEETINGS

The nine Working Groups will take place in two slots; from 11.00 to 13.00 and from 14.00 to 16.00 on Friday 22 October. More specific communication concerning Working Groups will be shared via email.

Meetings of the components will take place on Thursday 21 October in the evening and on Friday 22 October. Components have already been allocated the requested meeting slots and we will communicate them to you.

Political families meetings will take place on Friday 22 October between 18.00 and 20.00.

The meeting organisers are in charge of providing the number of participants and names for the nameplates (cavaliers) and communicate any other specific needs to: commonsecretariat@futureu.europa.eu. Please note that Covid-19 restrictions are still in place and rooms operate with reduced capacities. Any changes in the interpretation regime should be communicated as soon as possible and will be evaluated on a case-by-case basis by the interpretation services.

3 Practicalities

3.1 HEALTH AND SANITARY MEASURES IN THE EUROPEAN PARLIAMENT PREMISES

The Conference Plenaries take place in full compliance with the current sanitary rules. The rules regarding health and safety measures in the European Parliament are laid down in a decision by its President. These include in particular rules on facemasks, social distancing and temperature checks when entering Parliament's buildings. A copy of the rules are available at the welcome desk.

Please note that it is **mandatory to wear a medical facemask** that covers mouth and nose at all times while in Parliament's buildings, including **when speaking from your seat in the Chamber**, and while using Parliament's official cars. The requirement to wear a medical facemask **does not apply** when chairing a meeting, **when speaking from the front rostrum in Plenary or when alone in the office**.

We kindly ask you to bring your own masks that comply with the following requirements:

Medical facemasks or FFP2 masks or respirators (without a valve)



3.2 TRAVEL RULES AND MEASURES

3.2.1 Travelling to Strasbourg

It is **highly recommended to check the latest travel rules for France** ahead of arrival (according to your vaccination or recovery status and the “colour” of the country you are coming from):

- <https://reopen.europa.eu/en/map/FRA/7001>
- <https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/>
- <https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Certificate-of-international-travel>

Persons holding an EU Digital Covid Certificate (“EUDCC”) are allowed to enter France, without being subject to further restrictions (testing or quarantine), on the condition that their certificate contains either:

- A proof of **vaccination** which is valid:
 - from 7 days after the second dose for double injection vaccines (Pfizer/BioNTech/Comirnaty, Moderna, AstraZeneca/Vaxzevria/Covishield);
 - from 28 days after the injection for vaccines with a single injection (Johnson&Johnson/Janssen);
 - from 7 days after injection of a vaccine for people who have recovered from Covid-19 (only 1 injection required).

or

- A **negative result** to a COVID-19 test.
 - Both PCR and antigenic tests are accepted.

- Validity: 72 hours (prior to arrival) for PCR and 48 hours for antigenic tests. NB! If you are travelling from Cyprus, Greece, Malta, Spain, the Netherlands or Portugal, your test must be taken less than 24 hours before your flight.

or

- The **result from a positive PCR or antigenic test** that is between 11 days and 6 months old, attesting the recovery from COVID-19.

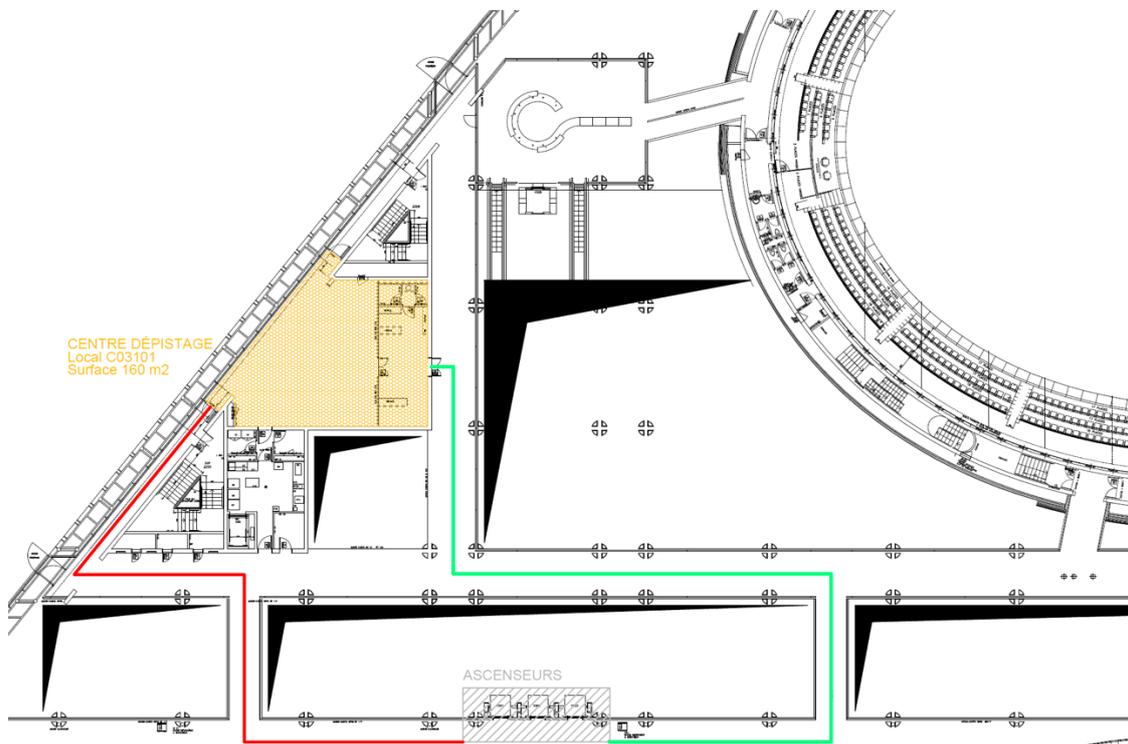
Even if you hold an EUDCC, you must complete a **sworn declaration** to be found here: <https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Certificate-of-international-travel>.

3.2.2 When leaving Strasbourg

When departing from Strasbourg, different rules apply depending on where you are going. The European Commission's website <https://reopen.europa.eu/en/> provides an overview of the health situation in EU countries, based on data from the European Centre for Disease Prevention and Control. It also contains information on the various restrictions in place, including quarantine and testing requirements for travellers.

3.2.3 COVID test centre

A **test centre** will be open from **13.00 to 17.00 on Friday 22 October** for Members and staff who need a PCR test for travel purposes. The test centre is located on the **third floor of the WEISS building** in the canal zone next to the Chamber in room C03101. You will find the floor plan below:



3.3 SANITARY RULES IN FRANCE

Please note that the health pass (*pass sanitaire*) is mandatory to go to restaurants, bars and cafés both for indoor and outdoor services (including for service on a terrace), but not for take-away. This does not apply to the catering facilities inside the European Parliament.

Please check the latest sanitary measures in France (wearing of masks, *pass sanitaire*, physical/social distancing):

- <https://reopen.europa.eu/en/map/FRA/6001>
- <https://www.gouvernement.fr/en/coronavirus-covid-19>

3.4 CATERING FACILITIES

The following catering facilities will be open with a varied food offer and take-away options:

Thursday 21 October:

- Opening of the **Flower Bar** from 08.00 to 21.00 with cafeteria service and serving a hot dish in the evening;

Friday 22 October:

- Opening of the **Flower Bar** from 08.00 to 21.00 with cafeteria service and serving a hot dish in the evening;
- Opening of the **Self-service Restaurant** and its terrace from 11.45 to 15.00 with a selection of warm and cold dishes, starters and desserts;
- **Members' Restaurant / salons** open for dinner from 18.30 to 21.00 for groups of at least 10 persons with a reservation to be made 24 hours in advance

Saturday 23 October:

- Opening of the **Flower Bar** from 08.00 to 18.00 with cafeteria service;
- Opening of the **Members' bar** from 08.00 to 17.30 with cafeteria service;
- Opening of the **Self-service Restaurant** and its terrace from 11.45 to 15.00 with a selection of warm and cold dishes, starters and desserts;
- **Members' Restaurant / salons** open for lunch from 11.45 to 15.00 for groups of at least 10 persons with a reservation to be made 24 hours in advance

For any assistance on the matter, please contact:

INLO.Restoration@europarl.europa.eu

3.5 ACCESSIBILITY

The premises of the European Parliament are fully accessible for people with disabilities.

When registering online, please indicate your special need and our services will endeavour to welcome you as best as possible.

3.6 TRANSPORT

3.6.1 In Strasbourg

Strasbourg can be navigated easily by **public transport** and on foot. Tramlines, with a regular service, depart from in front of the Parliament's Louise Weiss entrance to the city centre. There is also an extensive bus network with departures close to the Winston Churchill entrance. For more information on Strasbourg's public transport system, see <https://www.cts-strasbourg.eu/en/>. If needed, taxis are available at the entrances of the European Parliament.

As a Member of the Conference Plenary, **you can use the official service cars of the European Parliament** for your travel to and from the Parliament within Strasbourg (provided cars are available). **Reservations** can be made with the **Car Reservation Centre** preferably by **email**: cofe.inlotransport@europarl.europa.eu, directly at the Churchill entrance hall or by telephone: +32 2 28 41000.

All bookings should be made **at least two hours in advance** of the journey. The social distancing measure of 1.5 meters must be adhered to at all times. In practical terms this means, that the use of official cars is limited to **one passenger at a time in a car** and a **maximum of two passengers in a mini-van**.

Please note that this service is not available for accompanying staff.

3.6.2 Travel to and from the airports

A shuttle train takes you from **Strasbourg Airport** to Strasbourg station in 8 minutes. For more information about timetables and tickets, see:

<https://www.strasbourg.aeroport.fr/EN/Passengers/Access/Shuttle-train.html>

Parliament's official service cars can also be booked (subject to availability) for trips to and from Strasbourg Airport. Bookings should be made at 20.00 at the latest the day before. This service only applies to Members of the Plenary.

In addition, the City of Strasbourg offers a transfer service for Members of the Plenary by either car or bus (depending on the amount of requests) in full compliance with the current sanitary rules. This service applies to the following airports:

- **Baden-Karlsruhe** : www.badenairpark.de – arrival hall
- **Stuttgart** : www.flughafen-stuttgart.de – terminal 1/second floor/information point A

- **Frankfurt am Main** : www.frankfurt-airport.de – terminal 1/B hall/door 4/next to the Welcome Centre
- **Bâle-Mulhouse** : www.euroairport.com – arrival hall on the French side

Reservation is done via: transport-europe@strasbourg.eu. You will receive confirmation of your booking by email.

For more information on this service, please contact the transport service of the City of Strasbourg by;

- telephone: + 33 (0)3 68 98 77 03
- e-mail : ville-strasbourg@ext.europarl.europa.eu or transport-europe@strasbourg.eu

3.7 INFORMATION DESK OF THE CITY OF STRASBOURG

During the Plenary session, a team from the City of Strasbourg is at your disposal Friday and Saturday to answer any questions about your stay in Strasbourg and Alsace.

Location: WEISS building, first floor, office T01073, and CHURCHILL building, entry hall.

3.8 ACCOMMODATION

Should you need a hotel room or accommodation during the sessions in Strasbourg, the Euraccueil service is at your disposal. Tel. +33 (0)3 88522838. Email: euraccueil@otstrasbourg.fr

Should you decide to stay at a hotel in Kehl (Germany) or surroundings, you will need to take account of the applicable COVID-19 prevention rules in Germany. Information on the rules for entry into Germany can be found on the webpage of the German Federal Foreign Office: <https://www.auswaertiges-amt.de/en/coronavirus/2317268>

You should also liaise with the hotel of your choice to enquire about the applicable requirements for your stay (use of EUDCC, prior testing etc.).