

Conference of national associations of local and regional authorities: Building a stronger grassroots democracy together

Strasbourg, 12-13 September 2024

Practical Information

Venue and Access:

The Conference of National Associations of Local and Regional Authorities will be held at the Council of Europe's Headquarters, the Palais de l'Europe (please refer to the link hereafter concerning access to the building) [Map and access to the Council of Europe - The Council of Europe in brief \(coe.int\)](#)

Attached you will also find transport possibilities on how to get to the Palais de l'Europe as well as useful contact numbers [Local transport & useful contacts - The Council of Europe in brief \(coe.int\)](#)

Badges:

Badges for registered participants to access the building will be available as of Thursday 12 September 9.45 at the main entrance of the Palais. Please note that you will need an ID with photo (passport or identity card), to get your badge. The badge will give you access to the building for the duration of the Conference.

Please ensure that anyone accompanying you to the Conference is registered prior to Friday 6 September with the Secretariat (e-mail: congress.national.associations@coe.int).

Conference rooms:

On 12 September afternoon, the Conference will be held in the Hemicycle of the Council of Europe. As it will start at 15h00, you are kindly invited to be in the hemicycle by **14h45**. All participants and their accompanying persons will have identified seats in the Hemicycle. To facilitate seating within the Hemicycle, there will be nameplates (The associations' place(s) will be identified by a nameplate with the name of the association).

On Friday 13 September the Conference will be held in Room 1 of the Palais de l'Europe on the second floor, with more limited seat availability. Please ensure that you have communicated the name of the person(s) who will accompany the representative of your association or the accompanying person of on that day.

Languages:

During the two-day Conference, interpretation will be provided in English, French and Ukrainian. Turkish interpretation will also be provided. All the sessions will be registered and live streamed.

Debates:

Each session will be opened by several presentations followed by an open debate, with no prior registration required. Interventions from the floor should not exceed 3 minutes in order to allow as many participants as possible to speak.

Restoration:

Thursday 12 September:

Reception: At 19.00, the end of the session of 12 September, participants will be invited to make their way to the reception hosted by the Mayor of Strasbourg at the Townhall – 9 rue Brulée, Strasbourg.

An invitation card will be given to you in your file on arrival (reception desk - main entrance hall).

Transport by buses is foreseen. The buses will leave at 19.15 from the bottom of the main entrance stairs of the Palais de l'Europe

The buffet reception will be held between 7.30pm and 9.30pm.

Please note that after the reception participants will have to make their own way back to their accommodations.

Friday 13 September:

Coffee break: for all participants from 11.00 to 11.30 outside room 1.

Buffet lunch: for all participants from 12.45 to 14.00 in the lobby of the Hemicycle.

Documents of the Conference:

The Conference will close on 13 September at 16.30, following the adoption of a final declaration. This draft declaration will be submitted to you by mail by Tuesday 3 September.

A folder containing the list of participants will be distributed to you on arrival at the Palais de l'Europe. (reception desk - main entrance hall).

Finances:

Please ensure that you have sent the necessary documents before the event for reimbursement (bank account details and travel information) to the following email address: congress.national.associations@coe.int



Reimbursement
banking details

Communication:

Speakers are invited to send their presentations no later than Monday 9 September to the Secretariat congress.national.associations@coe.int

A media box will be displayed on 12 and 13 September in front of the hemicycle which can be used by participants to register video messages or interviews for their communication purposes.

Participants may also be contacted by the Congress Communications Unit for interviews.

The Conference secretariat will also be able to provide logistical support for the organisation of bilateral meetings during the Conference.

The Conference will be open to media.

We invite participants accompanied by media representatives to submit their names in advance for accreditation by the Council of Europe's Directorate of Communication.

We are also inviting participants to share information about the conference on their social networks.

Organised visit (optional)

On Thursday 12 September, from 11h00 to 12h00, for those already present in Strasbourg there will be a visit of the Council of Europe organised in two groups, one in English and the other in French.

If you would like to take part in this visit, please register by sending a message to Pascale Jaffory pascale.jaffory@coe.int no later than Monday 9 September 2024, specifying the language in which you would like to take the tour.

Contact details:

Coordination:

Sabine Zimmer (tel: +33 (0)3 88 41 25 97 / 33 (0)6 10 47 37 89, mail: sabine.zimmer@coe.int),

Organisation:

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Sara Giuliani : tel: +33 (0)3 90 21 46 25/ mobile: +33 (0)6 50 39 29 01 (only during the time of the Conference)

Sabrina Buffet : tel: +33 (0)3 90 21 43 88/ mobile: +33 (0)6 50 39 29 07 (only during the time of the Conference)

Caroline Dubois-Lenihan : tel: +33 (0)3 90 21 49 02/ mobile : +33 (0)6 50 39 29 10 (only during the time of the Conference)

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Communication:

Congress communication Unit

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