

Support for the use of the platform dedicated to managing your transport requests for plenary sessions to the Council of Europe

From the June 2021 session, reservations for Frankfurt, Stuttgart, Basel-Mulhouse and Baden-Baden airports will no longer be processed by email.

The City of Strasbourg is actively working on the modernisation of the travel services of the delegations of the Parliamentary Assembly of the Council of Europe. This new platform aims to facilitate the follow-up of requests for PACE members and secretaries of delegations.

Our platform only handles transport requests to and from Frankfurt Main, Stuttgart, Basel-Mulhouse and Baden-Baden airports.

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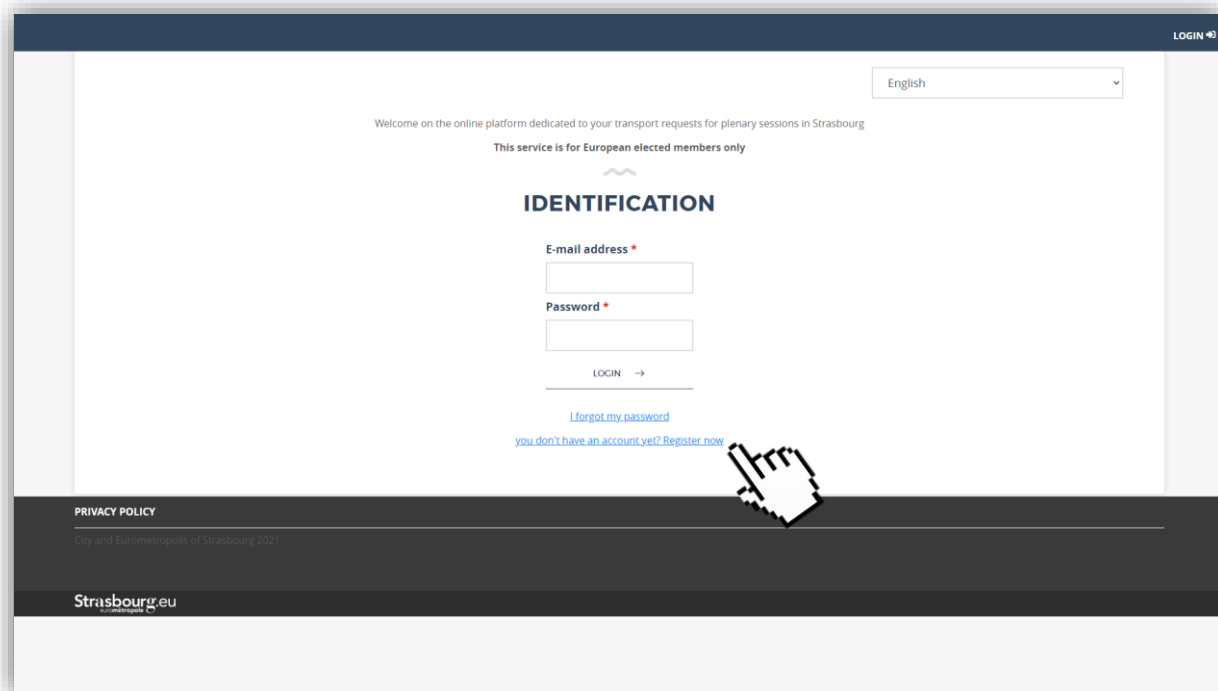
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How to create a PACE Member account?

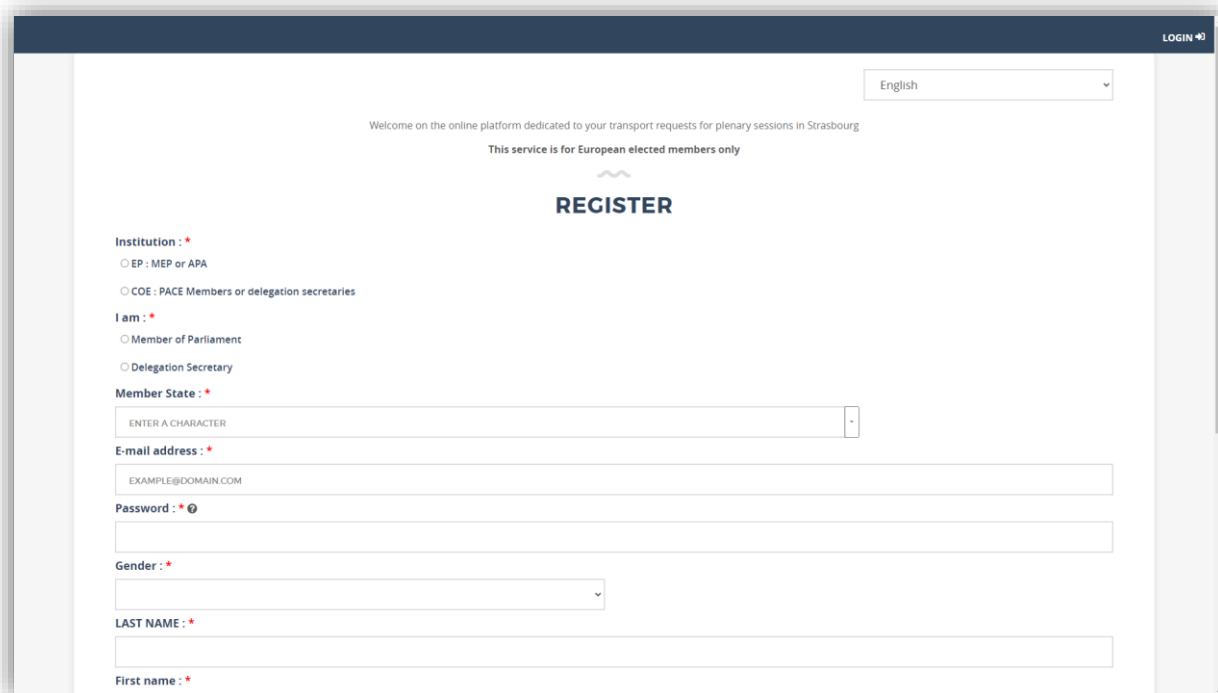
As delegation secretary, you can create an account on our platform for each PACE Member you manage. PACE Members must be registered individually and by a single e-mail address. Once the PACE Members accounts are created, you can log into your personal account in order to add them to your online parliamentary team.

To do so, visit our platform here: <https://transport-europe.strasbourg.eu/>

You will arrive at the login window. Please click on : *“You don’t have an account yet? Register now”*.

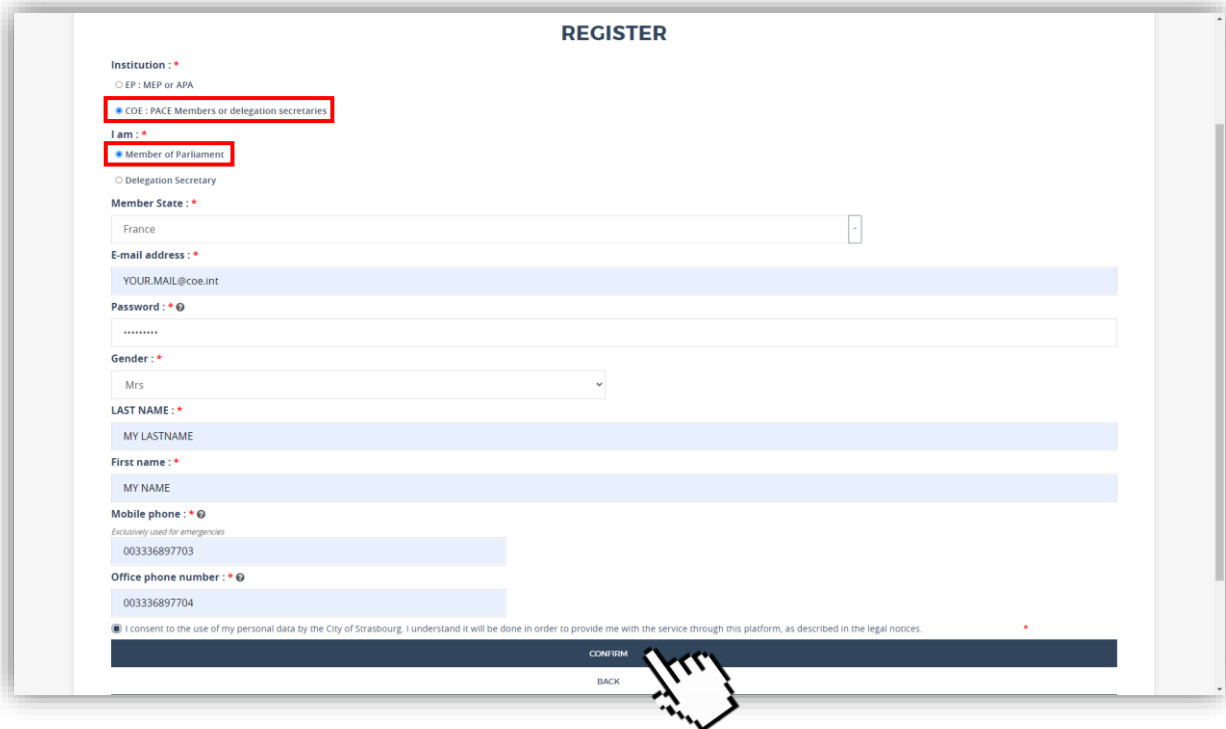


You are now directed to the account creation window.



Fill in the fields based on the information of the PACE Member you are creating the account of, and click on “*Confirm*”.

An email address can be used to create a single account. Please create the PACE Members accounts with their own e-mail addresses, as you cannot use yours for other accounts.

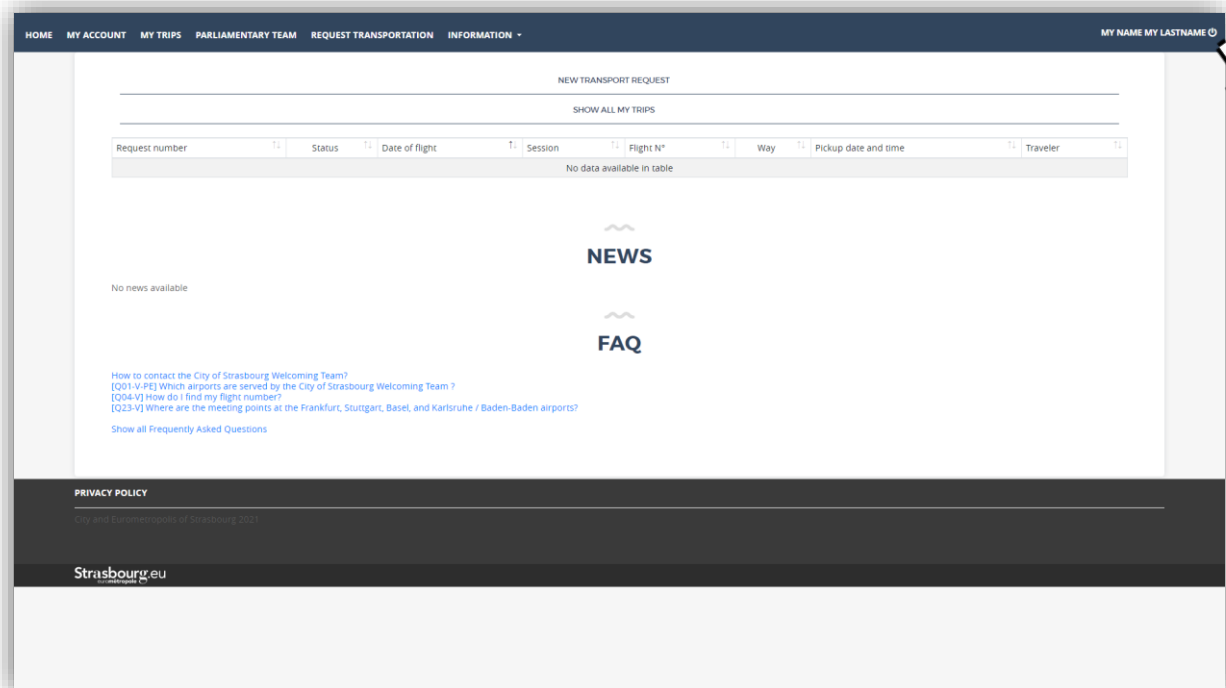


The screenshot shows a registration form titled "REGISTER". The form includes the following fields and options:

- Institution :** Radio buttons for "EP : MEP or APA", "COE : PACE Members or delegation secretaries" (highlighted with a red box), and "I am :".
- I am :** Radio buttons for "Member of Parliament" (highlighted with a red box) and "Delegation Secretary".
- Member State :** A dropdown menu showing "France".
- E-mail address :** A text field containing "YOUR.MAIL@coe.int".
- Password :** A text field with a strength indicator.
- Gender :** A dropdown menu showing "Mrs".
- LAST NAME :** A text field containing "MY LASTNAME".
- First name :** A text field containing "MY NAME".
- Mobile phone :** A text field containing "003336897703".
- Office phone number :** A text field containing "003336897704".
- Consent:** A checkbox labeled "I consent to the use of my personal data by the City of Strasbourg. I understand it will be done in order to provide me with the service through this platform, as described in the legal notices."
- Buttons:** "CONFIRM" and "BACK". A hand cursor is pointing at the "CONFIRM" button.

The PACE Member’s account is now created. You are redirected to the platform home page.

To create the accounts of other PACE Members you manage, log out by clicking on the button at the top right of your screen and repeat the above steps.



The screenshot shows the platform home page. The top navigation bar includes links: HOME, MY ACCOUNT, MY TRIPS, PARLIAMENTARY TEAM, REQUEST TRANSPORTATION, INFORMATION, and a user profile icon labeled "MY NAME MY LASTNAME" (with a hand cursor pointing to it). The main content area includes:

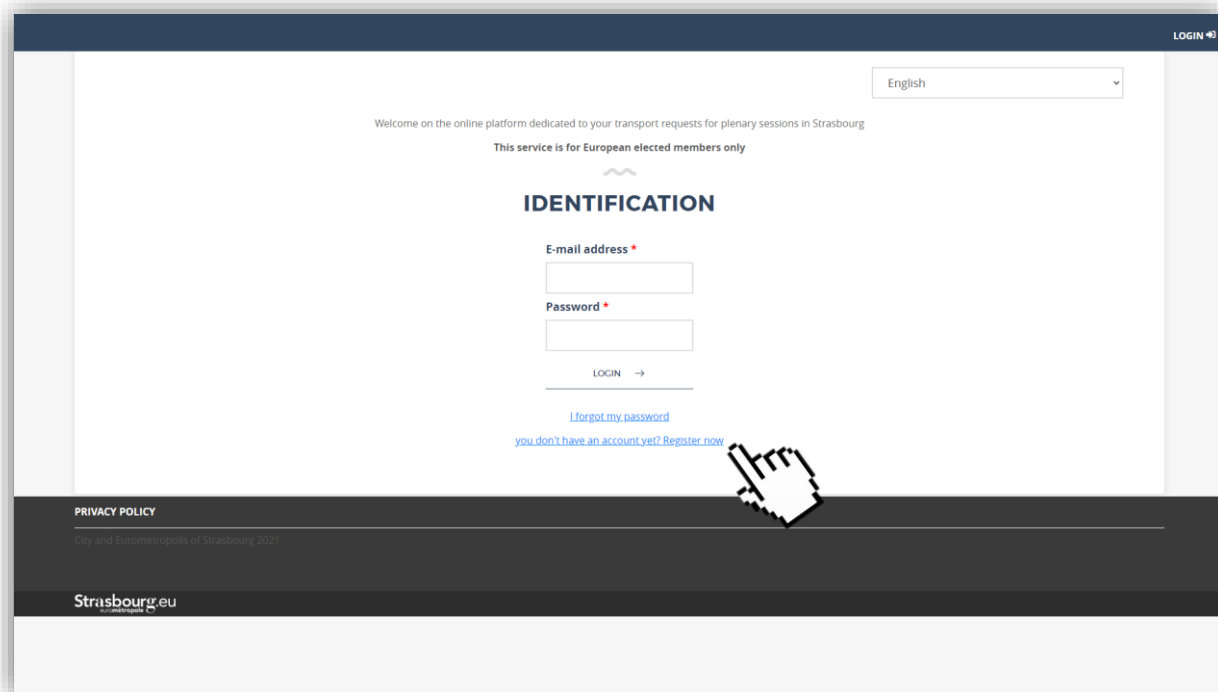
- NEW TRANSPORT REQUEST** and **SHOW ALL MY TRIPS** buttons.
- A table with columns: Request number, Status, Date of flight, Session, Flight N°, Way, Pickup date and time, and Traveler. The table is empty with the message "No data available in table".
- NEWS** and **FAQ** sections.
- FAQ** content: "How to contact the City of Strasbourg Welcoming Team?", "[Q01-V-PE] Which airports are served by the City of Strasbourg Welcoming Team?", "[Q04-V] How do I find my flight number?", "[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?", and a link "Show all Frequently Asked Questions".
- FOOTER:** "PRIVACY POLICY", "City and Communes of Strasbourg 2021", and "Strasbourg.eu".

Once the PACE Members accounts are created, provide access to them so they can change their password in the “*My Account*” tab. They can also access the platform and click on “*I forgot my password*”.

How to create a delegation secretary account?

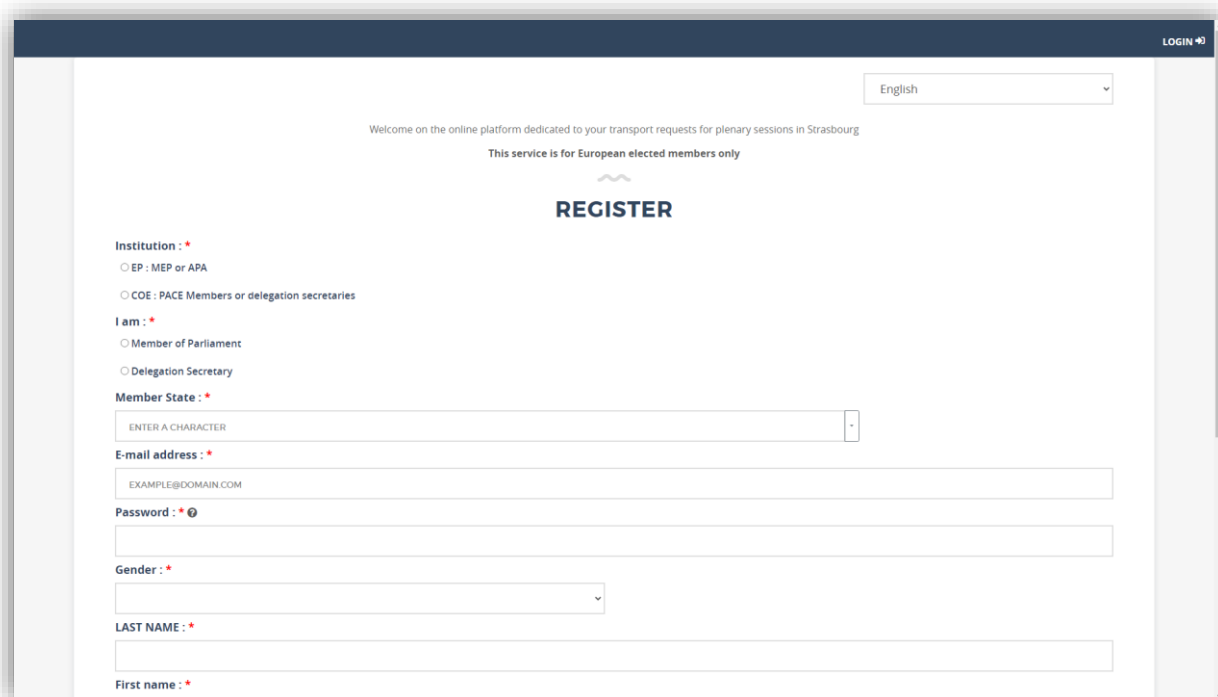
After registering the PACE Members you manage, you can create your account to link it to their account. To do so, visit our platform here: <https://transport-europe.strasbourg.eu/>.

You will arrive at the login window. Please click on “*You don’t have an account yet? Register now*”.



The screenshot shows the login page of the online platform. At the top right, there is a language dropdown menu set to "English" and a "LOGIN" button. The main heading is "IDENTIFICATION". Below it, there are input fields for "E-mail address" and "Password", both marked with a red asterisk. A "LOGIN" button with a right arrow is positioned below the password field. Below the login button, there are two links: "I forgot my password" and "you don't have an account yet? Register now". A hand cursor icon is pointing at the "Register now" link. At the bottom left, there is a "PRIVACY POLICY" link and the text "City and Euroregion of Strasbourg 2021". The footer contains the "Strasbourg.eu" logo.

You are now directed to the account creation window.



The screenshot shows the registration page of the online platform. At the top right, there is a language dropdown menu set to "English" and a "LOGIN" button. The main heading is "REGISTER". Below it, there are several form fields and options. The "Institution" field has two radio button options: "EP : MEP or APA" and "COE : PACE Members or delegation secretaries". The "I am" field has two radio button options: "Member of Parliament" and "Delegation Secretary". The "Member State" field has a dropdown menu with the placeholder text "ENTER A CHARACTER". The "E-mail address" field has a red asterisk and a placeholder text "EXAMPLE@DOMAIN.COM". The "Password" field has a red asterisk and a strength indicator icon. The "Gender" field has a red asterisk and a dropdown menu. The "LAST NAME" field has a red asterisk. The "First name" field has a red asterisk.

Fill in the fields based on your information, and click on “*Confirm*”.

REGISTER

Institution : *

☐ EP : MEP or APA

☒ COE : PACE Members or delegation secretaries

I am : *

☐ Member of Parliament

☒ Delegation Secretary

Member State : *

France

E-mail address : *

YOUR.MAIL1@coe.int

Password : *

Gender : *

Mrs

LAST NAME : *

MY LASTNAME1

First name : *

MY NAME1

Mobile phone : *

Exclusively used for emergencies

003336897703

Office phone number : *

003336897704

☒ I consent to the use of my personal data by the City of Strasbourg. I understand it will be done in order to provide me with the service through this platform, as described in the legal notices.

CONFIRM

BACK

Your account is now created. You will be redirected to the platform home page.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION +

MY NAME1 MY LASTNAME1

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
No data available in table							

NEWS

No news available

FAQ

How to contact the City of Strasbourg Welcoming Team?
[Q04-V] How do I find my flight number?
[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?
[Show all Frequently Asked Questions](#)

PRIVACY POLICY

City and European Council of Strasbourg 2024

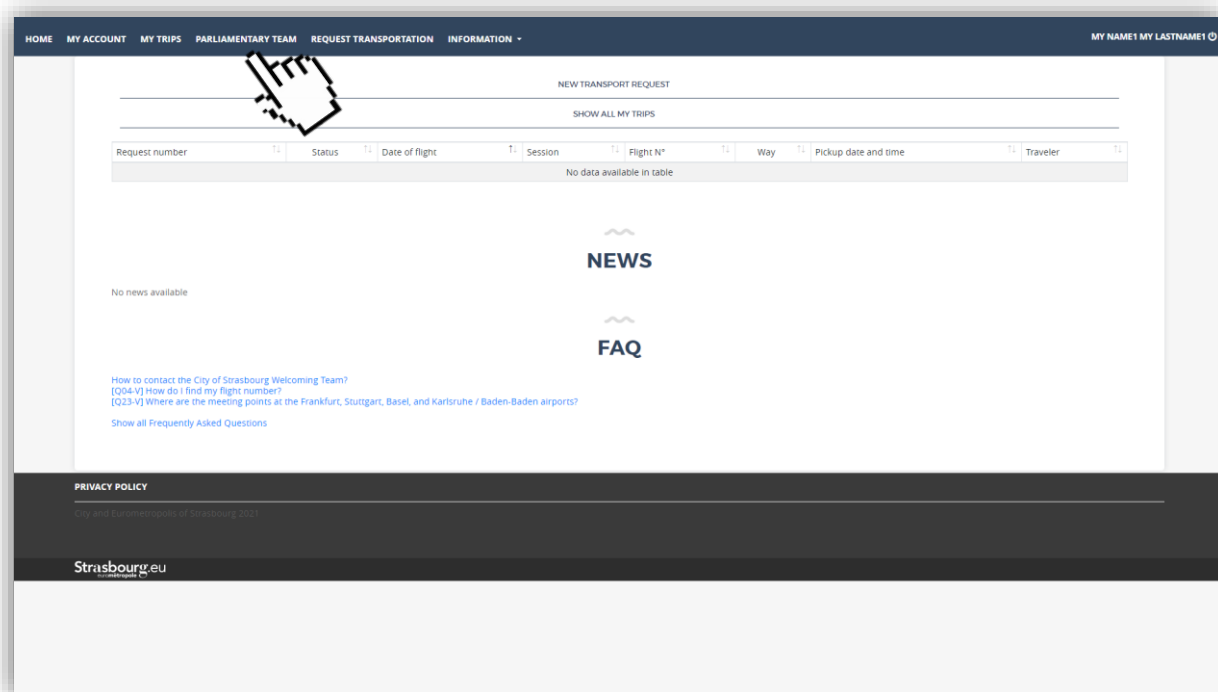
Strasbourg.eu

If you would like a second person (another delegation secretary or the assistant of the PACE Member) to also receive the e-mails sent during the transport confirmations, you have the possibility to insert a second e-mail address in the tab “*My account*”. Confirmation emails will be sent to both addresses.

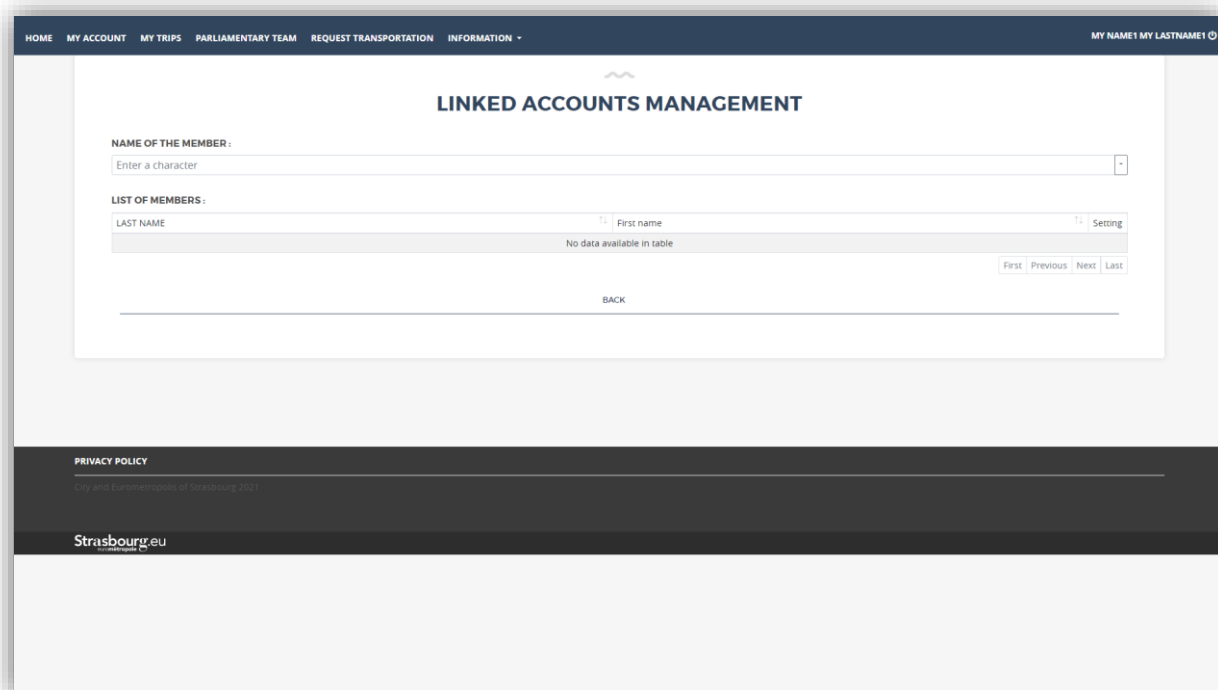
However, this secondary email address will only allow you to receive emails. It will not allow you to connect to the platform. The second email address will therefore only allow information to be transmitted, it will not be possible to ask for new requests or changes with this second email.

How to link the account of a PACE Member with that of a delegation secretary?

If you wish to make requests on behalf of one or more delegation members, you can add them *via* the “*Parliamentary Team*” tab. In order to do this, log in to your delegation secretary account. Then, go to the dedicated page to add the desired delegation members.



You are redirected to the linked accounts management page.



In the “Name of the Member” bar, type the names of PACE Members for whom you wish to make requests.

LINKED ACCOUNTS MANAGEMENT

NAME OF THE MEMBER :

my

MYNAME MYLASTNAME (YOURMAIL@coe.int)

Myname MP-COE1 (MP-COE1@test.fr)

NAME LASTNAME (YOUR.MAIL@coe.int)

No data available in table

First Previous Next Last

BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Strasbourg.eu

Their names appear in the “List of Members”. **If a member of your delegation does not appear, check that their account has been created beforehand.** If not, please create an account. To do so, you can refer to the [“How to create a PACE Member account?”](#) section.

LINKED ACCOUNTS MANAGEMENT

Member successfully linked to your account

NAME OF THE MEMBER :

Enter a character

LIST OF MEMBERS :

LAST NAME	First name
MY LASTNAME	MY NAME

First Previous 1 Next Last

BACK

PRIVACY POLICY

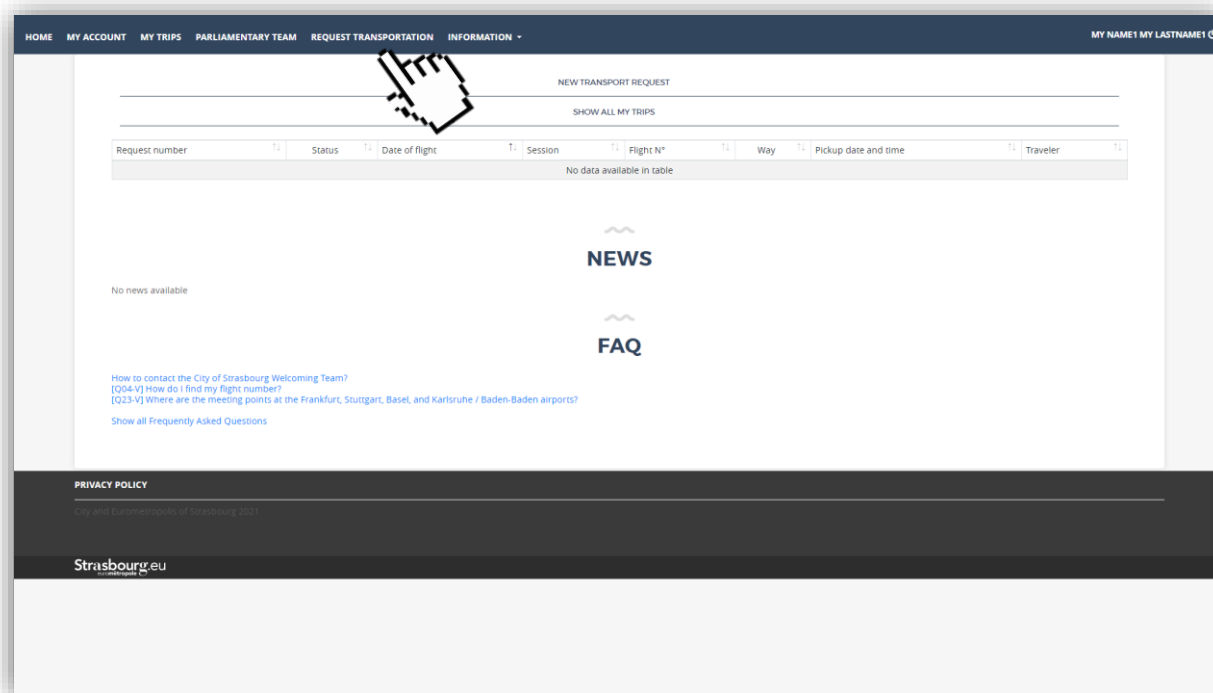
City and Euroregion of Strasbourg 2021

Strasbourg.eu

How can a delegation secretary create an arrival request for a PACE Member? →

Adding the managed PACE Members in your “*Parliamentary Team*” tab enables you to create a travel request for them for an arrival trip, until the Thursday preceding the beginning of the session.

To do this, from your account home page, click on “*Request transportation*”.



HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION - MY NAME1 MY LASTNAME1

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
No data available in table							

NEWS

No news available

FAQ

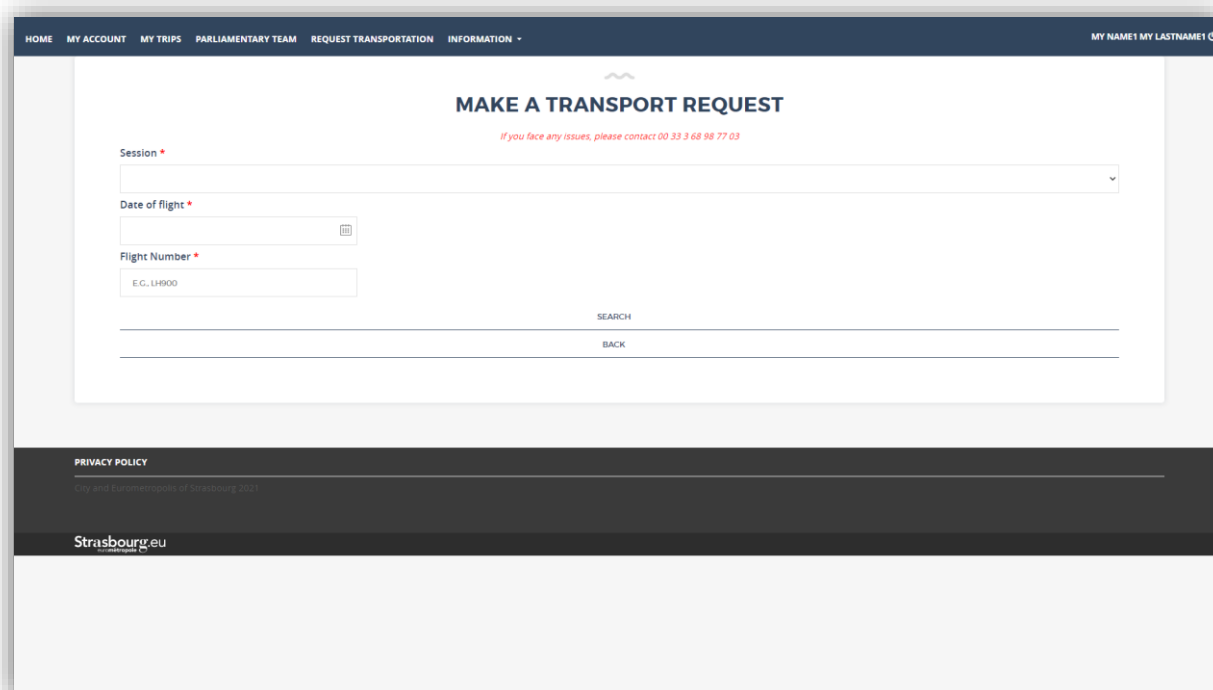
How to contact the City of Strasbourg Welcoming Team?
[Q04-V] How do I find my flight number?
[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?
[Show all Frequently Asked Questions](#)

PRIVACY POLICY

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You are redirected to the transport request page.



HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION - MY NAME1 MY LASTNAME1

MAKE A TRANSPORT REQUEST

If you face any issues, please contact 00 33 3 68 98 77 03

Session *

Date of flight *

Flight Number *

E.G. LH900

SEARCH

BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Strasbourg.eu

Select the relevant session for the request.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION - MY NAME1 MY LASTNAME1

MAKE A TRANSPORT REQUEST

If you face any issues, please contact 00 33 3 68 98 77 03

Session *

- COEJUL21 - 05/07/2021 to 27/09/2021
- COESEP21 - 27/09/2021 to 01/10/2021

Flight Number *

E.G. LH900

SEARCH

BACK

PRIVACY POLICY

City and Euroairport of Strasbourg 2021

Strasbourg.eu

Select the date of the flight.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION - MY NAME1 MY LASTNAME1

MAKE A TRANSPORT REQUEST

If you face any issues, please contact 00 33 3 68 98 77 03

Session *

COEJUL21 - 05/07/2021 to 27/09/2021

Date of flight *

JULY 2021

SEARCH

Destination *

Traveler(s) *

Special requests

SEND

BACK

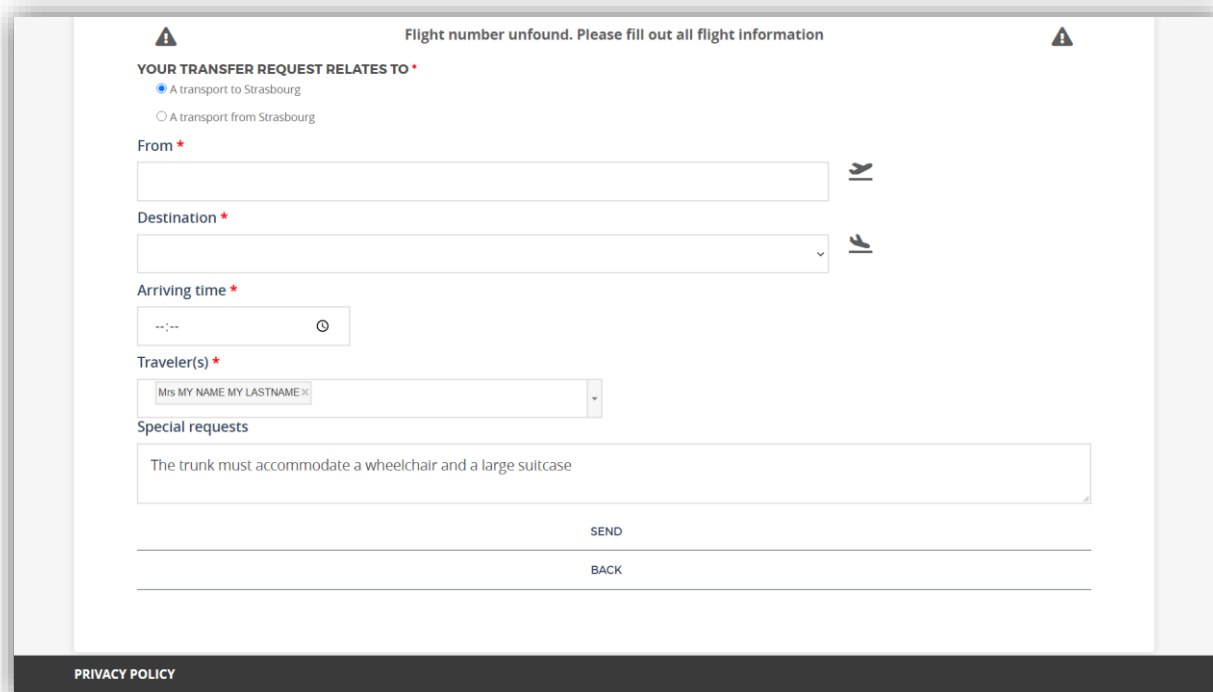
Finally, enter the flight number. You will find this number on your plane ticket. It usually consists of 2 to 3 letters and 3 to 4 numbers. For example, LH 921 or EZY 1234.

The screenshot shows the 'MAKE A TRANSPORT REQUEST' form on the Strasbourg.eu website. The form is titled 'MAKE A TRANSPORT REQUEST' with a subtitle 'If you face any issues, please contact 00 33 3 68 98 77 03'. It includes a 'Session' dropdown menu showing 'COEJUL21 - 05/07/2021 to 27/09/2021', a 'Date of flight' dropdown menu showing '05/07/2021', and a 'Flight Number' text input field containing 'LH 921'. Below the input fields are 'SEARCH' and 'BACK' buttons. The website header includes links for 'HOME', 'MY ACCOUNT', 'MY TRIPS', 'PARLIAMENTARY TEAM', 'REQUEST TRANSPORTATION', and 'INFORMATION'. The footer includes a 'PRIVACY POLICY' link and the Strasbourg.eu logo.

The platform will then automatically display the flight details. If this is not the case, retype the number by adding a space between letters and numbers. For example, **LH 921** instead of **LH921**.

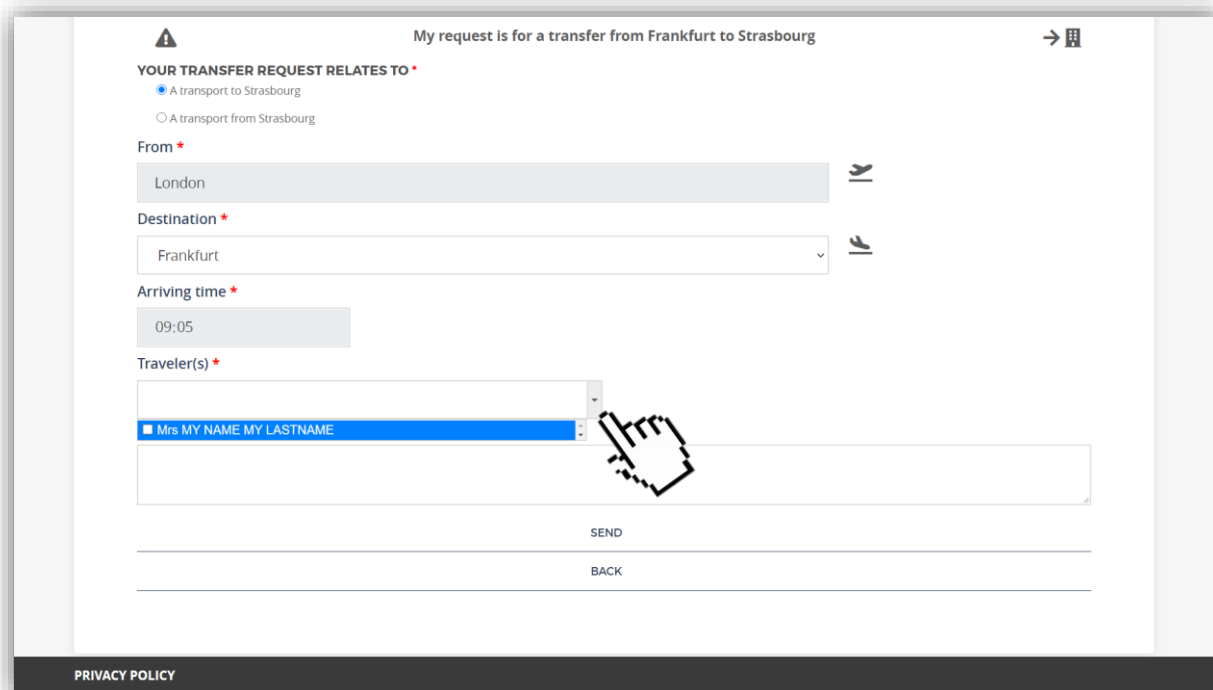
The screenshot shows the 'YOUR TRANSFER REQUEST RELATES TO' form on the Strasbourg.eu website. The form is titled 'YOUR TRANSFER REQUEST RELATES TO' with a subtitle 'My request is for a transfer from Frankfurt to Strasbourg'. It includes a radio button selection for 'A transport to Strasbourg' (selected) and 'A transport from Strasbourg'. Below the selection are 'From' and 'Destination' dropdown menus, both showing 'London' and 'Frankfurt' respectively. There is also an 'Arriving time' dropdown menu showing '09:05'. Below these are 'Traveler(s)' and 'Special requests' text input fields. At the bottom are 'SEND' and 'BACK' buttons. The website header includes a warning icon and the title 'My request is for a transfer from Frankfurt to Strasbourg'. The footer includes a 'PRIVACY POLICY' link.

If your flight number is not recognized by the platform, you can fill in the fields of your transport request manually. The remainder of the procedure is identical for both cases.



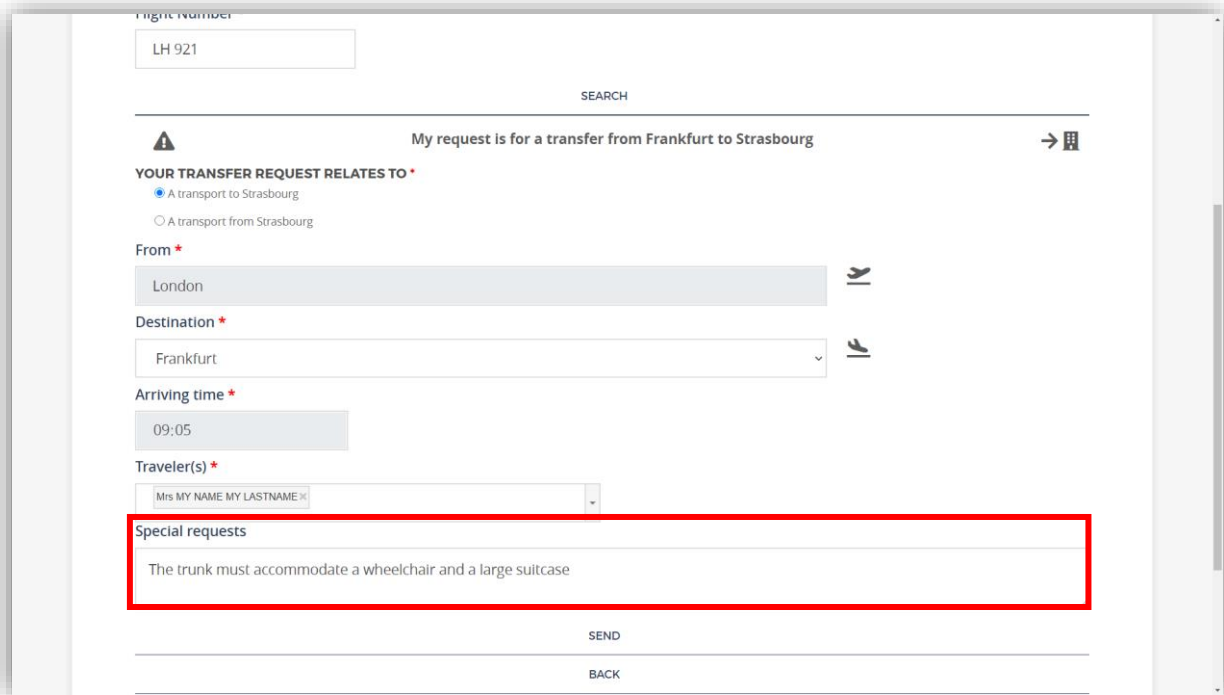
The screenshot shows a web form titled "Flight number unfound. Please fill out all flight information". It includes a section "YOUR TRANSFER REQUEST RELATES TO" with two radio buttons: "A transport to Strasbourg" (selected) and "A transport from Strasbourg". Below this are fields for "From", "Destination", "Arriving time", and "Traveler(s)". The "Traveler(s)" field shows "Mrs MY NAME MY LASTNAME". There is a "Special requests" text area containing "The trunk must accommodate a wheelchair and a large suitcase". At the bottom are "SEND" and "BACK" buttons, and a "PRIVACY POLICY" link at the very bottom.

Select the PACE Member(s) receiving the transport. **You can only select PACE Members previously linked to your account, and you cannot add other delegation secretaries through this process.**



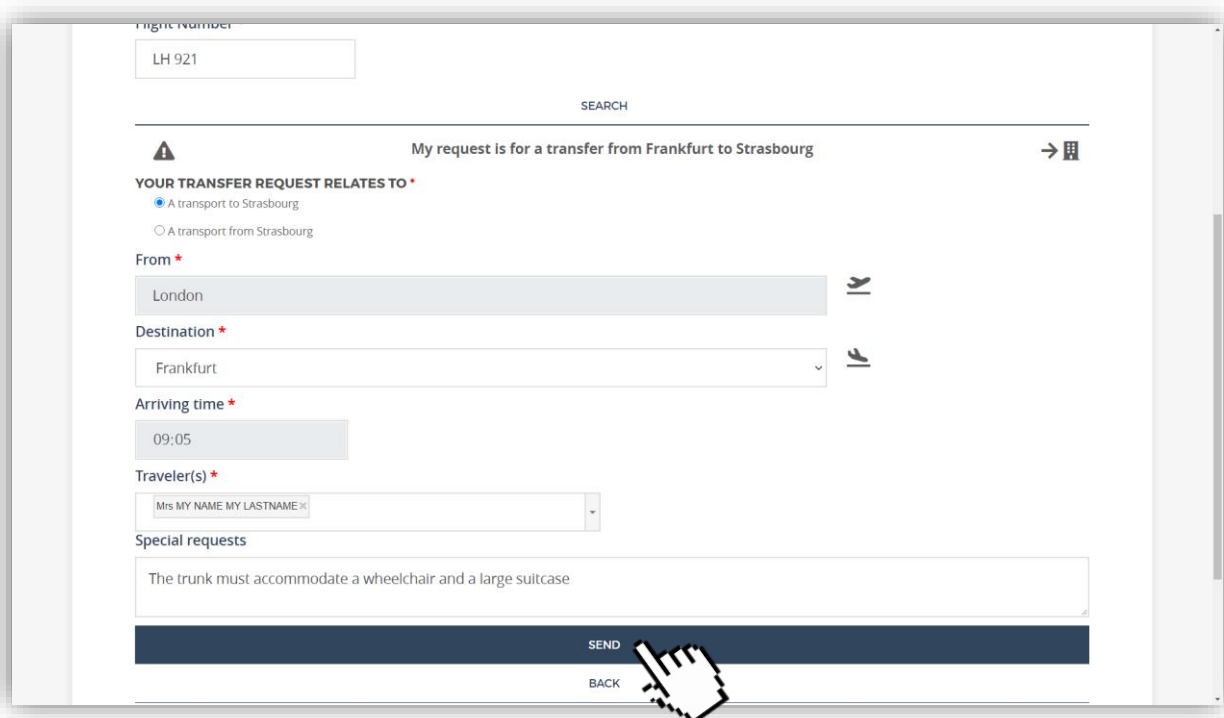
This screenshot shows the same form as above, but with more data entered. The "From" field is "London", "Destination" is "Frankfurt", and "Arriving time" is "09:05". In the "Traveler(s)" dropdown menu, "Mrs MY NAME MY LASTNAME" is selected and highlighted in blue. A hand cursor is pointing at the dropdown arrow. The "SEND" and "BACK" buttons are visible at the bottom, along with the "PRIVACY POLICY" link.

Specify any transportation special requests. **For example, if you wish to travel with your delegation members and other delegation secretaries, you can specify this in this space “Special Requests”.** This “*Special Requests*” field is also used to request a van that can accommodate a wheelchair, a baby seat or an additional space available for a spouse.



The screenshot shows a web form for submitting a transportation request. At the top, there is a 'Flight Number' field with 'LH 921' and a 'SEARCH' button. Below this, a status bar indicates 'My request is for a transfer from Frankfurt to Strasbourg' with a right-pointing arrow and a printer icon. The main section is titled 'YOUR TRANSFER REQUEST RELATES TO *' and contains two radio buttons: 'A transport to Strasbourg' (selected) and 'A transport from Strasbourg'. Below these are fields for 'From *' (London), 'Destination *' (Frankfurt), and 'Arriving time *' (09:05). The 'Traveler(s) *' field contains 'Mrs MY NAME MY LASTNAME'. The 'Special requests' field is highlighted with a red border and contains the text 'The trunk must accommodate a wheelchair and a large suitcase'. At the bottom, there are 'SEND' and 'BACK' buttons.

Click “Send”. You are redirected to the home page.



This screenshot is identical to the one above, showing the same 'My request' form. However, a hand cursor icon is positioned over the 'SEND' button at the bottom of the form, indicating the next step in the process.

The delegation secretaries may make transport requests for one or more PACE Members under their management. Conversely, PACE Members can only make reservations for themselves via their personal accounts.

If delegation secretaries wish to travel with their delegation members, simply indicate this in the “*Special Requests*” field. Generally speaking, this service is reserved for PACE Members and we cannot always guarantee transport for delegation secretaries. However, we can offer you this service if seats remain available and you have requested them.

How can a delegation secretary create a request to leave for a PACE Member? ➡✈

The addition of the managed PACE Members in your “*Parliamentary Team*” tab enables you to create a transport request for them for a journey (return) from Strasbourg, until the day before departure before 12:00am.

To do this, from your account home page, click on “*Request transportation*”.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM **REQUEST TRANSPORTATION** INFORMATION - MY NAME1 MY LASTNAME1

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
No data available in table							

NEWS

No news available

FAQ

How to contact the City of Strasbourg Welcoming Team?
[Q04-V] How do I find my flight number?
[Q23-V] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?
[Show all Frequently Asked Questions](#)

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Strasbourg.eu

You are redirected to the transport request page.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM **REQUEST TRANSPORTATION** INFORMATION - MY NAME1 MY LASTNAME1

MAKE A TRANSPORT REQUEST

If you face any issues, please contact 00 33 3 68 98 77 03

Session *

Date of flight *

Flight Number *

E.G. LH900

SEARCH

BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Strasbourg.eu

Select the relevant session for the request.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION

MY NAME1 MY LASTNAME1

MAKE A TRANSPORT REQUEST

If you face any issues, please contact 00 33 3 68 98 77 03

Session *

- COEJUL21 - 05/07/2021 to 27/09/2021
- COESEP21 - 27/09/2021 to 01/10/2021

Flight Number *

E.G., LH900

SEARCH

BACK

PRIVACY POLICY

City and Euroairport of Strasbourg 2021

Strasbourg.eu

Select the date of the flight.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION

MY NAME1 MY LASTNAME1

MAKE A TRANSPORT REQUEST

If you face any issues, please contact 00 33 3 68 98 77 03

Session *

COEJUL21 - 05/07/2021 to 27/09/2021

Date of flight *

09/07/2021

SEARCH

BACK

PRIVACY POLICY

City and Euroairport of Strasbourg 2021

Strasbourg.eu

Finally, enter the flight number. You will find this number on your plane ticket. It usually consists of 2 to 3 letters and 3 to 4 numbers. For example, LH 921 or EZY 1234.

The screenshot shows a web interface for making a transport request. At the top, there is a navigation bar with links: HOME, MY ACCOUNT, MY TRIPS, PARLIAMENTARY TEAM, REQUEST TRANSPORTATION, and INFORMATION. On the right, there is a user profile section labeled 'MY NAME1 MY LASTNAME1'. The main heading is 'MAKE A TRANSPORT REQUEST' with a sub-note: 'If you face any issues, please contact 00 33 3 68 98 77 03'. The form contains the following fields: 'Session' (a dropdown menu showing 'COEJUL21 - 05/07/2021 to 27/09/2021'), 'Date of flight' (a date picker showing '09/07/2021'), and 'Flight Number' (a text input field containing 'KL 1766'). Below these fields are two buttons: 'SEARCH' and 'BACK'. At the bottom of the page, there is a 'PRIVACY POLICY' link and the 'Strasbourg.eu' logo.

The platform will automatically display the flight details. If this is not the case, retype the number by adding a space between letters and numbers. For example, **LH 900** instead of **LH900**.

The screenshot shows a web interface for a transfer request. At the top, there is a navigation bar with links: HOME, MY ACCOUNT, MY TRIPS, PARLIAMENTARY TEAM, REQUEST TRANSPORTATION, and INFORMATION. On the right, there is a user profile section labeled 'MY NAME1 MY LASTNAME1'. The main heading is 'YOUR TRANSFER REQUEST RELATES TO' with a sub-note: 'My request is for a transfer from Strasbourg to Frankfurt'. The form contains the following fields: 'From' (a dropdown menu showing 'Frankfurt'), 'Destination' (a dropdown menu showing 'Amsterdam'), 'Departure time' (a time picker showing '11:45'), 'Wished departure time' (a time picker showing '07:45'), 'Traveler(s)' (a dropdown menu), 'Special requests' (a text input field), and 'Pick up place' (a dropdown menu). Below these fields are two buttons: 'SEND' and 'BACK'. At the bottom of the page, there is a 'PRIVACY POLICY' link and the 'Strasbourg.eu' logo.

If your flight number is not recognized by the platform, you can fill in the fields of your transport request manually. The remainder of the procedure is identical for both cases.

The screenshot shows a web form titled "My request is for a transfer from Strasbourg to". The form includes the following fields and options:

- YOUR TRANSFER REQUEST RELATES TO ***
 - ☐ A transport to Strasbourg
 - ☒ A transport from Strasbourg
- From ***: A text input field.
- Destination ***: A text input field.
- Departure time ***: A time selection dropdown showing "--:--".
- Wished departure time ***: A time selection dropdown showing "--:--".
- Traveler(s) ***: A dropdown menu.
- Special requests**: A large text area.
- Pick up place ***: A dropdown menu.
- SEND** and **BACK** buttons at the bottom.

The footer contains a "PRIVACY POLICY" link and the text "City and Euroregion of Strasbourg 2021".

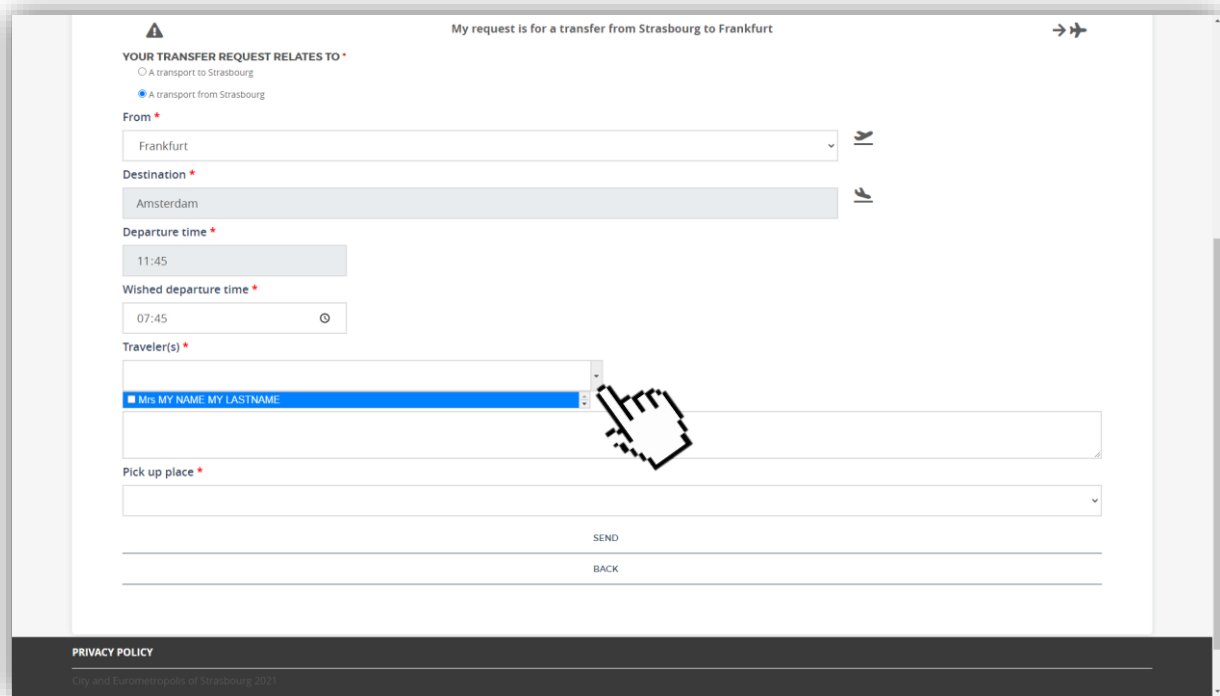
Once the information has been verified, select the wished departure time from Strasbourg. **The wished departure time is subject to change by the city of Strasbourg** depending on the groups or to guarantee a timely arrival at the airport so as not to miss your flight.

The screenshot shows the same web form as above, but with the following updates:

- From ***: Set to "Frankfurt".
- Destination ***: Set to "Amsterdam".
- Departure time ***: Set to "11:45".
- Wished departure time ***: A dropdown menu is open, showing a list of times from 07:45 to 13:51. A hand cursor is pointing at the 07:45 option.
- SEND** and **BACK** buttons at the bottom.

The footer contains a "PRIVACY POLICY" link and the text "City and Euroregion of Strasbourg 2021".

Select the PACE Member(s) receiving the transport. **You can only select PACE Members previously linked to your account, and you cannot add other delegation secretaries through this process.**



My request is for a transfer from Strasbourg to Frankfurt

YOUR TRANSFER REQUEST RELATES TO *

☐ A transport to Strasbourg

☒ A transport from Strasbourg

From *

Frankfurt

Destination *

Amsterdam

Departure time *

11:45

Wished departure time *

07:45

Traveler(s) *

Mrs MY NAME MY LASTNAME

Pick up place *

SEND

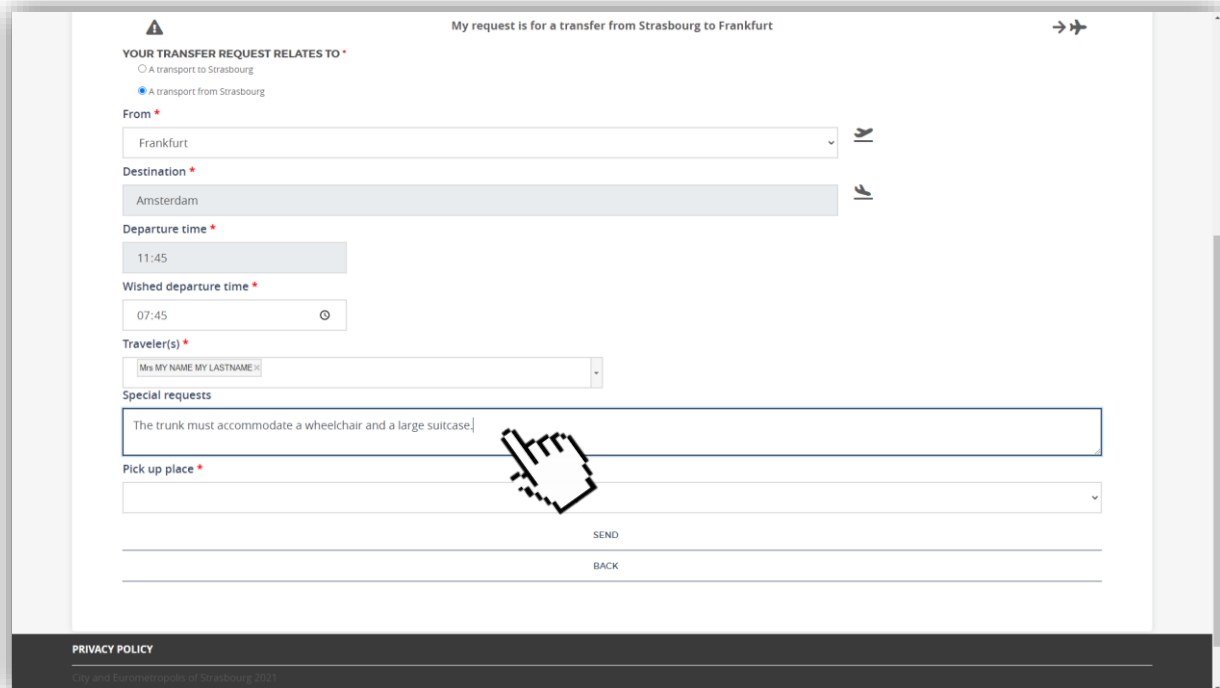
BACK

PRIVACY POLICY

City and Euroregion of Strasbourg 2021

Specify any transportation special request. **For example, if you wish to travel with your delegation members and other delegation secretaries, you can specify this in this space “Special Requests”.**

This “Special Requests” field is also used to request a van that can accommodate a wheelchair, a baby seat or an additional space available for a spouse.



My request is for a transfer from Strasbourg to Frankfurt

YOUR TRANSFER REQUEST RELATES TO *

☐ A transport to Strasbourg

☒ A transport from Strasbourg

From *

Frankfurt

Destination *

Amsterdam

Departure time *

11:45

Wished departure time *

07:45

Traveler(s) *

Mrs MY NAME MY LASTNAME

Special requests

The trunk must accommodate a wheelchair and a large suitcase.

Pick up place *

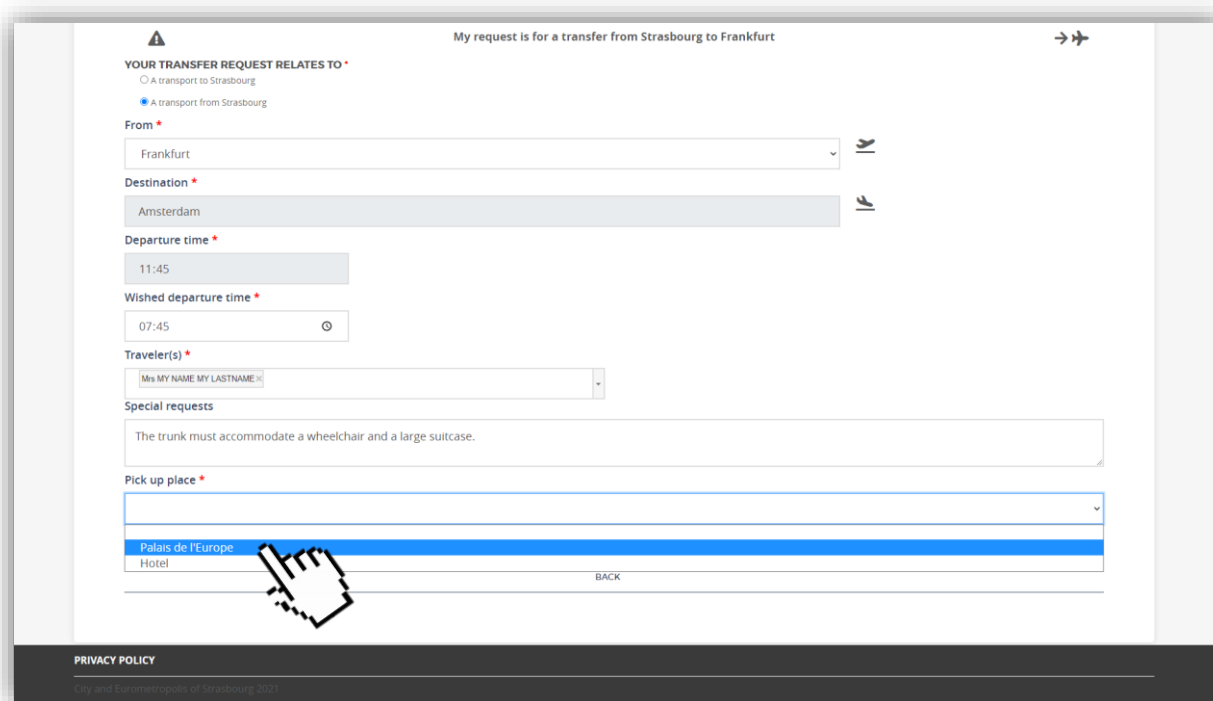
SEND

BACK

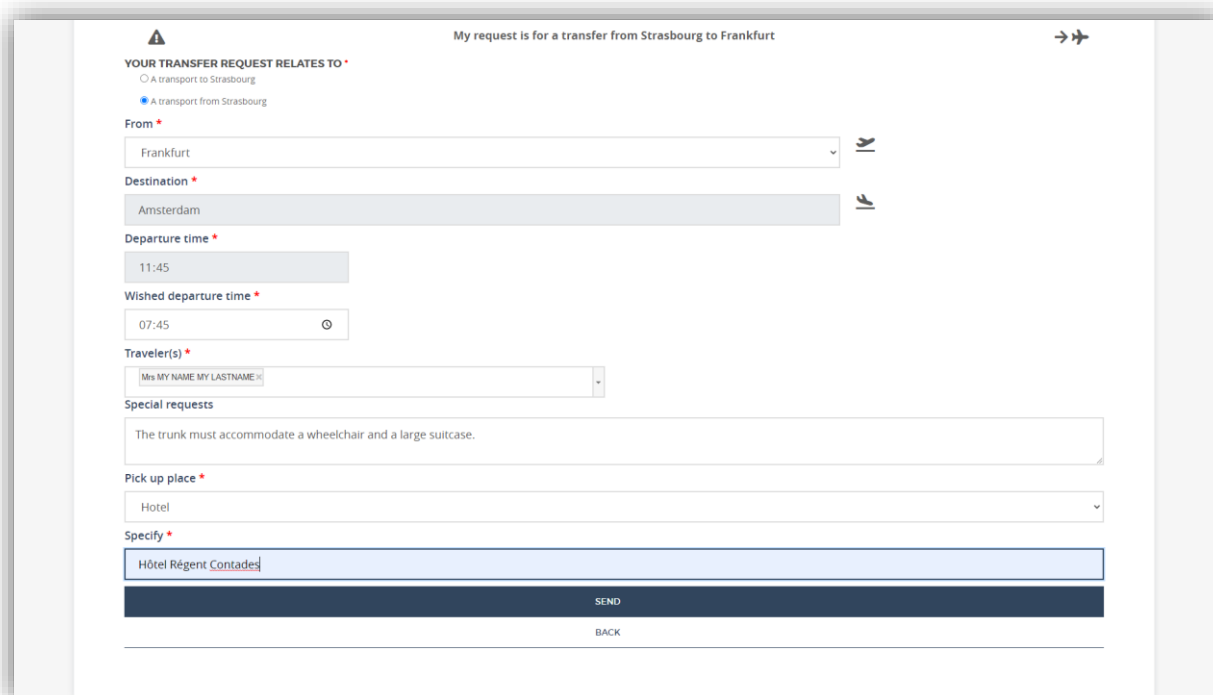
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City and Euroregion of Strasbourg 2021

Finally, select the wished/desired pick up place of the PACE Member, and specify the information.



The screenshot shows a web form titled "My request is for a transfer from Strasbourg to Frankfurt". The form includes fields for "From" (Frankfurt), "Destination" (Amsterdam), "Departure time" (11:45), "Wished departure time" (07:45), "Traveler(s)" (Mrs MY NAME MY LASTNAME), and "Special requests" (The trunk must accommodate a wheelchair and a large suitcase). The "Pick up place" dropdown menu is open, showing "Palais de l'Europe" as the selected option. A hand cursor is pointing at the "Palais de l'Europe" option. The form also has a "BACK" button and a "PRIVACY POLICY" link at the bottom.



The screenshot shows the same web form as above, but with the "Specify" field filled with "Hôtel Régent Contades". The "Pick up place" dropdown menu is now closed. The form also has a "SEND" button and a "BACK" button at the bottom.

Click "Send". You are redirected to the home page.

The delegation secretaries may make transport requests for one or more PACE Members under their management. Conversely, PACE Members can only make reservations for themselves via their personal accounts.

If delegation secretaries wish to travel with their delegation members, simply indicate this in the "Special Requests" field. Generally speaking, this service is reserved for delegation members and we cannot always guarantee transport for delegation secretaries. However, we can offer you this service if seats remain available and you have requested it.

Where to track the evolution of transportation demands?

You will be able to consult all your trips and follow the evolution of their status:

- On the home page (only the next 4 trips are visible):

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869		05/07/2021	COEJUL21	LH 921	→	05/07/2021	MY NAME MY LASTNAME
870		09/07/2021	COEJUL21	KL 1766	→	09/07/2021	MY NAME MY LASTNAME

NEWS

No news available

FAQ

[How to contact the City of Strasbourg Welcoming Team?](#)
[\[004-Y\] How do I find my flight number?](#)
[\[Q23-V\] Where are the meeting points at the Frankfurt, Stuttgart, Basel, and Karlsruhe / Baden-Baden airports?](#)
[Show all Frequently Asked Questions](#)

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<https://transport-europe-test.strasbourg.eu/442/Information/DetailFAQ/14>

- Or by clicking on the “My Trips” tab (you will find all your trips, including your history):

MY REQUESTS / MY TRANSPORTS

Show

☒ Current / Upcoming
☐ Previous
☐ All

NEW TRANSPORT REQUEST

Search:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869		05/07/2021	COEJUL21	LH 921	→	05/07/2021	MY NAME MY LASTNAME
870		09/07/2021	COEJUL21	KL 1766	→	09/07/2021	MY NAME MY LASTNAME

First Previous **1** Next Last

BACK

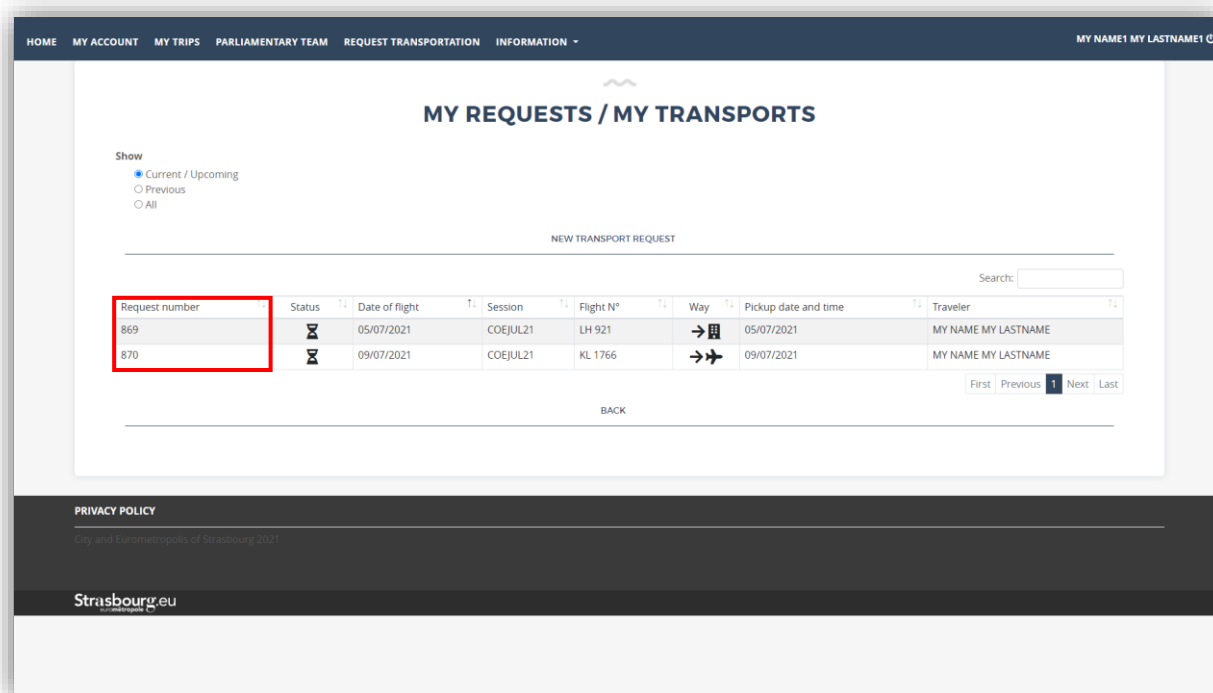
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How to track the evolution of transportation demands?

In the “*My Trips*” tab, you have access to all your trips, including your history. You will find several information.

First, a unique transport request number. You can contact us if you have any problems with your booking, by mail or by phone.





HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION MY NAME1 MY LASTNAME1

MY REQUESTS / MY TRANSPORTS

Show
☒ Current / Upcoming
☐ Previous
☐ All

NEW TRANSPORT REQUEST

Search:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869		05/07/2021	COEJUL21	LH 921	→	05/07/2021	MY NAME MY LASTNAME
870		09/07/2021	COEJUL21	KL 1766	→	09/07/2021	MY NAME MY LASTNAME

First Previous 1 Next Last




BACK

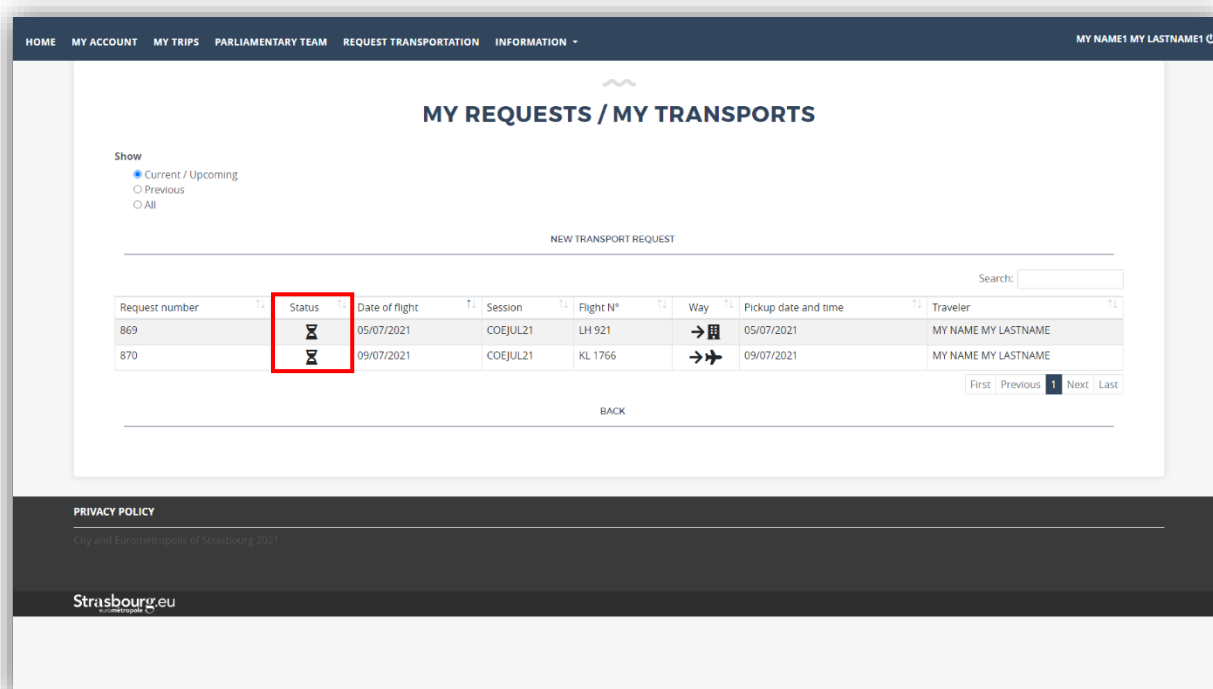
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Then, you are informed of the status of your application. This can be:

-  Pending validation
-  Validated
-  Refused or cancelled





HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION MY NAME1 MY LASTNAME1

MY REQUESTS / MY TRANSPORTS

Show
☒ Current / Upcoming
☐ Previous
☐ All

NEW TRANSPORT REQUEST

Search:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869		05/07/2021	COEJUL21	LH 921	→	05/07/2021	MY NAME MY LASTNAME
870		09/07/2021	COEJUL21	KL 1766	→	09/07/2021	MY NAME MY LASTNAME

First Previous 1 Next Last

BACK

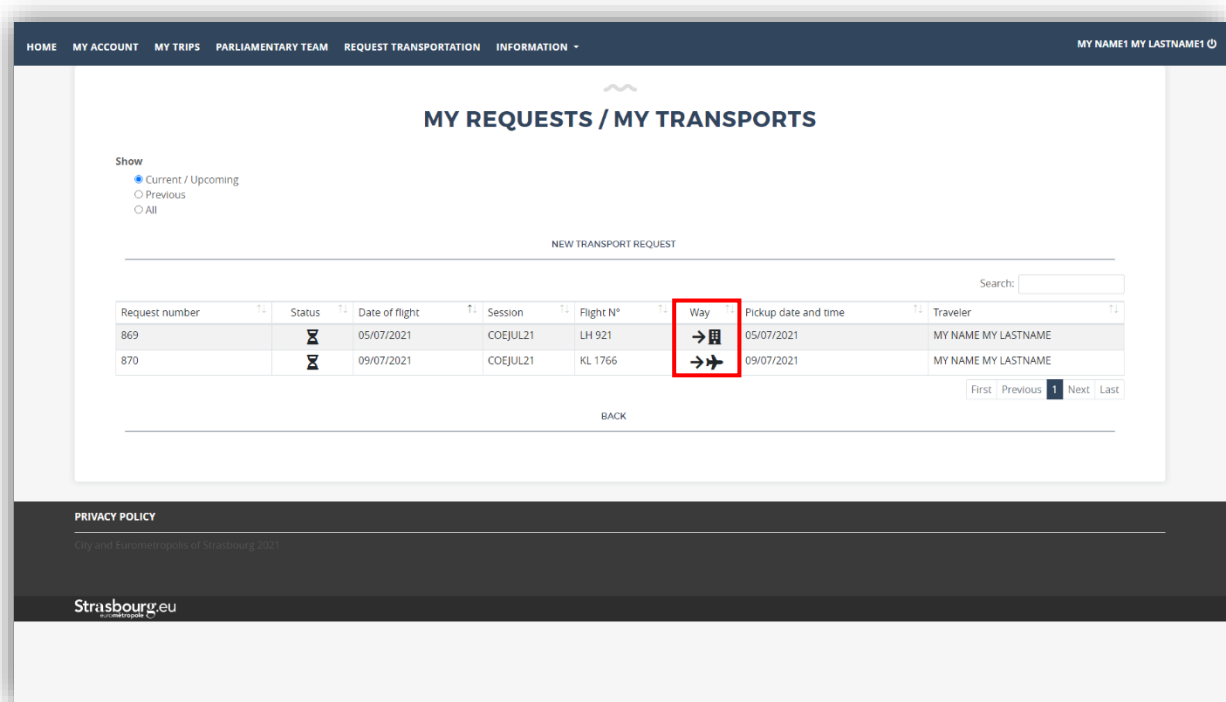
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The direction of your transport is also indicated:

- 🏠 Transport from the airport to Strasbourg: **Arrival**
- ✈ Transport from Strasbourg to the airport: **Departure**



HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION ▾ MY NAME1 MY LASTNAME1 ⌵

MY REQUESTS / MY TRANSPORTS

Show

- ☒ Current / Upcoming
- ☐ Previous
- ☐ All

NEW TRANSPORT REQUEST

Search:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869	⌛	05/07/2021	COEJUL21	LH 921	→🏠	05/07/2021	MY NAME MY LASTNAME
870	⌛	09/07/2021	COEJUL21	KL 1766	→✈	09/07/2021	MY NAME MY LASTNAME

First Previous 1 Next Last

BACK

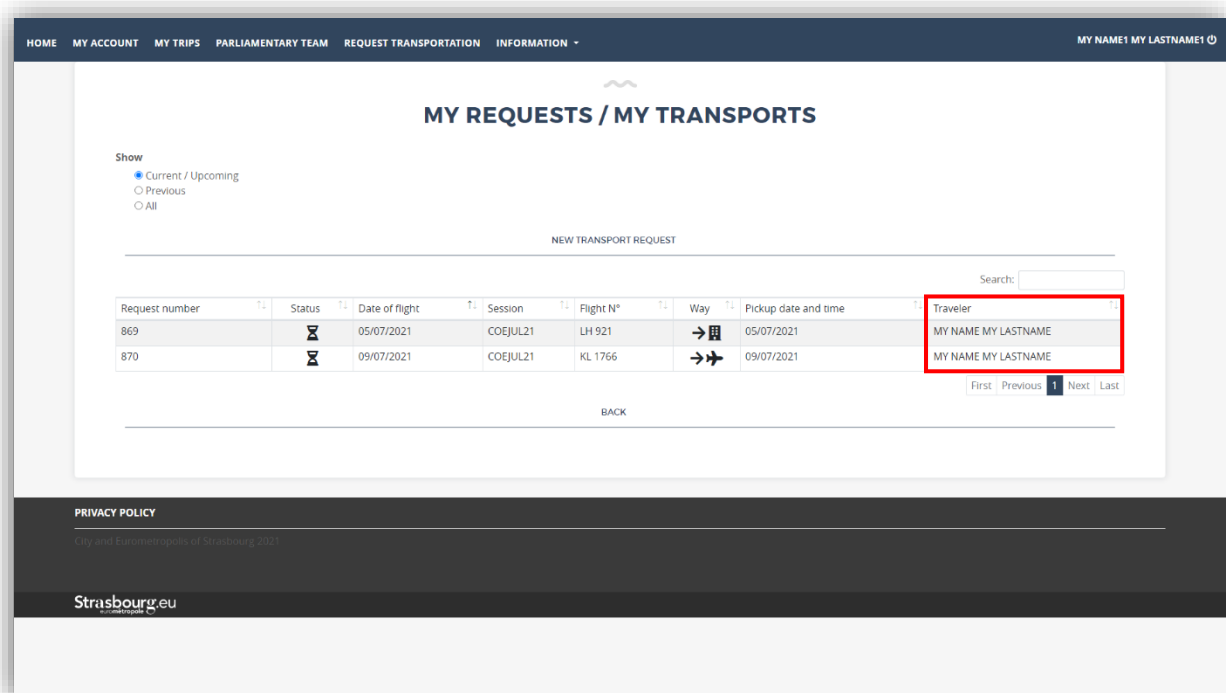
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Finally, the beneficiary(ies) of the requested transport is/are visible. When you request transportation for multiple travellers, you can do so *via* a single form on our platform.

In order to facilitate the possible individual modifications for each traveller, transport requests for several PACE Members give rise to the creation of several order numbers. You can modify or cancel a member's request without altering the requests of the other beneficiaries of the journey.



HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION ▾ MY NAME1 MY LASTNAME1 ⌵

MY REQUESTS / MY TRANSPORTS

Show

- ☒ Current / Upcoming
- ☐ Previous
- ☐ All

NEW TRANSPORT REQUEST

Search:

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869	⌛	05/07/2021	COEJUL21	LH 921	→🏠	05/07/2021	MY NAME MY LASTNAME
870	⌛	09/07/2021	COEJUL21	KL 1766	→✈	09/07/2021	MY NAME MY LASTNAME

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How to view news and FAQs (Frequently Asked Questions)?

You will find a “FAQ” (Frequently Asked Questions) on our platform to answer any questions concerning its use, as well as a “News” section, dedicated to information related to the transport of PACE Members.

You can view both of these topics from the platform home page.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION MY NAME1 MY LASTNAME1

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
869	✖	05/07/2021	COEJUL21	LH 921	→	05/07/2021	MY NAME MY LASTNAME
870	✖	09/07/2021	COEJUL21	KL 1766	→✈	09/07/2021	MY NAME MY LASTNAME

NEWS

FAQ

No news available

How to contact the City of Strasbourg Welcoming Team?
[Q04-V] How do I find my flight number?
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[Show all Frequently Asked Questions](#)

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It is also possible to access the dedicated sections via the “Information” tab at the top of the page.

HOME MY ACCOUNT MY TRIPS PARLIAMENTARY TEAM REQUEST TRANSPORTATION INFORMATION MY NAME1 MY LASTNAME1

NEW TRANSPORT REQUEST

SHOW ALL MY TRIPS

Request number	Status	Date of flight	Session	Flight N°	Way	Pickup date and time	Traveler
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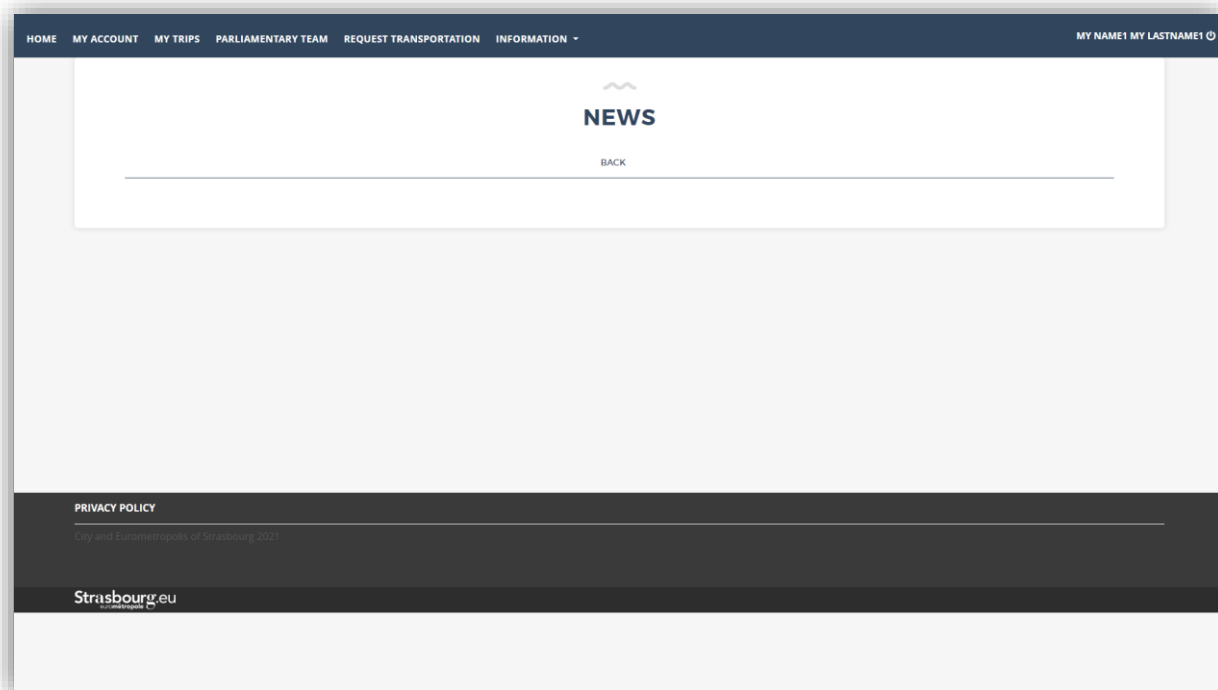
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You are redirected to the chosen page:

- “News”



- “Frequently Asked Questions”

