



## **GENERAL INFORMATION**

**21<sup>st</sup> Annual Session  
of the OSCE Parliamentary Assembly**

**Monaco, 5 – 9 July 2012**

## INFORMATION CONCERNING THE 21<sup>ST</sup> ANNUAL SESSION OF THE OSCE PARLIAMENTARY ASSEMBLY

### VENUE OF THE SESSION

Congress Centre “Grimaldi Forum Monaco”  
10 avenue Princesse Grâce  
MC 98000 Monaco  
Monaco  
Tel: (+377) 99 99 20 00  
Fax: (+377) 99 99 22 01

All meetings will be held at the Congress Centre “Grimaldi Forum Monaco”. In co-operation with the Tourist and Convention Authority, the National Council of the Principality of Monaco will make the arrangements for the Annual Session. For information please contact the staff listed below:

Tourist and Convention Authority  
Mrs Flavie Bonnin-Novaretti  
2a boulevard des Moulins, 98000 Monaco  
Tel: (+377) 92 16 60 53  
Fax: (+377) 92 16 61 35  
E-mail: [fnovaretti@gouv.mc](mailto:fnovaretti@gouv.mc)

International Secretariat of the OSCE Parliamentary Assembly  
Mrs. Odile Lelarge, Conference Co-ordinator  
Tordenskjoldsgade 1, 1055 Copenhagen K., Denmark  
Tel: (+45) 33 37 80 34  
Fax: (+45) 33 37 80 30  
E-mail: [odile@oscepa.dk](mailto:odile@oscepa.dk)

### HOTELS AND ACCOMMODATION

Hotels available for the Annual Session are indicated in Annex A. All reservations must be made by sending the hotel reservation form (Annex A – 2 pages) to Mrs. Flavie Bonnin-Novaretti at the Tourist and Convention Authority, by email: [fnovaretti@gouv.mc](mailto:fnovaretti@gouv.mc) or by fax: (+377) 92 16 61 35.

A copy must also be sent to Mrs Odile Lelarge at the International Secretariat of the OSCE Parliamentary Assembly, by e-mail: [odile@oscepa.dk](mailto:odile@oscepa.dk) or by fax: (+45) 33 37 80 30.

Secretaries of Delegation who wish to make group reservations must fill in a form for each participant. Reservations must be completed by 31 May 2012 at the latest. Reservation forms submitted later than 31 May 2012 will be subject to availability.

Given the limited number of rooms available, reservations will be treated in order of arrival. Please make sure to read the hotel cancellation policy in Annex A. For further information on the services offered by each hotel, we recommend that you consult the following websites:

Hôtel Hermitage : [www.hotelhermitagemontecarlo.com](http://www.hotelhermitagemontecarlo.com)  
Fairmont Monte Carlo : [www.fairmont.com/fr/MonteCarlo](http://www.fairmont.com/fr/MonteCarlo)  
Méridien Beach Plaza : [www.lemeridienmontecarlo.com](http://www.lemeridienmontecarlo.com)  
Monte-Carlo Bay : [www.montecarlobay.com](http://www.montecarlobay.com)  
Novotel Monte-Carlo : <http://www.novotel.com/gb/hotel-5275-novotel-monte-carlo/index.shtml>  
Columbus Monte-Carlo : [www.columbushotels.com](http://www.columbushotels.com)

An information desk will be located in the lobby of each hotel throughout the session.

## REGISTRATION

The registration form (Annex B) must be sent to Mrs. Odile Lelarge at the International Secretariat of the OSCE Parliamentary Assembly (fax: + 45 33 37 80 30 ; e-mail: [odile@oscepa.dk](mailto:odile@oscepa.dk) ) before 31 May 2012. We kindly ask you to send a copy of the registration form to Mrs. Flavie Bonnin-Novaretti (fax: (+377) 92 16 6135 / e-mail: [fnovaretti@gouv.mc](mailto:fnovaretti@gouv.mc)).

The registration desk will be open in the lobby of the Grimaldi Forum from 12:00 to 20:00 on Wednesday 4 July. For the remainder of the Annual Session, registration will be open every day from 08:00. Please register as soon as possible after your arrival in Monaco. Participants and accompanying persons will be able to collect their identity badges, conference bags and further conference information upon registration at the Grimaldi Forum only.

## TRAVEL TO MONACO

Participants are kindly requested to indicate their flight references as well as their dates of arrival and departure both in the registration form and the hotel reservation form, in order to facilitate their transfer.

Nice Côte d'Azur Airport is the main airport to enter Monaco. It is located approximately 30 km away from the convention centre. A welcome service will be located in the arrivals area to greet the participants and help with any matter that might occur. There will only be organized transport from and to this airport. Buses to the hotels will be provided on Tuesday 3 and Wednesday 4 July, and on Monday 9 and Tuesday 10 July for departure from the hotels.

Information on flight schedules is available at: [www.nice.aeroport.fr](http://www.nice.aeroport.fr)

Participants arriving on any other dates should use a taxi (30-40 minutes journey). The drive costs approximately 100 €. Tipping the driver is not required.

They can also use the Nice Airport Xpress shuttle (line 110) which runs every 30 minutes between Nice Airport and Monaco ( for time schedule and fare, please consult : [www.niceairportxpress.com](http://www.niceairportxpress.com))

## SPECIAL NEEDS

The Secretaries of Delegation should inform Mrs. Flavie Bonnin-Novaretti ([fnovaretti@gouv.mc](mailto:fnovaretti@gouv.mc) ) of guests with special needs in order to make the necessary transportation and other arrangements in advance.

## VISAS

To enter the Monegasque territory it is necessary to travel through the French territory.

Entering and staying on the Monegasque territory is subject to holding a valid passport or other forms of travel documents with the necessary authorizations required by the French authorities, permitting entrance in France. Visa applications should be made in the participant's country of residence, through the French Embassy or Consulate or any other country that is party to the Schengen agreement.

Even though the Principality of Monaco is a sovereign and independent state, there are no border formalities crossing to and from France.

A valid Schengen visa allows you to enter and stay on the territory of the Principality of Monaco and France for a period that does not exceed 90 days.

We recommend that you contact the French authorities in your country of residence to check all the formalities necessary to obtain a visa well in advance of the Annual Session.

In Annex C, you will find the list of countries whose citizens require visas to enter France, along with contact information for the French embassies in these countries.

#### CUSTOMS

For customs regulations on items imported into France and the Principality of Monaco, see the website of the French customs: [www.douane.gouv.fr](http://www.douane.gouv.fr)

#### TRANSPORTATION DURING THE ANNUAL SESSION

Coach transport will be provided between the selected hotels and the Grimaldi Forum for each session as well as for all social functions and for the accompanying persons' programme. Transportation schedules will be available at the information desks at the hotels and at the Grimaldi Forum. We kindly ask you to respect the bus departure schedule. Please note that some of the hotels are within walking distance from the conference venue.

#### INFORMATION AND HOSPITALITY DESK

The information desk will be open in the lobby of the Grimaldi Forum throughout the Annual Session. All information for accompanying persons will be provided at the nearby hospitality desk. There will also be hospitality desks at the hotels.

#### SECURITY

All participants, including accompanying persons, observers, delegation staff and members of the press will be required to wear identity badges at all meetings and social functions, as well as for all transport organized for the session. There will be access control measures at the Grimaldi Forum.

There will be no admittance to any programme functions without the appropriate identity badge. In case of loss of your personal badge, please report to the registration desk immediately.

For security reasons, participants should also be in possession of some other means of identification and be prepared for identity checks.

#### INTERPRETATION

During the session, simultaneous interpretation will be provided in the six official OSCE languages (English, French, German, Italian, Russian and Spanish).

#### INSURANCE

Personal and medical insurance is the responsibility of the individual participant. The National Council of Monaco will not be responsible for any loss of luggage, currency or personal effects, or any medical costs.

#### EMBASSIES AND CONSULATES

A list of foreign embassies and consulates in Monaco, including contact information is available on the Diplomatic Missions page of the Department of External Relations of the Principality of Monaco: [www.diplomatie.gouv.mc](http://www.diplomatie.gouv.mc)

Foreign embassies and consulates in Monaco will be informed of the Session and the evening of Sunday 8 July has been reserved for hospitality by the diplomatic missions.

## ACCOMPANYING PERSONS

A programme for accompanying persons will be arranged while delegates are engaged in conference sessions. Accompanying persons are also welcome to join the guided tour on Friday afternoon 6 July as well as evening functions/receptions. The accompanying persons programme will be available to orange badge holders only. Accompanying persons are requested to sign up for the excursions they would like to participate at the information desk of the Grimaldi Forum by 6 July at 16:00. They are asked to wear their badges during every part of the programme.

## DRESS CODE

Business attire (or an appropriate equivalent for ladies) is required for formal occasions. Casual wear (and comfortable footwear) is suitable and recommended for the excursion on Friday afternoon 6 July and the accompanying persons programme.

Given the hot weather conditions in July, we recommend the use of light clothing adapted to heavy heat.

## MEDICAL FACILITIES

A first aid facility will be available for participants at the Grimaldi Forum throughout the session. However, illness requiring medical treatment or hospitalization is the responsibility of the individual. Delegates taking medicine should bring enough to cover their needs, take a copy of the prescriptions with them, and ensure that they have adequate health insurance. Delegates should not forget to bring their health insurance card or documents. If you were to face medical expenses, these documents would allow your reimbursement upon return.

## CATERING

There are two restaurants and cafes in the Grimaldi Forum. Also, several restaurants and cafes are in the close vicinity of the Grimaldi Forum. Upon their arrival in Monaco, the participants will be provided with a list of restaurants and cafes. Tipping in Monaco is optional. However, it is usual to leave a tip in a restaurant if you are happy with the service. A ten per cent tip is considered generous.

## CLIMATE

The daytime temperature in Monaco in July is between 25°C (low) and 30°C (high). Although mostly sunny or slightly cloudy, the weather can be unpredictable, and summer rainfall is not uncommon. In the conference period the sun rises approximately at 06:00 and sets at approximately 21:15.

## TIME

Monaco standard time zone is GMT +1 hour.

## CURRENCY

The currency used in Monaco is the Euro (€), which is the only currency acceptable for payment. All major credit cards are accepted in hotels, restaurants, cafes, supermarkets and taxis. Cash can be obtained from ATMs or at the nearest bank.

## BANKING SERVICES

Working hours of banks in Monaco in July is from 08:30 to 12:00 and from 13:30 to 17:00. Please note that banks are closed on Saturdays and Sundays. Money can also be exchanged at the hotels and at the official exchange offices in the city centre.

An ATM will be available inside the Grimaldi Forum.

#### ELECTRICITY

The voltage in Monaco is 220V and European style two-pin sockets are used.

#### TELECOMMUNICATIONS

The international code for Monaco is +377. There will be internet and fax available at the Grimaldi Forum. For availability of internet and fax at the hotels, see information on hotels amenities on hotel websites.

#### SMOKING

Smoking is prohibited inside all public buildings, restaurants, bars and public transportation.

#### CITY AND CONFERENCE INFORMATION

The National Council's website, [www.conseil-national.mc](http://www.conseil-national.mc), will be updated with conference-related information in English. The website [www.visitmonaco.com](http://www.visitmonaco.com) contains tourist and practical information about the city.