



Economic Conference
Batumi, Georgia
May 12-14, 2012

GENERAL INFORMATION

PROGRAMME

Friday 11 May	Arrival of Delegates and Registration
Saturday 12 May	Full Day Meetings
Sunday 13 May	Half Day Meetings
Monday 14 May	Half Day Meetings Departures

A detailed program will be posted shortly on the OSCE PA Website at: www.oscepa.org

CONFERENCE VENUE

All meetings will take place in:

Sheraton Batumi Hotel
28 Rustaveli Str. Batumi, Georgia
Tel: +995 422 229000
Fax: +995 422 229029
www.sheratonbatumi.com

CONFERENCE SECRETARIAT

Ms. Mary Gogoladze,
Secretary of Georgian Delegation to OSCE PA
Head of Inter-parliamentary Relations Division
Parliament of Georgia
8 Rustaveli Ave. Tbilisi, Georgia
Tel: +995 322 281368
Fax: +995 322 281742
E-mail: marygogoladze@yahoo.com

Mr. Karlo Tskitishvili,
Head of the Department for
International Relations,
Parliament of Georgia
8 Rustaveli Ave. Tbilisi, Georgia
Tel: +995 322 282616
Fax: +995 322 281742
Email: karlo@parliament.ge

Ms. Tamar Kolbaia,
Head of the Protocol Division,
Parliament of Georgia
8 Rustaveli Ave. Tbilisi, Georgia
Tel: +995 322 281742
Fax: +995 322 281742
Email: tkolbaia@parliament.ge

INTERNATIONAL SECRETARIAT

Ms. Odile Lelarge
Conference Co-ordinator
International Secretariat of the OSCE Parliamentary Assembly, Copenhagen, Denmark
Tel: + 45 33 37 80 34 / Fax: + 45 33 37 80 30 / E-mail: odile@oscepa.dk

ACCOMMODATION

The Secretariat has made bookings with preferential rates with two hotels in the city centre, one of which is the same hotel as the conference venue and the other one is a five minute drive from the conference venue. You are kindly requested to make your room booking directly with the hotels as soon as possible but no later than 17th April 2012. In your communication with the hotels, please quote the booking reference (OSCE PA) as indicated on the forms (Appendix 2A and Appendix 2B).

Bookings received after the deadline will be subject to availability.

Reservations must be guaranteed by use of a major credit card.

Please send a copy of the Hotel Reservation Forms to:

Ms. Odile Lelarge, International Secretariat of the OSCE PA
Fax: + 45 33 37 80 30; E-mail: odile@oscepa.dk

And to

Mrs. Tamar Kolbaia, Conference Secretariat, Tbilisi
Fax: +995 322 281742; Email: tkolbaia@parliament.ge

All of the hotel room rates include breakfast and tax (18% VAT). The room rates quoted in USD are guaranteed; the price will not fluctuate with the exchange rate between GEL and USD.

All payments for accommodation and personal costs should be made directly to the hotel upon departure in the Georgian national currency GEL.

The number of rooms held in each hotel is limited, so reservation requests will be treated on a first-come first-serve basis.

Kindly note the cancellation policy for each hotel as specified on the Hotel Registration Forms.

Sheraton Batumi Hotel (*****)	
28 Rustaveli Str., Batumi	Please quote booking reference: OSCE PA
<u>Deluxe Rooms:</u> Single: USD 107 per night Double/twin: USD 130 per night	Email: nino.margalidze@sheraton.com Tel: +995 422 2 29000
<u>Executive Rooms:</u> Single: USD 154 per night Double/twin: USD 189 per night	Cancellation policy: The room can be cancelled free of charge until 23 rd of April, 2012. The cancellation after this date will result in monetary restitutions to the hotel as specified on the Hotel Registration Form (Appendix 2A).
www.sheratonbatumi.com	

Radisson Blu Hotel, Batumi (*****)	
1 Ninoshvili Str., Batumi	Please quote booking reference: OSCE PA
<u>Standard Rooms:</u> Single: USD 107 per night Double/twin: USD 130 per night	Email: ia.karanadze@radissonblu.com Tel: +995 422 225 557
<u>Business Class Rooms:</u> Single: USD 177 per night Double/twin: USD 201 per night	Cancellation policy: The room can be cancelled free of charge until 7 days prior to the arrival date. The cancellation after this date will result in monetary restitutions to the hotel as specified on the Hotel Registration Form (Appendix 2B).
www.radissonblu.com/hotel.batumi	

TRANSPORTATION

Transportation will be provided for all participants between the airport and the hotel. Transport will be provided to take delegates from the selected hotel(s) to the conference venue and back, as well as to all social functions and for the accompanying persons' programme and excursions.

Special direct flights from and to Vienna have been organized by Georgian Airways as follows:

Friday 11 May 2012: Vienna - Batumi
Flight number A9 1682 – departure from VIE at 12:00 - arrival at BUS at 16:50 (Local time)
Monday 14 May 2012: Batumi – Vienna
Flight number A9 1681 - departure from BUS at 15:45 – arrival at VIE at 17:00 (Local time)

For the ticket booking and payment procedures please see the attached Appendix 1.

REGISTRATION

The registration form (Appendix 3) should be sent to Ms. Odile Lelarge at the OSCE PA International Secretariat (fax: +45 33 37 80 30; email: odile@oscepa.dk) by 17 April 2012. Please also send a copy to Ms. Tamar Kolbaia, Head of the Protocol Division, Parliament of Georgia Fax: +995 322 281742 Email: tkolbaia@parliament.ge.

Upon arrival, delegates are requested to register at the Registration Desks at the Sheraton Batumi Hotel on 11th of May from 4:00 pm to 7.30 pm. The Registration Desks will also be available from 9.00 am on 12th May.

Participants may be required to show an official identification (passport or identity card) when registering. All participants will be required to wear identity badges to attend meetings and social events, as well as when using transportation services offered by the conference.

INTERPRETATION

Interpretation will be provided in six official languages of the OSCE (English, French, German, Italian, Russian and Spanish). No translation service will be available.

DIPLOMATIC REPRESENTATION

All Embassies and High Commissions in Georgia will be notified of the meetings and will receive a copy of the programme.

Participants wishing to reach their diplomatic representatives in Georgia can consult the listing available on the Department of Foreign Affairs website at www.mfa.gov.ge.

SECURITY

All participants, including accompanying persons, staff and press will be required to wear their conference identity badges at all meetings and social functions and transportation

INSURANCE

Personal and medical insurance is the responsibility of individual participants. The OSCE PA and the Parliament of Georgia will not be responsible for any loss of luggage, personal effects or medical expenses.

VISAS

Delegates, parliamentarians, staff and accompanying persons, attending the conference from countries outside of the European Union, as well as US and Canada are advised to check on the website of the Ministry of Foreign Affairs of Georgia if they need an entry visa: http://mfa.gov.ge/index.php?lang_id=ENG&sec_id=96.

Participants who need a visa to enter Georgia will be issued a visa upon their arrival at the airport, except those persons who in violation of the Law of Georgia on Occupied Territories have trespassed the occupied regions of Georgia - Abkhazia and Tskhinvali Region – without the Georgian Government's prior authorization.

Citizens of countries, in need of visa, owning Diplomatic and Service Passports will be issued Diplomatic Visas upon arrival. Persons possessing ordinary passports will also receive Diplomatic Visas upon arrival, but are kindly

requested to send a copy of their passport to the following e-mail: tkolbaia@parliament.ge in advance for conducting necessary procedures.

Confirmation that visas will be delivered upon arrival will be sent to the participants requesting it. Visas will be delivered free of charge.

TIME

Georgia is on GET (Georgian Standard Time) zone, which equals GMT (Greenwich Mean Time) + 4h00.

DRESS

Business attire is appropriate for meetings and most social events. Casual dress (jacket, no tie) will be appropriate for participating in the excursion.

EXCURSION DAY

On 13th May 2012 participants will be given the opportunity to visit historical and cultural sites in Batumi.

ACCOMPANYING PERSONS' PROGRAMME

Two half day programmes will be available on 12th and 13th May. Accompanying persons are kindly requested to wear their identity badges at all times.

CURRENCY AND BANKING

The currency unit in Georgia is the Georgian Lari (GEL). Most major international currencies can be exchanged at banks, airports and in hotels.

Banking hours are generally between 10.00- 16.30 Monday – Friday. ATM (cash) machines are widely available in banks, hotels and shopping centres. Major credit cards (Visa, MasterCard and American Express) are accepted in most places.

TELECOMMUNICATIONS

Only mobile phones with GSM subscriptions and a roaming agreement will work in Georgia. Visitors should consult with their supplier before leaving.

ELECTRICITY SERVICE

The standard electricity voltage in Georgia is 230/240 Volts a.c., nominal, at 50Hz, with plugs being of the 2 pin type. A transformer and plug adaptor (to convert 3-pin plugs to the standard 2-pin plug) may be required.

WEATHER

Batumi has a mild humid temperate climate with warm summers. May is the driest month of the year with an average day temperature of 16°C.