



## **GENERAL INFORMATION**

**22<sup>nd</sup> Annual Session  
of the OSCE Parliamentary Assembly**

**Istanbul, 29 June- 3 July 2013**

# INFORMATION CONCERNING THE 22<sup>nd</sup> ANNUAL SESSION OF THE OSCE PARLIAMENTARY ASSEMBLY

## VENUE OF THE SESSION

Congress Center "İstanbul Lütfi Kırdar Uluslararası Kongre ve Sergi Sarayı" ( İstanbul Lütfi Kırdar ICEC)  
Address: Gümüş Caddesi No:4 , Harbiye , 34367 İstanbul  
Tel.: + 90 212 373 11 00  
Fax: + 90 212 224 08 78  
[http://www.icec.org/en/home\\_page](http://www.icec.org/en/home_page)  
E-mail: [icec@icec.org](mailto:icec@icec.org)

All meetings will be held at the Congress Center "İstanbul Lütfi Kırdar ICEC". The Grand National Assembly of Turkey will make all the arrangements for the Annual Session. For information please contact the staff listed below:

### The Grand National Assembly of Turkey

Ms. Saren Akseli and Mr. Cenk Ileri  
Tel: + 90 312 420 51 49  
Fax: + 90 312 420 67 56  
E-mail: [oscepa2013@tbmm.gov.tr](mailto:oscepa2013@tbmm.gov.tr)

### International Secretariat of the OSCE Parliamentary Assembly

Ms. 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

Hotel reservation forms for the Annual Session are available in **Annex A**. All reservations must be made by sending the hotel reservation form directly to the related hotel.

### A copy must also be sent to:

**Ms. Odile Lelarge at the International Secretariat of the OSCE Parliamentary Assembly**, by e-mail: [annualsession2013.hotels@oscepa.dk](mailto:annualsession2013.hotels@oscepa.dk) or by fax: (+45) 33 37 80 30 and

**Ms. Didem Hasturk at the Grand National Assembly of Turkey**, by e-mail: [didem@tbmm.gov.tr](mailto:didem@tbmm.gov.tr)

or by fax: +90 312 420 67 56.

Kindly note that all hotel reservation forms include 2 pages.

We recommend that you send credit card information by fax and to the hotel only, to limit the risk of credit card details being intercepted over email.

The International Secretariat and the Grand National Assembly of Turkey do not need a copy of credit card information. We kindly ask you to send the International Secretariat and the Grand National Assembly of Turkey a copy of the first page of the booking form only or to hide/black out the credit card information.

Secretaries of Delegation who wish to make group reservations must fill in a separate form for each participant. **Reservations must be completed by 15 May 2013 at the latest.** Reservation forms submitted later than 15 May 2013 will be subject to availability at the requested hotel.

Reservations will be treated on a first come first serve basis. Considering that the Annual Session 2013 is during high tourist season in Istanbul, we strongly recommend that delegations make their reservations without delay and before the cut-off date of 15 May. After this date, hotel room availability cannot be guaranteed.

**Please make sure to read the cancellation policies of the hotels.** For further information on the services offered by each hotel, we recommend that you consult the following websites:

**Hilton İstanbul:** [www.hiltonistanbul.com.tr](http://www.hiltonistanbul.com.tr)  
**The Marmara Taksim :** [www.themarmaracollection.com](http://www.themarmaracollection.com)  
**Swiss Hotel the Bosphorus:** [www.swissotel.com.tr](http://www.swissotel.com.tr)  
**Grand Hyatt:** [www.istanbul.grand.hyatt.com](http://www.istanbul.grand.hyatt.com)  
**Point Hotel Taksim :** [www.pointhotel.com](http://www.pointhotel.com)  
**Nippon Hotel :** [www.nipponhotel.com.tr](http://www.nipponhotel.com.tr)  
**Conrad İstanbul:** <http://www.hilton.com.tr/tr/Conrad/>

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

## REGISTRATION

The registration form (**Annex B**) must be send to **Ms. 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 24 May 2013**. We kindly ask you to send a copy of the registration form to **Ms. Aycan Vergili** (fax: +90 312 420 67 56/ e-mail: [aycan.vergili@tbmm.gov.tr](mailto:aycan.vergili@tbmm.gov.tr)).

The registration desk will be open in the lobby of the Lütfi Kırdar Congress Centre **from 12.00 to 20.00 on 28 June**. 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 İstanbul. Participants and accompanying persons will be able to collect their identity badges, conference bags and further conference information upon registration upon registration at the Lütfi Kırdar Congress Centre only.

## TRAVEL TO İSTANBUL

**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.**

Atatürk International Airport is the main airport to enter İstanbul. It is located approximately 31 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 Friday 28 and Saturday 29 June, and on Wednesday 3 and Thursday 4 July for departure from hotels.**

Information on the 22<sup>nd</sup> Annual Session will be available at [oscepa2003istanbul.org](http://oscepa2003istanbul.org) at the beginning of March 2013.

Participants arriving on any other dates should use a taxi (30-40 minutes journey). The drive costs no more than 50 Euros. Tipping the driver is not required.

## SPECIAL NEEDS

The Secretaries of Delegation should inform Mr. Mücahit ARSLAN (e-mail: [mucahit@tbmm.gov.tr](mailto:mucahit@tbmm.gov.tr)) of guests with special needs in order to make the necessary transportation and other arrangements in advance.

## VISAS

Entering and staying in Turkey is subject to holding a valid passport or other forms of travel documents with the necessary authorizations required by the Turkish authorities, permitting entrance in Turkey. Visa applications should be made in the participant's country of residence or any other country through the Turkish Embassy or Consulate.

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

For detailed information on the visa regime, you can visit [www.mfa.gov.tr](http://www.mfa.gov.tr), the website of the Ministry of Foreign Affairs of Turkey.

In **Annex C**, you will find the visa regimes for OSCE PA participating states and partners for cooperation for entering Turkey, along with contact information for the Turkish embassies in these countries for those needing visas.

## **CUSTOMS**

For the customs regulations on items imported into Turkey, see the website of the Turkish customs: [www.gumrukticaret.gov.tr](http://www.gumrukticaret.gov.tr)

## **TRANSPORTATION DURING THE ANNUAL SESSION**

Coach transport will be provided between the selected hotels and the Lütfi Kırdar Congress Centre 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 the Lütfi Kırdar Congress Centre. We kindly ask you to respect the bus departure schedule.

## **INFORMATION AND HOSPITALITY DESK**

The information desk will be open in the lobby of the Lütfi Kırdar Congress Centre throughout the Annual Session. All information for accompanying persons will be provided at the nearby hospitality desk. There will also be hospitality desk 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 the meetings and social functions, as well as for all transport organized for the session. There will be access control measures at the Lütfi Kırdar Congress Centre.

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) as well as in Turkish.

## **INSURANCE**

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

## **DIPLOMATIC REPRESENTATIONS**

A list of diplomatic representations in Turkey, including contact information is available on the Diplomatic Missions page of the Ministry of Foreign Affairs of Turkish Republic: [www.mfa.gov.tr](http://www.mfa.gov.tr)

Foreign diplomatic representations in Ankara and İstanbul will be informed of the Session and the evening of Tuesday 2 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 Sunday afternoon 30 June 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 Lutfi Kırdar Congress Centre by 29 June at 16:00. They are asked to wear their badges during every part of the programme.

### **DRESS CODE**

Business attire is required for formal occasions. Casual wear (and comfortable footwear) is suitable and recommended for the excursion on Sunday afternoon 30 June and the accompanying persons programme.

Given the hot weather conditions and high humidity in July, we recommend the use of suitable light clothing.

### **MEDICAL FACILITIES**

A first aid facility will be available for participants at the Lutfi Kırdar Congress Centre 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 a valid 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 is one restaurant, Borsa Restaurant, in the Lutfi Kırdar Congress Centre. Also, several restaurants and cafes are in the close vicinity of the Lutfi Kırdar Congress Centre. Upon their arrival in İstanbul, the participants will be provided with a list of restaurants and cafes. Tipping in İstanbul 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 average temperature in İstanbul in late June and early July is and 27°C (high) and 19°C (low). Although mostly sunny, summer rainfall is not uncommon. In the conference period the sun rises approximately at 04:30 and sets at approximately 19:45.

### **TIME**

İstanbul standard time zone is GMT +2 hours.

### **CURRENCY**

The currency used in Turkey is the Turkish Lira (₺), which is the only currency acceptable for payment. Credit cards (Visa and MasterCard) are accepted in hotels, restaurants, cafes and supermarkets. Cash can be obtained from ATMs or at the nearest bank.

### **BANKING SERVICES**

Working hours of banks in İstanbul are from 09:00 to 12:30 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 Lutfi Kırdar Congress Centre.

### **ELECTRICITY**

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

### **TELECOMMUNICATIONS**

The international code for Turkey is +90. There will be internet and fax available at the Lutfi Kırdar Congress Centre. 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 website for the Annual Session, [oscepa2003istanbul.org](http://oscepa2003istanbul.org) will be updated with conference-related information in English. The website [sehirrehberi.ibb.gov.tr](http://sehirrehberi.ibb.gov.tr) contains tourist and practical information about İstanbul.