



**AUTUMN MEETING  
OF THE OSCE PARLIAMENTARY  
ASSEMBLY**

**GENERAL INFORMATION**

*Geneva, Switzerland  
3 – 5 October 2014*

## VENUE OF THE MEETINGS

All meetings will take place at:

### **Centre International de Conférences de Genève, CICG**

17, rue de Varembe

1211 Genève

Tel: +41 22 791 91 11 ; Fax: +41 22 791 90 64

## DRAFT PROGRAMME\*

Thursday, 2 October 2014	Arrival of participants - Accommodation – Registration Welcome Reception
Friday, 3 October 2014	Mediterranean Forum (morning) Opening of the OSCE PA 2014 Autumn Meeting and Parliamentary Conference (afternoon) Cocktail hosted by Mr. Didier Burkhalter, President of the Swiss Confederation, and Chairperson-in-Office of the OSCE (evening)
Saturday, 4 October 2014	Parliamentary Conference (continuation; morning) Meeting of the Standing Committee (afternoon) Free Evening
Sunday, 5 October 2014	Parliamentary Conference (continuation; morning) Closing of the OSCE PA 2014 Autumn Meeting Cultural programme: Lunch and cruise on Lake Lemman (afternoon) Departure of participants (evening)
Monday, 6 October 2014	Departure of participants (continuation)

\* *Please note that this preliminary draft is subject to changes. A detailed programme will be distributed to all participants in due course.*

## CONTACTS

### **SWISS FEDERAL ASSEMBLY – GENEVA AUTUMN MEETINGS SECRETARIAT**

**Ms Céline Nerny**, Secretary of the Swiss Delegation to the OSCE PA

Tel.: +41 58 322 96 18; fax: +41 58 322 96 62; E-mail: [oscepa2014@parl.admin.ch](mailto:oscepa2014@parl.admin.ch)

**Ms Laure Piotet**, Secretariat of the Swiss Delegation to the OSCE PA

Tel.: +41 58 322 96 18; fax: +41 58 322 96 62; E-mail: [oscepa2014@parl.admin.ch](mailto:oscepa2014@parl.admin.ch)

### **OSCE PA INTERNATIONAL SECRETARIAT**

**Ms. Odile Lelarge**, Conference Co-ordinator

OSCE Parliamentary Assembly

Tel: +45 33 37 80 34; Fax: +45 33 37 80 30; E-mail: [odile@oscepa.dk](mailto:odile@oscepa.dk)

## HOTEL ACCOMMODATION

Block bookings at preferential rates for participants have been made at the following hotels: **Intercontinental (5\*), Warwick (4\*), Royal (4\*), Auteuil (4\*), and Ibis Nations (3\*)**. For booking information, see the Hotel Reservation Form (Appendix A) and for more details about the hotels' amenities, please consult the websites of the hotels.

### **Hôtel Intercontinental\*\*\*\***

7-9, chemin du Petit-Saconnex  
1211 Genève, Suisse  
Tel. : +41 22 919 32 61  
Fax : +41 22 919 32 54  
E-mail: [reservations@intercontinental-geneva.ch](mailto:reservations@intercontinental-geneva.ch)  
Web site : [www.intercontinental-geneva.ch](http://www.intercontinental-geneva.ch)

### **Hôtel Warwick\*\*\*\***

14, rue de Lausanne  
1201 Genève, Suisse  
Tel. : +41 22 716 80 00  
Fax : +41 22 716 86 54  
E-mail : [resa.group@warwickhotels.com](mailto:resa.group@warwickhotels.com)  
E-mail: [www.warwickhotels.com/geneva](http://www.warwickhotels.com/geneva)

### **Hôtel Royal\*\*\*\***

41, rue de Lausanne  
1201 Genève, Suisse  
Tel : +41 22 906 14 98  
Fax : +41 22 906 14 99  
E-mail: [jtroude@manotel.com](mailto:jtroude@manotel.com)  
Web site: [www.hotelroyalgeneva.com](http://www.hotelroyalgeneva.com)

### **Hôtel Auteuil\*\*\*\***

18, rue de Richemont  
1202 Genève, Suisse  
Tel : +41 22 544 22 98  
Fax : +41 22 544 22 99  
E-mail: [lpico@manotel.com](mailto:lpico@manotel.com)  
Web site: [www.hotelauteuilgeneva.com](http://www.hotelauteuilgeneva.com)

### **Hôtel Ibis Centre Nations\*\*\***

33-35, rue du Grand-Pré  
1202 Genève, Suisse  
Tel : +41 22 919 20 30  
Fax : +41 22 919 20 40  
E-mail: [h8069-re@accor.com](mailto:h8069-re@accor.com)  
Web site: [www.ibis.com/fr/hotel-8069-ibis-geneve-centre-nations/index.shtml](http://www.ibis.com/fr/hotel-8069-ibis-geneve-centre-nations/index.shtml)

*All reservations should be made using the appropriate Hotel Reservation Form (Appendix A) which should be filled in and sent by fax or e-mail directly to the hotels and to Ms. Claude-Hélène Gosteli, of the Geneva Centre for the Democratic Control of Armed Forces (DCAF), no later than 2 September 2014, after which time it will not be possible to guarantee neither room availability, nor rates.*

### **Ms. Claude-Hélène Gosteli**

Head of Conference & Travel Logistics  
Geneva Centre for the Democratic Control of Armed Forces (DCAF)  
11, rue de Chantepoulet  
1201 Geneva, Switzerland  
Tel : + 41 22 741 77 26 ; Fax : +41 22 741 77 77 ; E-mail : [c.gosteli@dcaf.ch](mailto:c.gosteli@dcaf.ch)

Bookings received after the deadline will be subject to availability.

**A copy should be also forwarded to** the International Secretariat of the OSCE PA in Copenhagen to the attention of **Ms. Odile Lelarge**, Conference Co-ordinator, by email at [odile@oscepa.dk](mailto:odile@oscepa.dk) or fax: +45 33 37 80 30.

Secretaries of Delegations who wish to reserve rooms by making a block booking should fill out a form for each individual attending.

As the number of rooms in the hotels is limited, the reservation requests will be treated on a first-come, first-serve basis.

**All payments for accommodation and personal costs should be made directly to the hotels** upon departure. Credit card details are required to secure bookings.

Participants are asked to read carefully the terms of the cancellation policy.

## REGISTRATION

The registration form (Appendix B) should be sent to **Ms. Odile Lelarge at the OSCE PA International Secretariat** (fax: +45 33 37 80 30; email: [odile@oscepa.dk](mailto:odile@oscepa.dk)) by **28 August 2014**. Please also send a copy to **Ms. Laure Piotet, at the Swiss Parliament** (Fax: +41 58 322 96 62 ; E-mail: [oscepa2014@parl.admin.ch](mailto:oscepa2014@parl.admin.ch)).

## PASSPORTS AND VISAS

Entering and staying in Switzerland is subject to holding a valid passport or identity card.

Delegates, including parliamentarians, staff and accompanying persons attending the OSCE PA 2014 Autumn Meeting from countries outside the European Union are advised to check the website of the Federal Office for Migration of the Federal Department of Justice and Police of Switzerland

[https://www.bfm.admin.ch/content/bfm/en/home/dokumentation/rechtsgrundlagen/weisungen\\_und\\_kreis schreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.bfm.admin.ch/content/bfm/en/home/dokumentation/rechtsgrundlagen/weisungen_und_kreis schreiben/visa/liste1_staatsangehoerigkeit.html)

to find out if they need an entry visa, and contact if necessary, their nearest Swiss Embassy or Consulate for further assistance.

Please note that in some OSCE PA participating States there is no diplomatic or consular mission of Switzerland. In this case, consular functions are performed either by Swiss Embassies in another country, or by an Embassy of another state. The full list of the diplomatic missions of Switzerland is available on the website of the Federal Department of Foreign Affairs of Switzerland: <http://www.eda.admin.ch/eda/en/home/reps.html>

In Appendix C, you will find the visa regimes for the OSCE PA participating States and Partners for Cooperation for entering Switzerland, along with contact information of the embassies responsible for issuing visas.

**Delegates must clearly state they are attending the OSCE PA 2014 Autumn Meeting on their application form. Visas will be issued free of charge by Swiss embassies.**

## TRAVEL TO GENEVA – TRANSPORTATION

***Participants are kindly requested to indicate their flight numbers, as well as their arrival and departure dates on both the Registration Form and the Hotel Reservation Form in order to facilitate their welcome and appropriate transfer.***

Geneva International Airport is located approximately 5 km away from Geneva and is served by most major international airlines. Transportation to and from the airport, as well as for social events, the cultural programme, and the accompanying persons programme will be provided by the Parliament of Switzerland. During the meetings, a coach service will be provided between the hotels and the CICG.

There will be a welcome desk (with the OSCE PA logo) at Geneva International Airport to greet delegates and accompanying persons. Staff will be on hand to direct participants to vans and buses, which will run throughout the day to the hotels.

***Please note that transportation will be available to and from Geneva International Airport only on the arrival dates, starting 1 October noon until 3 October in the evening, as well as on the departure dates, from 5 October (afternoon) until 6 October 2014.***

For arrivals and departures on other dates, participants are kindly requested to take either a taxi or the train. The train station is located on the ground floor of the airport. Trains leave for town approximately every 15 minutes. The trip takes 6-7 minutes. For more information on train schedules between the airport and the city center, you may consult the website: [www.cff.ch](http://www.cff.ch) .

## REGISTRATION AND INFORMATION DESKS

The registration and information desks will be open in the central lobby of the CICG on **Thursday 2 October from 14:00 to 20:00**, on Friday 3 October **from 8:00 and during the rest of the session**.

Information desks will be at the disposal of the participants in all hotels of the conference.

All participants are kindly requested to register at the registration desk in the lobby of the CICG as soon as possible after their arrival; they will receive their access badges there. Participants will be required to show official identification when registering (passport or identity card).

All participants will be able to collect bags, handbooks and other conference literature after their registration.

A provisional List of Participants will be distributed. In order to enable the OSCE PA International Secretariat to issue the final list and to ensure the accuracy of its content, national delegations are kindly requested to indicate any corrections to the provisional list at the Registration Desk.

## **IDENTIFICATION AND SECURITY**

For security purposes, all participants, including accompanying persons, observers, delegation staff and members of the press are requested to wear their identity badges at all meetings and social functions. Name badges will be needed for access to all conference events.

Loss of identity badges should be reported immediately to the conference staff.

Access to the CICG will be secured.

## **DIPLOMATIC REPRESENTATIONS**

All embassies and consulates in Switzerland will be notified of the OSCE PA 2014 Autumn Meeting and will receive a copy of the programme.

Participants wishing to reach their diplomatic representatives in Switzerland may consult the list available on the website of the Federal Department of Foreign Affairs of Switzerland at: [www.eda.admin.ch/eda/en/home/rep/forrep.html](http://www.eda.admin.ch/eda/en/home/rep/forrep.html) .

## **DOCUMENTATION AND COPYING SERVICES**

The International Secretariat will send electronic documentation folders in PDF format to all delegations. Most of the documents related to the Autumn Meeting can also be downloaded from the OSCE PA website: [www.oscepa.org](http://www.oscepa.org). Additional related printed material will be given out at registration.

Photocopying machines will be at the disposal in the CICG. Delegations are strongly advised to have their speeches reproduced in six copies and transmitted in advance through the Secretariat to the interpreters' booths.

## **INTERPRETATION**

During the meetings, simultaneous interpretation will be provided in all six official languages of the OSCE: English, French, German, Italian, Russian and Spanish.

No translation service will be available.

## **WEBSITE OF THE OSCE PA 2014 AUTUMN MEETING**

The website of the OSCE PA 2014 Autumn Meeting will be updated with information on a daily basis: [www.oscepa2014.ch](http://www.oscepa2014.ch) .

## **CULTURAL PROGRAMME**

More details will be provided in due time.

## **ACCOMPANYING PERSONS' PROGRAMME**

A programme for accompanying persons has been arranged while delegates are engaged in conference sessions and meetings. A detailed programme will be announced in due course.

Accompanying persons may participate in all events organized by the Swiss Parliament. Accompanying persons are kindly requested to wear their identity badges during every part of the programme.

## **INSURANCE**

Personal and medical insurance is the responsibility of individual participants.

The Swiss Parliament will not be responsible for any lost luggage, currency or personal effects, or any medical costs.

## **MEDICAL FACILITIES**

Medical assistance will be available throughout the meetings. However, illness requiring medical treatment or hospitalization is the responsibility of the individual. Participants taking medicine should bring enough to cover their needs.

## **DRESS CODE**

Business attire is required for formal occasions and most social events. Casual dress (jacket, no tie) is suitable for the cultural and for the accompanying persons' programme.

## **CLIMATE AND TIME ZONE**

The weather in Geneva at the beginning of October is mostly variable: sunny periods can alternate with rainy episodes. Temperatures could be as low as 8 degrees Celsius at night and reach 16 degrees during the day.

From the end of March to the end of October, there is Summer time (CET + 1 hour)

## **CURRENCY AND BANKING**

The national currency is the Swiss Franc (CHF). You will have approximately 1.20 CHF against 1 € and 0.90 CHF against 1 USD.

Cash can be withdrawn from ATM machines anytime.

Banks are open from Monday to Friday, from 08:30 to 16:30. They are closed on Saturday and Sunday. It is possible to exchange money at Currency exchange points, at the station, the airport and in most hotels. Credit cards are accepted everywhere, except for tiny payments.

## **ELECTRICITY**

The voltage in Switzerland, as in most of Europe, is 230V/50 Hz.

Switzerland uses Type C (2-pin) and Type J (3-pin) plugs. (Type C 2-pin plugs also fit J sockets.)

## **TELECOMMUNICATIONS**

The international code for Switzerland is +41; for Geneva, it is: (0)22

## **SPECIAL NEEDS**

Secretaries of Delegations should inform the Swiss Secretariat (e-mail: [oscepa2014@parl.admin.ch](mailto:oscepa2014@parl.admin.ch)) of guests with special needs in order to make necessary transportation and other arrangements in advance.

## **SMOKE-FREE POLICY**

Smoking is forbidden in all public places, restaurants, bars, public transport, etc.