

RECALLING THE SPIRIT OF HELSINKI



HELSINKI 5-9 JULY 2015

**GENERAL INFORMATION**

**24<sup>th</sup> Annual Session  
of the OSCE Parliamentary Assembly  
Helsinki, 5 July - 9 July 2015**

## INFORMATION CONCERNING THE 24<sup>th</sup> ANNUAL SESSION OF THE OSCE PARLIAMENTARY ASSEMBLY

### VENUE OF THE SESSION

Finlandia Hall  
Mannerheimintie 13 e  
FI-00100 Helsinki, Finland  
Tel. +358 9 40241  
Fax. +358 9 446 259

All meetings will be held at the premises of *Finlandia Hall*. For information regarding arrangements please contact the staff listed below.

#### Parliament of Finland:

##### **Ms. Gunilla Carlander, Counsellor for International Relations**

Tel.: +358 50 324 3019  
[gunilla.carlander@parliament.fi](mailto:gunilla.carlander@parliament.fi)

##### **Ms. Tanja Timonen, Assistant for International Relations**

Tel.: +358 9 432 3553  
[tanja.timonen@parliament.fi](mailto:tanja.timonen@parliament.fi)

#### 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  
[odile@oscepa.dk](mailto:odile@oscepa.dk)

### REGISTRATION

The registration form (**Annex B**) must be sent 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)) **by 31<sup>st</sup> May 2015**. We kindly ask you to also send a copy of the registration form to the **International Department of the Parliament of Finland** (fax: +358 9 432 3529; e-mail: [oscepa2015@parliament.fi](mailto:oscepa2015@parliament.fi))

The registration desk in the lobby of Finlandia Hall will be open **from 10:00 to 19:00 on 5 July**. For the remainder of the Annual Session, registration will be open every day from 8.00 until the end of the official meetings. Please register as soon as possible after your arrival in Helsinki. Participants and accompanying persons will be able to collect their identity badges and further conference information upon registration at Finlandia Hall only.

### HOTELS AND ACCOMMODATION

Hotel reservation forms for the Annual Session are available in **Annex A 1 to 8**. All reservations must be made by sending the hotel reservation form directly to the relevant hotel.

#### **A copy must also be sent to:**

**Ms. 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.

and to :

**International Department of the Parliament of Finland**

by e-mail: [oscepa2015@parliament.fi](mailto:oscepa2015@parliament.fi) or by fax: +358 9 432 3529

*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 Parliament of Finland do not need your credit card information. We therefore kindly ask you to send a copy of the first page of the booking form only or to hide/black out the credit card information when sending a copy of the registration to the International Secretariat and the International Department of the Parliament of Finland.*

Secretaries of Delegation who wish to make group reservations must fill in a separate form for each participant.

**Reservations must be completed by 20 May 2015 at the latest.**

*Please check the reservation forms for cut-off dates specific to each hotel. Reservation requests submitted later than cut-off dates will be subject to availability at the requested hotel.*

Reservations will be treated on a first-come-first-serve basis. We strongly recommend that delegations make their reservations without delay and before the mentioned cut-off date. 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:

<b>Scandic Park</b>	<a href="http://www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Continental-Helsinki/">www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Continental-Helsinki/</a>
<b>Crowne Plaza</b>	<a href="http://www.crowneplaza-helsinki.fi/hotelli/en_GB/hotel-eng/">www.crowneplaza-helsinki.fi/hotelli/en_GB/hotel-eng/</a>
<b>Sokos Hotel Vaakuna</b>	<a href="http://www.sokoshotels.fi/en/helsinki/sokos-hotel-vaakuna">www.sokoshotels.fi/en/helsinki/sokos-hotel-vaakuna</a>
<b>Scandic Simonkenttä</b>	<a href="http://www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Simonkentta/">www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Simonkentta/</a>
<b>Hotel Kämp</b>	<a href="http://www.hotelkamp.fi/">http://www.hotelkamp.fi/</a>
<b>Scandic Grand Marina</b>	<a href="http://www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Grand-Marina/">www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Grand-Marina/</a>
<b>Holiday Inn Helsinki City Centre</b>	<a href="http://www.finland.holidayinn.com/hotellit/helsinki-city-centre/en_GB/helsinki-city-centre/">www.finland.holidayinn.com/hotellit/helsinki-city-centre/en_GB/helsinki-city-centre/</a>
<b>Hilton Helsinki Kalastajatorppa</b>	<a href="http://www3.hilton.com/en/hotels/finland/hilton-helsinki-kalastajatorppaHELKJHI/index.html">www3.hilton.com/en/hotels/finland/hilton-helsinki-kalastajatorppaHELKJHI/index.html</a>

## ARRIVAL AND DEPARTURE

**Participants are kindly requested to indicate their flight references as well as their dates of arrival and departure in the registration form.**

Helsinki Airport (HEL) is the primary airport serving Helsinki. It is located approximately 20 kilometres from the city centre. There is a regular bus service to the city center. The journey by taxi to the hotels should cost no more than 50 Euros and takes some 30 minutes. Tipping the driver is optional.

## **VISAS**

When arriving in Finland, non-Finnish citizens must carry a passport, which will remain valid for at least three months after the intended date of departure.

They will also need a visa unless they are exempt from the visa obligation under EU regulations. Citizens of most European Union member states may also use an ID card as their travel document.

Information on visa requirements by country can be found on the website of the Finnish Ministry for Foreign Affairs:

<http://formin.finland.fi/public/default.aspx?nodeid=15720&contentlan=2&culture=en-US>.

Delegates who require an entry visa should contact the Embassy or Consulate that represents Finland in their country of residence to check all the formalities necessary for obtaining a visa for the Annual Session.

Contact information on Finnish missions abroad can also be found on the website of the Finnish Ministry for Foreign Affairs:

<http://formin.finland.fi/public/default.aspx?nodeid=17195&contentlan=2&culture=en-US> .

## **CUSTOMS**

For customs regulations on items imported into Finland, see the website of Finnish Customs [www.tulli.fi/en/contact us/Questions.jsp](http://www.tulli.fi/en/contact-us/Questions.jsp).

## **INSURANCE**

Personal and medical insurance are the responsibility of the individual participant. The Parliament of Finland will not be held responsible for any loss of luggage, currency or personal effects, or any medical costs.

## **TRANSPORTATION DURING THE ANNUAL SESSION**

Coach transport will be provided between the selected hotels and Finlandia Hall 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 Finlandia Hall.

## **INFORMATION AND HOSPITALITY DESK AT FINLANDIA HALL**

The information and hospitality desk in the lobby of Finlandia Hall will be open from 10:00 on Sunday 5 July 2015 until 14:00 on Thursday 9 July 2015. All information regarding transport schedules and the programme for accompanying persons will be provided at the information and hospitality desk. There will also be information desks at the hotels.

## **INTERPRETATION**

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

## **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 when using coach transportation organised for this session.

There will be no admittance to any programme functions without an 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 official identification document and be prepared for identity checks.

## **MEDICAL FACILITIES**

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

## **CATERING IN FINLANDIA HALL**

Café Veranda, located on the ground floor of Finlandia Hall offers light snacks, salads, sandwiches, etc. and refreshments. There is also a catering service for delegations wishing to organise luncheons or order snacks at the premises of Finlandia Hall. There are several restaurants in close vicinity of Finlandia Hall and in the hotels. Tipping in Finland is completely optional.

## **ACCOMPANYING PERSONS**

A programme for accompanying persons will be arranged while delegates are engaged in conference sessions.

The accompanying persons' programme will be available to orange badge holders and they are asked to wear their badges during every part of the programme. Accompanying persons are requested to sign up for excursions. Additional information will be distributed later on.

## **ADDITIONAL CONFERENCE INFORMATION**

The website for the Annual Session, [www.oscepa2015helsinki.org/](http://www.oscepa2015helsinki.org/) will be updated with conference-related information in English.

## **EMBASSIES AND CONSULATES**

A list of foreign embassies and consulates in Helsinki, including contact information, is available in the Helsinki Diplomatic List on the website of the Ministry for Foreign Affairs:

<http://formin.finland.fi/public/default.aspx?nodeid=44886&contentlan=2&culture=en-US>.

Foreign embassies and consulates in Helsinki will be informed of the Session. The evening of 9 July 2015 has been reserved for hospitality by the diplomatic missions.

## **DRESS CODE**

Formal attire is required for official occasions. Casual wear is suitable for any excursions and the accompanying persons' programme.

## **CLIMATE**

July is the warmest month in Helsinki with an average temperature of 17°C (62°F). Temperatures may vary, however, from about 15 °C to 30 °C during summertime in Finland. During the conference period the sun rises at about 4:15 and sets at about 23:00.

## **TIME**

Helsinki standard time zone is GMT + 2 hours.

## **CURRENCY**

The currency used in Finland 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 Helsinki in July are from 10:00 to 16:00. Please note that banking services are not available at hotels and banks are closed on weekends. Money can also be exchanged at the airport and at the FOREX Bank at the Central Railway Station.

## **TELECOMMUNICATIONS**

The international code of Finland is +358. There will be internet and fax available at Finlandia Hall. Wireless Internet is available in all of the hotels.

## **ELECTRICITY**

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

## **SMOKING**

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

## **TOURIST INFORMATION**

The multilingual website [www.visithelsinki.fi/en](http://www.visithelsinki.fi/en) contains tourist and practical information about Helsinki. Additional information is also available at : [www.helsinki.fi](http://www.helsinki.fi), <http://focus.finland.fi/> , <http://www.visitfinland.com/>.