



## WINTER MEETING OF THE OSCE PARLIAMENTARY ASSEMBLY

Vienna, 18-19-20 February 2015

### GENERAL INFORMATION

#### VENUE

The Winter Meeting of the OSCE Parliamentary Assembly will take place **18-19-20 February 2015** in the Congress Center Hofburg, Heldenplatz, 1014 Vienna, Austria.

#### PROGRAMME

This year, the Winter Meeting will be comprised of a meeting of Mediterranean Forum, meetings of the Standing Committee, each General Committee, and joint sessions of the three General Committees.

**The meeting of the Mediterranean Forum will be held Wednesday 18 February in the Hofburg from 15:30 to 18:00.**

The draft schedule of the meetings will be forwarded in due course.

The Austrian Parliament will kindly offer a reception for the members of the Parliamentary Assembly on Thursday, February 19 after the final meeting of the day.

#### ACCOMMODATION

For your convenience, the International Secretariat has blocked rooms at the following hotels in Vienna: Vienna Marriott Hotel, Hotel Europa, and Hotel Astoria.

The attached Hotel Reservation Forms should be sent directly to the above hotels as soon as possible and before the cutoff date.

Please note that hotel deadlines and the cancellation policies are different for each hotel.

We recommend that our members use the hotel's secure online booking systems when reserving

rooms. If the hotel of your choice does not provide this service, we recommend that you send credit card information by fax to the hotel only, to limit the risk of credit card details being intercepted over email. The International Secretariat does not need credit card information. We kindly ask you to hide/black out this information on the copy of the reservation form you send to [odile@oscepa.dk](mailto:odile@oscepa.dk).

#### REGISTRATION

We thank you for filling in and sending the attached Registration form to the International Secretariat **no later than 16 January 2015.**

The Registration Desk will be open on Wednesday, 18 February from 12.00 to 20:00 in the lobby of the Vienna Marriott Hotel, Parkring 12a, 1010 Vienna.

We strongly advise participants to register on 18 February at the Registration Desk in the Hotel Marriott where they will receive their identity badge. Bus transportation will be organized between the hotel Marriott and the Hofburg Wednesday afternoon before and after the meeting of the Mediterranean Forum.

The Registration Desk will be transferred to the Hofburg on Thursday, 19 February where it will be open Thursday, 19 February from 8.00 to 18.00 and Friday, 20 February from 8.30 to 16.00.

Participants may be asked to show some official identification to obtain their badges. Accompanying persons are also requested to obtain their identity badge at the Registration Desk.

Participants are requested to wear their identity badge at all meetings. For security reasons, participants should also be in possession of some other means of identification and be prepared for identity checks when entering the Hofburg. Loss of identity badges should be reported immediately to the Registration Desk.

### **MEETING ROOMS AND SEATING**

The OSCE in Vienna will provide the OSCE PA with its two largest meeting rooms, Neuer Saal and Rat Saal in the Congress Centre Hofburg.

Special efforts have been made to re-arrange these rooms to accommodate as many people as possible, especially during the joint sessions of the three General Committees.

Each Delegation will be provided a certain number of seats at its assigned table with additional seats available behind those chairs.

The Delegations' assigned seating will be indicated by signs with the name of each country.

*Because of limited seating we rely on the understanding and co-operation of each Delegation in order to ensure everyone a seat.*

At the Standing Committee meeting, due to the limited number of space, Rule 35 §1 of the Rules of Procedure will be followed: "There shall be a Standing Committee consisting of the President of the Assembly, the Vice-Presidents, the Treasurer, the Officers of the General Committees and the Heads of National Delegations." *Therefore, only members of the Standing Committee will be allotted seats at tables.*

Appropriate seating arrangements will also be prepared for separate meetings of the three General Committees where space should not be a problem.

### **DOCUMENTS**

Documents related to the Session, including the Standing Committee meeting, will be sent electronically. Documents related to the Session will be also available for download on the website of the OSCEPA: [www.oscepa.org](http://www.oscepa.org) prior to the meeting.

**For any further questions, please contact the International Secretariat:  
Conference Co-ordinator, Ms. Odile Lelarge ([odile@oscepa.dk](mailto:odile@oscepa.dk), Tel: +45 33 37 80 34)  
or Deputy Secretary General, Mr. Gustavo Pallares.**

Specific documents for the Standing Committee will be distributed to the Heads of Delegations and Secretaries of Delegations at the Registration Desk.

A limited amount of printed material will be available on the tables outside of the meeting rooms in the Hofburg.

### **TRANSPORTATION**

Coach transport between the hotel Marriott and the Congress Center Hofburg will be provided on 18, 19 and 20 February before and after the daily meetings. Transportation will also be provided for the Closing Joint Session on 20 February.

*Since no bus can park close enough to the Hotels Astoria and Europa, no transportation will be provided between these hotels and the Hofburg before and after the meetings.*

There will be no shuttle buses during the meetings or at lunchtime.

The coach schedule will be sent in due course and available at the Registration Desk.

On Thursday, 19 February transportation from the Hofburg to the reception venue and afterwards to hotel Marriott and close to Hotels Europa and Astoria will be provided.

**Participants are responsible for their own transport to and from the airport.**

### **LANGUAGES**

Simultaneous interpretation into all six OSCE languages (English, French, German, Italian, Russian, and Spanish) will be provided.

No written translation service will be available.

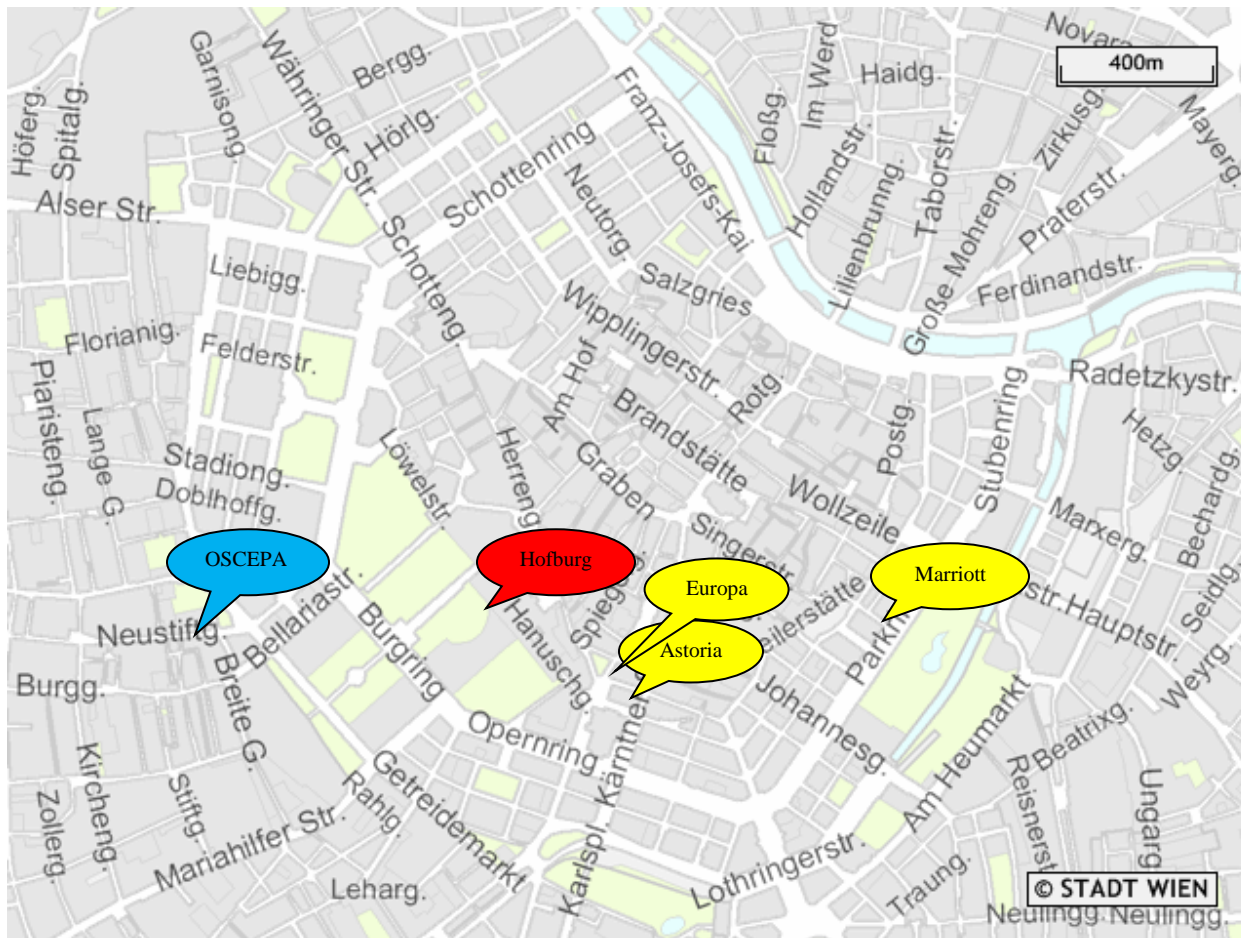
### **CATERING**

There are no restaurant facilities in the Congress Center Hofburg. However, there are numerous restaurants and cafeterias around the Hofburg.

### **ACCOMPANYING PERSONS**

No official programme for the accompanying persons is foreseen.

## OSCE PA WINTER MEETINGS 2015 MAP OF HOTELS AND MEETING PLACE



### HOTELS

#### **Vienna Marriott Hotel:**

Parkring 12a, 1010 Vienna  
Tel.: +43 1 515 18 53

#### **Austria Trend Hotel Europa:**

Neuer Markt 3, 1010 Vienna  
Tel.: +43 1 515 94

#### **Austria Trend Hotel Astoria:**

Kärtnerstrasse 32-34, A-1010 Vienna  
Tel.: + 43 (1) 515 77

### CONGRESS CENTER HOFBURG

Heldenplatz, A-1014 Vienna

### OSCE PA LIAISON OFFICE

Neustiftgasse 3/8  
Tel.: +43 1 523 30 02