OSCE's parlamentariske Forsamling OSCE alm. del - Bilag 4 Offentligt

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WINTER MEETING OF THE OSCE PARLIAMENTARY ASSEMBLY Vienna, 23-24 February 2006

GENERAL INFORMATION

<u>Date and Place.</u> The Winter Meeting of the OSCE Parliamentary Assembly, comprising the meetings of the Standing Committee and the three General Committees will take place from 23-24 February 2006 in the Congress Center Hofburg in Vienna. The draft schedule of the meetings will be forwarded to you shortly.

<u>Registration and Information.</u> The Registration and Information Desk will be open on Wednesday, 22 February from 12.00 to 20:00 in the Lobby of the Hotel Marriott. The Registration and Information Desk will be transferred to the Hofburg on the morning of Thursday, 23 February, and will be open from 8.00 to 18.00. It will also be open on Friday, 24 February from 9.00 to 17.00.

The participants are requested to register, if possible, on 22 February, at the Registration and Information Desk in the Hotel Marriott where they will receive their identity badge and the session documents. <u>Participants will be asked to show some official identification</u> when entering Hofburg. Accompanying persons are also requested to obtain their identity badge at the Registration and Information 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. Loss of identity badges should be reported immediately to the Registration and Information Desk.

<u>Meeting Rooms.</u> The OSCE in Vienna provides the OSCE PA with its two largest meeting rooms, Neuer Saal and Rat Saal. Special effort has 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 allotted several seats at the table, with the equal number of chairs behind.

<u>Simultaneous Interpretation</u>. Simultaneous interpretation into all six OSCE languages (English, French, German, Italian, Russian, and Spanish) will be provided. No written translation service will be available.

<u>Accompanying persons.</u> No official programme for the accompanying persons is foreseen. However there are tours in and around Vienna, which can be arranged individually through the Vienna Sightseeing Tours:

Tel: +43 1 712 46830 ; Fax: +43 1 7141141 and Email:

vst@viennasightseeingtours.com, www.viennasightseeingtours.com.

<u>Transportation.</u> Coach transport will be provided on 23 and 24 February before the beginning and after the end of the daily meetings between the Hotels Intercontinental, Marriott, Europa, Rathauspark and Astoria and the Congress Center Hofburg. Transport will be also provided for the Closing Joint Session on 24 February. However, there will be no shuttle buses during the meetings or at lunchtime. The schedule of coach transport will be available at the Registration and Information Desk.

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

<u>Hotels</u>. The International Secretariat has booked rooms at the following hotels in Vienna: Inter-Continental, Marriott, Europa, Rathauspark and Astoria. Attached for your convenience are the Hotel Reservation Forms which should be forwarded directly to the above hotels as soon as possible. A copy of reservation should be also forwarded to the International Secretariat in Copenhagen.

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

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If you have further questions, please contact the International Secretariat: Conference Coordinator, Mrs. Lisa Callan, or Deputy Secretary General, Mr. Vitaly Evseyev.