



GENERAL INFORMATION

26th Annual Session
of the OSCE Parliamentary Assembly
5 – 9 July 2017
Minsk, Republic of Belarus

**INFORMATION CONCERNING THE 26th ANNUAL SESSION
OF THE OSCE PARLIAMENTARY ASSEMBLY**

VENUE OF THE SESSION

President Hotel
Kirova Str., 18,
Minsk 220030 - Belarus
Tel. +375 17 229 70 00
Fax. +375 17 229 70 06

All meetings except the Opening Plenary Session will be held at the premises of the President Hotel. The Inaugural Opening Session will be held in the Administrative Complex "Pobediteley 14", in Minsk. For information regarding arrangements please contact the staff listed below.

Secretariat of the House of Representatives of the National Assembly of the Republic of Belarus:

Mr. Maksim Nesterenko, Head of the Department of International Cooperation

Tel.: +375 17 222 44 26
Mob: +375 44 570 30 50
E-mail: nester@house.gov.by

Mr. Andrei Yakauleu, Principal Counsellor of the Department of International Cooperation

Tel.: +375 17 222 65 00
Mob: +375 29 613 81 52
E-mail: yakovlev@house.gov.by

International Secretariat of the OSCE Parliamentary Assembly:

Ms. Odile Lelarge, Head of Conference Services

Tordenskjoldsgade 1, 1055 Copenhagen K, Denmark
Tel.: +45 33 37 80 40
Fax : +45 33 37 80 30
E-mail : odile@oscepa.dk

REGISTRATION

The registration form (Annex A) 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) **by Tuesday, 30 May 2017**. We kindly ask you to also send a copy of the registration form to the Secretariat of the House of Representatives of the National Assembly of the Republic of Belarus to the attention of **Ms. Anna Semenyuk** (Mob: +375 29 646 68 93, E-mail: oscepa2017@house.gov.by).

The registration and information desks will be open in the lobby of the President Hotel on **Tuesday, 4 July 2017 from 14:00 to 20:00**. For the remainder of the Annual Session, registration will be open in the lobby of the President Hotel every day from 8:00 until the end of official meetings. Please register as soon as possible after your arrival in Minsk. Participants and accompanying persons will be able to collect their identity badges and conference information and materials at the Registration and the Information desk located in the lobby of the President Hotel. We encourage Secretaries of Delegation to collect their badges on 4 July 2017, before the blocking of the security perimeter of the venue of the event by the Belarusian State Security Service.

HOTELS AND ACCOMMODATION

Online Hotel Reservations are available via the reservation links listed below. Please be sure to read the cancellation policies of the hotels.

We recommend that you use the online Reservation links provided by the hotels to make your reservations. See Annex B1 to B7.

Kindly indicate on the Registration Form where your delegation will be accommodated.

Reservations must be completed no later than the deadlines set by hotels.

Reservation requests submitted later than the deadlines set by hotels will be subject to availability at the requested hotel without special prices.

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, room availability cannot be guaranteed.

For further information on the services offered by each hotel, we recommend that you consult the following websites:

Hotel	Reservation link	Deadline for reservation
President Hotel	www.president-hotel.by/en Promo code: EURO26 Or reservation forms should be sent to E-mail: reservation@president-hotel.by or by fax +375 17 229 70 06	30.05.2017
Hotel Minsk	www.hotelminsk.by/en/ Promo code : OSCE PA	30.05.2017
Victoria Hotel	http://victoria2.hotel-victoria.by/ Promo code: 691708	30.05.2017
Crowne Plaza Hotel	www.cpminsk.com/en/ Reservation forms should be sent to E-mail: reservation@cpminsk.com	30.05.2017
Renaissance Minsk Hotel	Link for booking	30.05.2017
Minsk Marriott Hotel	www.marriottminsk.com Promo code : 1GE	01.05.2017
Double Tree by Hilton Minsk	http://minsk.doubletree.com Promo code: GOSCE	30.05.2017

ARRIVAL AND DEPARTURE

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

Minsk National Airport (MSQ) is the primary airport serving Minsk (<http://airport.by/en>). It is located approximately 42 kilometres from the city centre. The journey to the hotels takes approximately 50 minutes. The journey by taxi should cost no more than 40 BYN (approximately 20 Euro).

The Parliament of Belarus will organize a transfer service from the airport to the conference hotels for the participants. A transportation desk will be organized at the luggage area of the airport to help participants with transfer needs. Participants are kindly requested to contact the transportation desk upon their arrival.

VISAS

To enter Belarus foreign citizens must have with them:

- passport, valid for at least three months after the intended date of departure;
- visa, except for citizens of countries who are allowed to enter Belarus without a visa;
- medical insurance policy with at least 10000 Euro coverage, valid in Belarus;
- financial means in foreign currency or Belarusian rubles in an amount not less than 46 Belarusian rubles for one day of stay.

A visa is not required to enter the territory of Belarus for citizens of countries mentioned in this list: <http://mfa.gov.by/en/visa/visafreetravel/c4bbfb78b29bccdc.html>

Delegates who require an entry visa should contact the closest Embassy or Consulate of Belarus for detailed information on obtaining a visa for the Annual Session. The procedure for obtaining visas to enter the Republic of Belarus is listed here: <http://mfa.gov.by/en/visa/>.

Contact information on Belarusian missions abroad can be found on the website of the Ministry of Foreign Affairs of the Republic of Belarus: http://belarusfacts.by/belembassy/index_eng.html.

Contact Person for visa issues:

Ms. Anna Semenyuk, Counsellor of the Department of International Cooperation of the Secretariat of the House of Representatives of the National Assembly of the Republic of Belarus.

Phone: +375 17 222 62 59

Mob: +375 29 646 68 93

semenyuk@house.gov.by

CUSTOMS

For customs regulations on items imported into Belarus, refer to the following link www.belarus.by/en/travel/customs-regulations.

INSURANCE

Personal and medical insurance are the responsibility of the individual participant. The Parliament of Belarus cannot be held liable for any loss of luggage, currency or personal effects, or any medical costs.

TRANSPORTATION DURING THE ANNUAL SESSION

Shuttle buses will be provided between the selected hotels and the President Hotel 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.

INFORMATION AND HOSPITALITY DESK

The information and hospitality desk in the lobby of the President Hotel will be open on Tuesday, 4 July 2017 from 14:00 to 20:00, and from 5 to 9 July 2017 from 08:00 until the end of official meetings. All information regarding transport schedules and the programme for accompanying persons will be provided at the information and hospitality desk.

INFORMATION AND HOSPITALITY DESKS IN THE HOTELS

Information and hospitality desks will be opened at the conference hotels from 10:00 on Tuesday, 4 July 2017 until the end of the session, and provide participants with the following information: transportation schedules, side events, cultural programmes, accompanying persons' programme and any additional information designed to help welcoming and informing of the participants.

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 the President Hotel throughout the session. However, illness requiring medical treatment or hospitalisation is the responsibility of the individual. Delegates taking medicine should bring 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 your return home. Please note that in case of a health emergency, outside working hours, the emergency line 112 is available for OSCE PA Annual Session Participants.

CATERING AT THE PRESIDENT HOTEL

Stolitsa Restaurant, located at the President Hotel, as well as food services areas located on the first floor and on the -1 floor of the hotel, offer meals and refreshments, as well as light snacks, salads and sandwiches. Within walking distance from the President-Hotel are Nezavisimosti Avenue and the historic city center of Minsk with a variety of cafes and restaurants.

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 at the information desks at the hotels upon arrival in Minsk. Additional information will be distributed later on.

ADDITIONAL CONFERENCE INFORMATION

The website of the Parliament (www.house.gov.by/en) and the webpage for the Annual Session, www.house.gov.by/en/oscepa2017 will be updated with conference-related information in English and in Russian.

EMBASSIES AND CONSULATES

A list of Foreign Embassies and Consulates in Minsk, including contact information, is available on the website of the Ministry of Foreign Affairs of the Republic of Belarus: <http://mfa.gov.by/upload/Dip-En-01-17.pdf>

Foreign Embassies and Consulates in Minsk will be informed of the Session. One evening will be reserved for hospitality by the diplomatic missions. Additional information will be distributed later on.

DRESS CODE

Formal attire is required for all official occasions. A dark suit or cocktail dress is requested for the official receptions and the gala concert. Casual wear is suitable for the accompanying persons' programme.

CLIMATE

July is the warmest month in Minsk with an average daily temperature of 20°C (68°F). Temperatures may vary, however, from about 20 °C to 25 °C during the summertime in Belarus. During the time of the conference, the sun rises at about 04:50 and sets at about 21:40.

TIME

Minsk standard time zone is GMT + 3 hours.

CURRENCY

The currency used in Belarus is the Belarusian rouble (BYN), which is the only currency acceptable for payment. All major credit cards are accepted in hotels, cafes, restaurants, and supermarkets. Cash can be obtained from ATMs or at the nearest bank. For exchange rates please visit the webpage of the National Bank of the Republic of Belarus: www.nbrb.by/eng/.

BANKING SERVICES

Most banks in Minsk are open from Monday to Friday between 09:00 and 18:00. Banking services are available at the major conference hotels. The currency exchange office at the President Hotel is open day and night (with technical breaks and a lunch break). Currency can be also exchanged at Minsk National Airport.

TELECOMMUNICATIONS

The international code of Belarus is +375. Wireless internet and fax line will be available at the President Hotel. Wireless internet is also available at the hotels.

ELECTRICITY

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

SMOKING

Smoking is prohibited inside the President Hotel. Smoking is allowed at most restaurants and bars but prohibited in public transportation.

TOURIST INFORMATION

The multilingual website www.belarus.by/en/ contains tourist and practical information about Belarus.