

WINTER MEETING OF THE OSCE PARLIAMENTARY ASSEMBLY

Vienna, 20-21 February 2020
GENERAL INFORMATION

VENUE

The Winter Meeting of the OSCE Parliamentary Assembly will take place on **20 and 21 February 2020** in the Congress Center Hofburg, Heldenplatz, 1014 Vienna, Austria.

PROGRAMME

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

The draft schedule of the meeting is attached.

ACCOMMODATION

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

Reservations shall be made directly to the above hotels (See Annexes B1-B2-B3) as soon as possible and before the cutoff date.

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

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

REGISTRATION

We thank you for filling in and sending the attached Registration form (Annex A) to the International Secretariat ***no later than 24 January 2020***. Please indicate clearly the hotel you are staying.

ACCESS OF REPRESENTATIVES FROM OTHER ORGANIZATIONS AND GROUPS

OSCE PA meetings are streamed on the internet, and open to the public through other means including coverage of meetings by journalists. Meetings are intended to facilitate dialogue among parliamentarians, but access by non-parliamentarians is welcome upon request by Members of the OSCE PA officially registered for the meeting (use form Annex C available upon request). Sponsoring Members take full responsibility for the sponsored participants and are requested to clarify the duration of their access to the OSCE PA meeting. Access to certain parts of the premises and program may be restricted to parliamentarians and their staff. Due to restrictions of the premises in the Hofburg Congress Centre, representatives of these outside bodies will be provided with limited seating in the Chamber, space permitted.

The Registration Desk will be open on Wednesday, 19 February from 14.00 to 20.00 in the lobby of the Vienna Marriott Hotel, Parking 12a, 1010 Vienna.

We strongly advise participants to register on 19 February at the Registration Desk in the Hotel Marriott where they will receive their identity badge.

The Registration Desk will be transferred to the Hofburg on Thursday, 20 February where it will be open Thursday, 20 February from 8.00 to 18.00 and Friday, 21 February from 8.00 to 16.00.

Please note that due to renovation, the OSCE PA Registration Desk will be located in a temporary construction located outside of the Hofburg's entrance on Heldenplatz.

Participants may be asked to show some official identification to obtain their badges.

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 Ratsaal 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 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.

MEETING FACILITIES FOR SIDE-EVENTS AND OTHER MEETINGS

Due to renovation, availability of meeting facilities on the Hofburg premises is particularly restricted. We encourage Delegates to look for premises outside of the Hofburg Congress Center to hold such side-events and other meetings. Requests for a meeting room must be done by using the Room Booking Form (Annex D available upon request).

DOCUMENTS

Documents related to the Winter Meeting, including the Standing Committee meeting, will be sent electronically. Documents related to the Winter Meeting will be also available for download on the website of the OSCEPA: www.oscepa.org prior to the meeting.

Specific documents for the Standing Committee will be sent electronically to the Heads of Delegations and Secretaries of Delegations.

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 20 and 21 February before and after the daily meetings. Transportation will also be provided for the Closing Joint Session on 21 February.

Hotels Astoria and Europa are located within walking distance of the Hofburg.

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.

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 limited catering 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 MEETING 2020 MAP OF HOTELS AND MEETING PLACE

