



GENERAL INFORMATION

**25th Annual Session
of the OSCE Parliamentary Assembly
1 - 5 July 2016
Tbilisi, Georgia**

**INFORMATION CONCERNING THE 25th ANNUAL SESSION
OF THE OSCE PARLIAMENTARY ASSEMBLY**

VENUE OF THE SESSION

Exhibition Centre “Expo Georgia”
Akaki Tsereteli Ave. 118
0119, Tbilisi, Georgia
Tel. +995 32 2341100
Fax. +995 32 2351100

All meetings will be held at the premises of the Center “Expo Georgia”. For information regarding arrangements please contact the staff listed below.

Parliament of Georgia:

Ms. Tamar Kolbaia, Head of International Relations Department

Tel.:+995 32 2282616
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Ms. Sofia Chqareuli, Leading Specialist of International Relations Department

Tel.:+995 32 2281643
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schkareuli@parliament.ge

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

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 Thursday 26th May 2016**. We kindly ask you to also send a copy of the registration form to the **International Department of the Parliament of Georgia** to the attention of Ms. Sofia Chqareuli (cell: +995571777201 e-mail: oscepa2016@parliament.ge).

The registration and information desks will be open in the lobby of Pavilion #11 of the Centre “Expo Georgia” **Thursday, 30 June 2016 from 14:00 to 20:00**. For the remainder of the Annual Session, registration will be open in the lobby of Pavilion #11 of the Centre “Expo Georgia” every day from 8.00 until the end of the official meetings. Please, register as soon as possible, after your arrival in Tbilisi. Participants and accompanying persons will be able to collect their identity badges and conference information and materials at the Registration and information desk located in the lobby of the pavilion #11. We encourage Secretaries of Delegation to collect their badges on 30th of June 2016, before the blocking of the security perimeter of the event venue by the Georgian 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 by May 25, 2016 at the latest.

Reservation requests submitted later than May 25 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.

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

Hotel
Radisson Blue Iveria https://www.radissonblu.com/en/hotel-tbilisi
Tbilisi Marriot http://www.marriott.com/hotels/travel/tbsmc-tbilisi-marriott-hotel/
Courtyard by Marriot http://www.marriott.com/hotels/travel/tbscy-courtyard-tbilisi/
Holiday INN http://www.hi-tbilisi.com/
Rooms Hotel Tbilisi http://roomshotels.com/
Hotels and Preference Hualing Tbilisi http://hotelspreference.ge/
Ambassadori Tbilisi http://tbilisi.ambasadori.ge/en/

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.

Tbilisi Shota Rustaveli International Airport (TBS) is the primary airport serving Tbilisi (<http://www.tbilisiairport.com/en-EN/Pages/Main.aspx>). It is located approximately 17 kilometres from the city centre. The journey to the hotels takes approximately 20 minutes. The journey by taxi should cost no more than 30 GEL which is approximately 15 Euros.

The Parliament of Georgia 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 approach the transportation desk upon their arrival.

VISAS

When arriving in Georgia, non-Georgian citizens must carry a passport, which will remain valid for at least three months after the intended date of departure and the passport should not be more than 10 years old.

Citizens of EU Member states, the USA and Canada do not require a visa to enter Georgia. Citizens from all other countries must obtain a visa before entering the territory of Georgia.

Information on visa requirements by country can be found on the website of the Consulate Section of the Ministry for Foreign Affairs of Georgia: <https://www.geoconsul.gov.ge/en/aboutUs>

Delegates who require an entry visa should contact the Embassy or Consulate that represents Georgia in their country of residence to check all the formalities necessary for obtaining a visa for the Annual Session or visit the webpage of electronic visas for Georgia:

<https://www.evisa.gov.ge/GeoVisa/>

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

<http://mfa.gov.ge/MainNav/EmbassiesRepresentations/GeorgianMissionsAbroad.aspx?lang=en-US>

Contact Person for visa issues:

Mrs. Maka Janikashvili, Chief Specialist of the International Department of the Parliament of Georgia.

Email: mjanikashvili@parliament.ge

Phone: +995 32 2 281365

Cell: +995 577 214412

CUSTOMS

For customs regulations on items imported into Georgia, see the website of Georgian Customs

<http://www.rs.ge/en/1340>

INSURANCE

Personal and medical insurance are the responsibility of the individual participant. The Parliament of Georgia will not be responsible 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 Centre “Expo Georgia” 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 the Centre “Expo Georgia”.

INFORMATION AND HOSPITALITY DESK AT THE CENTER “EXPO GEORGIA”

The information and hospitality desk at the entrance of Pavilion #11 of the Centre “Expo Georgia” will be open from 14:00 on Thursday 30 June 2016 until the end of the Session. 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 Thursday 30 June 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) and Georgian.

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 Centre "Expo Georgia" 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 your return home. Please note that in case of a health emergency outside the Centre "Expo Georgia", outside working hours, the emergency line 112 is available for OSCE PA Annual Session Participants.

CATERING IN THE CENTER "EXPO GEORGIA"

Meals and refreshments can be purchased at Café "Terrace", located at the Centre "Expo Georgia", and the lunch station located in Pavilion 4. There are no restaurants in the close vicinity of the Centre "Expo Georgia".

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. Additional information will be distributed later on.

ADDITIONAL CONFERENCE INFORMATION

The website of the Parliament (www.parliament.ge) and the webpage for the Annual Session, <http://www.parliament.ge/ge/oscepa-tbilisi-2016> will be updated with conference-related information in English.

EMBASSIES AND CONSULATES

A list of Foreign Embassies and Consulates in Tbilisi, including contact information, is available in the Tbilisi Diplomatic List on the website of the Ministry of Foreign Affairs:

<http://mfa.gov.ge/MainNav/EmbassiesRepresentations/ForeignEmbassiesMissionsGeorgia.aspx?lang=en-US>

Foreign Embassies and Consulates in Tbilisi 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.

Dark suite is requested for the official social events.

For the reception offered by the Georgian Speaker at the Parliament and Gala evening, black tie and cocktail attire is preferable.

Casual wear is suitable for any excursions and the accompanying persons' programme.

CLIMATE

July is the warmest month in Tbilisi with an average daily temperature of 25°C (77°F). Temperatures may vary, however, from about 25 °C to 31 °C during summertime in Georgia. During the conference period the sun rises at about 05h30 and sets at about 20h30.

TIME

Tbilisi standard time zone is GMT + 4 hours.

CURRENCY

The currency used in Georgia is the Georgian Lari (GEL), which is the only currency acceptable for payment. All major credit cards are accepted in hotels, restaurants, cafes and supermarkets. Cash can be obtained from ATMs or at the nearest bank.

For exchange rates please visit the webpage of Georgian National bank:

<https://www.nbg.gov.ge/index.php?m=2&lng=eng>

BANKING SERVICES

Working hours of banks in Tbilisi in July are from 10:00 to 18:00. Please note that banking services are available at the major conference hotels and that banks are closed on weekends. Several branches of the banks are operational at the Tbilisi Shota Rustaveli Airport for currency exchange.

TELECOMMUNICATIONS

The international code of Georgia is +995. There will be wireless internet available at the Centre "Expo Georgia".

Wireless Internet is also available at the hotels.

ELECTRICITY

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

SMOKING

Smoking is prohibited inside the Pavilions at the Centre "Expo Georgia". Smoking is allowed at most restaurants and bars but prohibited in public transportation.

TOURIST INFORMATION

The multilingual website www.georgia.travel contains tourist and practical information about Georgia.