



28th ANNUAL SESSION OF THE OSCE PARLIAMENTARY ASSEMBLY

GENERAL INFORMATION

*Luxembourg
4 – 8 July 2019*

VENUE OF THE SESSION

European Convention Center Luxembourg
4, Place de l'Europe
Luxembourg-Kirchberg
Website: <http://www.eccl.lu>

CONTACTS

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DRAFT PROGRAMME*

Wednesday, 3 July 2019	Arrival of participants – Accommodation – Registration Meeting of the Secretaries of delegations
Thursday, 4 July 2019	Meeting of the Standing Committee (morning) Opening Plenary Session (afternoon) Evening: free time for meetings with Embassies
Friday, 5 July 2019	Committee Meetings (morning and afternoon) Working Lunch on Gender Issues (upon registration) Reception (evening)
Saturday, 6 July 2019	Committee Meetings (morning and afternoon) Reception (evening)
Sunday, 7 July 2019	Committee Meetings (morning) Plenary Session (afternoon) Reception (evening)
Monday, 8 July 2019	Plenary Session (morning) Reception of the President of the Assembly Departures

* Please note that this preliminary draft is subject to change. A detailed programme will be distributed to all participants in due course.

HOTELS AND ACCOMMODATION

Reservations should preferably be made via [the link provided by each hotel](#).

Hotel booking conditions and cancellation policies:

- Please note that the reservations will be processed on a first come, first served basis and the number of each room type is limited;
- The reservation and cancellation deadlines for session hotels vary. Please check the dates for each hotel;
- The hotels encourage reservations to be made before the deadline as the number of rooms is limited;
- Reductions of the duration of stay after the deadline will be charged by most hotels as cancellations;
- All cancellations must be made in writing;
- Credit card details must be provided to guarantee the reservation;
- All rates are guaranteed in EUR -Euro;
- Arrivals before 3 July 2019 and departures after 8 July 2019, as well as extended stays, will be confirmed according to the hotel's availability.

Block bookings at preferential rates for the participants have been made at 8 hotels. The listing hereafter lists them in order of geographical proximity to the European Convention Center, Luxembourg-Kirchberg.

All rates are indicated per room and night and include breakfast and VAT. All hotels have free Wi-Fi or internet connection

Please note that official transportation will only be organized to and from the official hotels of the Session listed above. We kindly request to indicate in the registration form (Annex A) in which hotel your delegation will be accommodated.

We strongly recommend that delegations make their reservations without delay and before the cut-off dates cited above. After these dates, hotel room availability cannot be guaranteed. Participants are asked to carefully read the terms of the cancellation policy.

For more details about the hotels' amenities, please consult the websites of the hotels.

All payments for accommodation and personal costs should be made directly to the hotels upon departure. Credit card details are required to secure bookings.

Information desks will be set up in every hotel of the conference at the arrival and departure days of the conference.

Hotel	Room rates	Reservation deadline	Cancellations deadlines
HOTEL MELIA LUXEMBOURG (****) 1, Park Dräi Eechelen L-1499 Luxembourg Check in starts at 15.00, checkout until 12.00 Phone: (+352) 27 333-206 Email: reservations.melia.luxembourg@melia.com Web site : https://www.melia.com/de/hotels/luxemburg/luxemburg/melia-luxembourg/index.htm	Standard room Single: 229 € Double: 253 € Superior room Single: 279 € Double: 303 €	15.4.2019	Rooms and rates are only guaranteed until 15 April 2019 . Free cancellation up to 7 days prior to arrival, thereafter the cancellation fee is equivalent to the price of the booked stay. The no show fee is 100%.
Melia booking link: https://events.melia.com/en/events/melia-luxembourg/28th-Annual-Session-of-the-OSCE-P.A.html			
HOTEL NOVOTEL SUITES (****) 13, Avenue J F Kennedy, L-1855 Luxembourg Check in starts at 14.00, checkout until 12.00 Phone: (+352) 27 04 0 Email : H7206@accor.com Web site : https://www.accorhotels.com/gb/hotel-7206-novotel-suites-luxembourg/index.shtml	Suite superior Single: 225 € Double: 240 € Suite executive Single: 250 € Double : 265 € Suite deluxe Single : 325 € Double : 340 €	3.5.2019	Rooms and rates are only guaranteed until 3 May 2019 . Free cancellation up to 7 days before arrival, after this deadline no more changes will be accepted. In case of cancellation, non-arrival or early departure, the full amount of the initial booking will be charged. If the guest checks in after the indicated date of arrival, the no show will be charged to the guest.
Novotel Suites booking link: Novotel Suites Luxembourg : Book Novotel Suites Luxembourg			
HOTEL SOFITEL EUROPE (*****) 4, rue du Fort Niedergrünwald, L-2226 Luxembourg Check in starts at 14.00, checkout until 12.00 Phone : (+352) 43 77 61 Email : H1314@accor.com Web site: https://www.accorhotels.com/gb/hotel-1314-sofitel-luxembourg-europe/index.shtml	Superior room Single: 280 € Double: 300 € Premium luxury room Single: 330 € Double: 350 € Junior suite Single: 400 € Double: 420 €	3.5.2019	Rooms and rates are only guaranteed until 3 May 2019 . Free cancellation up to 7 days before arrival, after this deadline no more changes will be accepted. In case of cancellation, non-arrival or early departure, the full amount of the initial booking will be charged. If the guest checks in after the indicated date of arrival, the no show will be charged to the guest.
Sofitel Europe booking link: Sofitel Luxembourg Europe : Book Sofitel Luxembourg Europe			
HOTEL NOVOTEL KIRCHBERG (****) 6, rue du Fort Niedergrünwald, L-2226 Luxembourg Check in starts at 14.00, checkout until 12.00 Phone : (+352) 42 98 48 1 Email : H1930@accor.com Web site : https://www.accorhotels.com/gb/hotel-1930-novotel-luxembourg-kirchberg/index.shtml#origin=accorhotels	Superior room Single: 215 € Double: 235 € Executive room Single: 240 € Double: 260 €	3.5.2019	Rooms and rates are only guaranteed until 3 May 2019 . Free cancellation up to 7 days before arrival, after this deadline no more changes will be accepted. In case of cancellation, non-arrival or early departure, the full amount of the initial booking will be charged. If the guest checks in after the indicated date of arrival, the no show will be charged to the guest.
Novotel Kirchberg booking link: Novotel Luxembourg Kirchberg : Book Novotel Luxembourg Kirchberg			
HOTEL Le ROYAL (*****) 12, Boulevard Royal, L-2449 Luxembourg Check in starts at 15.00, checkout until 11.00	Traditional room Single: 255 € Double: 280 € Royal club room	29.5.2019	Rooms and rates are only guaranteed until 29 May 2019 . Free cancellation up to 5 days before arrival, thereafter one night will be charged as a cancellation fee.

Phone : (+352) 24 16 16 717 Email : groupcoordinator-lux@leroyal.com Web site : https://www.leroyal.com/en/EUROPE/luxembourg	Single: 345 € Double: 370 €		The no show fee is 100%.
Hotel Le Royal booking link: https://www.myhotelreservation.net/b/hllw0250/HLLW0250/?f=2019-01-28&t=2019-01-29&i=OSCEPA19			
HOTEL SOFITEL LE GRAND DUCAL (****) 40, Boulevard d'Avranches, L-1911 Luxembourg Check in starts at 14.00, checkout until 12.00 Phone : (+352) 24 87 71 Email : H5555@sofitel.com Web site : https://www.accorhotels.com/gb/hotel-5555-sofitel-luxembourg-le-grand-ducal/index.shtml	Classic room Single: 295 € Double: 315 € Superior room Single: 345 € Double: 365 € Junior suite Single: 410 € Double: 430 €	3.5.2019	Rooms and rates are only guaranteed until 3 May 2019 . Free cancellation up to 7 days before arrival, after this deadline no more changes will be accepted. In case of cancellation, non-arrival or early departure, the full amount of the initial booking will be charged. If the guest checks in after the indicated date of arrival, the no show will be charged to the guest.
Sofitel Le Grand Ducal Booking link: Sofitel Luxembourg Le Grand Ducal : Book Sofitel Luxembourg Le Grand Ducal			
HOTEL NOVOTEL LUXEMBOURG CENTRE (****) 35 rue du Laboratoire, L-1911 Luxembourg Check in starts at 14.00, checkout until 12.00 Phone : (+352) 24 87 81 Email : H5556@accor.com Web site : https://www.accorhotels.com/gb/hotel-5556-novotel-luxembourg-centre/index.shtml	Superior room Single: 235 € Double: 255 € Executive room Single: 260 € Double: 280 €	3.5.2019	Rooms and rates are only guaranteed until 3 May 2019 . Free cancellation up to 7 days before arrival, after this deadline no more changes will be accepted. In case of cancellation, non-arrival or early departure, the full amount of the initial booking will be charged. If the guest checks in after the indicated date of arrival, the no show will be charged to the guest.
Novotel Centre Booking link: Novotel Luxembourg Centre : Book Novotel Luxembourg Centre			
ALVISSE PARC HOTEL (****) 120, Route d'Echternach, L-1453 Luxembourg Check in starts at 15.00, checkout until 12.00 Phone: (+352) 43 56 43 Email : groups@parc-hotel.lu Web site : http://www.parc-hotel.lu/en/accomodation/	Comfort room Single: 97 € Double: 117 € Superior room Single: 133 € Double: 153 €	19.5.2019	Rooms and rates are only guaranteed until 19 May 2019 . Free cancellation up to 19 May 2019 As of 20 May 2019 40% cancellation fee to the price of the booked stay As of 5 June 2019 80% cancellation fee to the price of the booked stay As of 26 June 2019 100% cancellation fee to the price of the booked stay The no show fee is 100%.
Alvisse Parc Hotel booking link: http://parc-hotel.lu/prebooking Booking reference: ASSEMBLY-2019			

REGISTRATION

For registration please use the registration form (**Annex A**) to be sent to both e-mail addresses indicated of the OSCE PA International Secretariat and of the Chamber of Deputies no later than 29 May 2019.

The Registration and Information desk will be open in the lobby of the European Convention Center Luxembourg on **Wednesday 3 July 2019 from 14:00 to 20:00**. For the rest of the Annual Session,

registration will be open at the European Convention Center Luxembourg every day from 8:00 until the end of official meetings.

All participants are kindly requested to register as soon as possible after their arrival. Participants will be required to show official identification when registering (passport or identity card). All participants will be able to collect conference bags, handbooks and other conference literature after their registration. Participants and accompanying persons will receive their personal badges and information about the conference at the Registration and Information desk located in the lobby of the European Convention Center Luxembourg.

A provisional List of Participants will be made available. In order to enable the OSCE PA International Secretariat to issue the final list and to ensure the accuracy of its content, national delegations are kindly requested to indicate any corrections to the provisional list at the Registration desk.

ARRIVAL AND DEPARTURE

Participants are requested to indicate their flight numbers, as well as their arrival and departure dates and flight schedules in the Registration Form (Annex A)

Participants **arriving on 3 and 4 July 2019** at the **Luxembourg Findel Airport** will be offered a shuttle service to their respective official hotels.

Participants arriving on other dates will be kindly invited to make their own arrangements. Regular bus services run between the airport and Luxembourg-Kirchberg resp. Luxembourg-Centre. Taxis are available in front of the airport terminal.

Participants arriving **by train** at **Luxembourg-Gare** are kindly requested to organize their transportation to the respective hotels by taxi or public transport. Taxi stands and bus stops are situated in front of the train station.

Information on public transport within the city of Luxembourg is available on: www.vdl.lu.

Information on public transport at the Grand-Duchy of Luxembourg is available on: www.mobiliteit.lu.

A bus shuttle service from the official hotels proposed by the Chamber of Deputies and the airport will be organized on **Monday 8 July 2019 from 14.00 and on Tuesday 9 July 2019 in the morning until early afternoon**. Transportation schedules will be available at the hotels and at the Transportation Desk at the European Convention Center Luxembourg.

There will be no direct shuttle service from the European Convention Center Luxembourg to the airport. There are no luggage storage facilities at the conference center ECCL.

TRANSPORTATION DURING THE ANNUAL SESSION

The hotels situated at Luxembourg-Kirchberg are in walking distance to the European Convention Center Luxembourg. The Chamber of Deputies will organize a shuttle service running between the other official hotels and the location of the Conference.

Transportation to and from receptions and the venues of the accompanying persons' programme will be organized. Shuttle schedules will be available at the hotel information points and at the Transportation Desk at the European Convention Center Luxembourg.

PASSPORTS AND VISAS

All participants are kindly asked to check beforehand if they need a visa. It is recommended not to wait until the last moment for visa applications.

Information on visa application is available at:

<https://guichet.public.lu/en/citoyens/immigration/moins-3-mois/ressortissant-tiers/entree-visa.html>

Travelers must hold a valid passport to enter Luxembourg. Nationals from the Schengen area may use their identity cards.

The list of Diplomatic Representations of the Grand Duchy of Luxembourg can be consulted on <https://maee.gouvernement.lu/fr/missions-diplomatiques/missions-diplomatiques-et-consulaires-luxembourgeoises.html>

IDENTIFICATION AND SECURITY

For security purposes, all participants, including accompanying persons, observers, delegation staff and members of the press are requested to wear their identity badges at all meetings and social events. Name badges will be needed to access all conference events. Loss of identity badges should be reported immediately to the conference staff.

For security reasons, all participants, observers, delegation staff and members of the press must also be able to show their identity card or passport upon request.

DIPLOMATIC REPRESENTATIONS

The list of the Diplomatic Representations in the Grand Duchy of Luxembourg is available at:

<https://maee.gouvernement.lu/fr/missions-diplomatiques/missions-diplomatiques-et-rangeres-accreditees-au-Luxembourg.html>

Please inform your embassies and diplomatic representations about your stay in Luxembourg. The evening of 4 July 2019 will be reserved for hospitality by diplomatic missions.

DOCUMENTATION AND COPYING SERVICES

The OSCE PA International Secretariat will send electronic documentation folders in PDF format to all delegations. Most of the documents related to the Annual Session can also be downloaded from the OSCE PA website: www.oscepa.org.

Printers and photocopying machines will be at the disposal of the Secretaries of delegation at the European Convention Center Luxembourg.

INTERPRETATION

During the Annual Session meetings, simultaneous interpretation will be provided in all six official languages of the OSCE: English, French, German, Italian, Russian and Spanish.

Organizers of side events have to make their own arrangements for interpretation.

SIDE EVENTS - SPONSORSHIP FOR ACCESS OF NON-PARLIAMENTARY PARTICIPANTS

As in most parliaments in the OSCE region, access for non-parliamentary participants to the premises for OSCE Parliamentary Assembly meetings is granted upon request by Members of Parliament.

Only Members of Parliament who are official delegates in the Annual Session of the OSCE PA will be able to register and organize side events in the European Convention Center Luxembourg. Delegates hosting a meeting/event are fully responsible for the costs, programme and participants invited. The OSCE PA International Secretariat declines any responsibility for these events.

OSCE Parliamentary Assembly 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 - space allowing - upon request by Members of the OSCE PA officially registered for the Annual Session 2019. 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.

Those sponsoring access of non-parliamentary participants are asked to use the form Annex C (available upon request).

Proposals to organize side meetings need to be communicated to the International Secretariat of the OSCE PA no later than 06 June 2019 by filling out and returning the application form (Annex D – available upon request), clearly indicating the purpose of the event and names/titles/functions of the registered organizers.

All participants in side events must be accredited by the OSCE PA, must be in possession of an OSCE PA badge and will be subject to security checks upon entering the building.

Due to the scarcity of rooms available, bilateral discussions and meetings between delegations or between OSCE PA bodies will be given priority. To the extent possible, the International Secretariat will allocate meeting rooms on a first-come, first-served basis. Due to the limited number of rooms available, events involving third parties should be planned outside the premises of the ECCL.

CATERING

The self-service restaurant at the European Convention Center Luxembourg will be open from 11.30 to 14.30 every day, including Saturday and Sunday.

The Restaurant “La Table du Belvédère” will be open Monday to Friday from 12.00 to 14.30. Several hotels near the European Convention Center Luxembourg also offer restaurant services. Other restaurants are located at Luxembourg-Kirchberg and Luxembourg-Limpertsberg (easily accessible by tram).

Catering in the European Convention Center Luxembourg Building will be provided exclusively by the firm Sodexo. Kindly note that catering for side events must be ordered **at least 4 weeks in advance**.

EVENING PROGRAMME

The Chamber of Deputies will provide an evening programme on 5, 6 and 7 July 2019. The evening of 4 July 2019 will be reserved for diplomatic activities. More details will be provided in due course.

ACCOMPANYING PERSONS' PROGRAMME

A programme for accompanying persons has been arranged while delegates are engaged in conference sessions and meetings. A detailed programme will be announced in due course.

Accompanying persons may participate in all evening events organized by the Chamber of Deputies. Accompanying persons are kindly requested to sign up for excursions at the information points of their hotels at their arrival, and to wear their identity badges during every part of the general programme.

Children under 16 years must be accompanied by a parent. Unaccompanied youths from 16 to 18 must produce a written certificate signed by their parents allowing their participation and assuming responsibility. The participation at the accompanying persons' programme is under exclusive liability of the individual participants.

INSURANCE

Personal and medical insurance is the responsibility of individual participants. The host Parliament will not be responsible for any lost luggage, currency or personal effects, or any medical costs.

MEDICAL FACILITIES

Medical assistance will be available throughout the meetings. However, illness requiring medical treatment or hospitalization is the responsibility of the individual. Participants taking medicine should bring enough to cover their needs.

Please note that in case of medical emergency outside the European Convention Center Luxembourg the emergency line 112 is available.

DRESS CODE

Business attire is required for formal occasions and most social events. Casual dress (jacket, no tie) is suitable for the accompanying persons' programme.

CLIMATE AND TIME ZONE

Luxembourg is part of the Central European time zone and observes daylight savings time in July (UTC +2 hours, DST/March to October).

Luxembourg has an oceanic climate marked by high precipitation, also in summer. July is one of the warmest months in Luxembourg, with a daily temperature of 22°C. Temperatures may vary, however, from about 15°C to 28°C during summertime in Luxembourg.

CURRENCY

The currency is the Euro (€). Most common credit cards are accepted everywhere. Cash can be withdrawn from ATM machines in the city anytime.

ELECTRICITY

The voltage in Luxembourg, as in most of Europe, is 230 V/50 Hz. Luxembourg uses European-type plugs (2-pin and 3-pin plugs).

TELECOMMUNICATIONS

The international code for Luxembourg is +352. Access to Wi-Fi will be available at the European Convention Center Luxembourg. Internet access by Wi-Fi will also be available in every hotel.

SPECIAL NEEDS

Secretaries of Delegation should inform the secretariat of the Chamber of Deputies (email: oscepa2019@chd.lu) of guests with special needs in order to make necessary transportation and other arrangements in advance.

SMOKE-FREE POLICY

Smoking is forbidden in all public places (restaurants, bars, public transport, etc.)

TOURIST INFORMATION

The website <http://www.luxembourg.lu> contains tourist and practical information about Luxembourg in three languages (French, German and English).