



OSCE PA

BERLIN 7–11 July 2018

27th Annual Session of the OSCE Parliamentary Assembly

GENERAL INFORMATION

Updated on 2 July

**27th Annual Session
of the OSCE Parliamentary Assembly**

7 - 11 July 2018

Berlin, Germany

**INFORMATION CONCERNING THE 27th ANNUAL SESSION
OF THE OSCE PARLIAMENTARY ASSEMBLY**

VENUE OF THE SESSION

German Bundestag
Reichstag Building
Platz der Republik 1
11011 Berlin
Tel.: +49 30 227 34034
Fax: +49 30 227 30159
oscepa2018@bundestag.de

All meetings will be held at the Reichstag Building (seat of the German Bundestag). For information regarding arrangements please contact the staff listed below.

German Bundestag:

Mr. Marc Bomhoff

Tel.: +49 30 227 35329 or +49 160-9688 9729

marc.bomhoff@bundestag.de

Ms. Anne Vallée

Tel.: +49 30 227 33544 or +49 160-9748 3199

anne.vallee@bundestag.de

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 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; odile@oscepa.dk) by **1 June 2018**. We kindly ask you to also send a copy of the registration form to **the German Bundestag** addressed to **Ms. Anne Vallée** (fax: +49 30 227 30159; oscepa2018@bundestag.de).

<p>In order for the compulsory security checks to be carried out, dates of birth must be provided on the registration form.</p>
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Participants with reduced mobility are requested to inform us in advance.

The registration and information desks will be open in the lobby of the Reichstag Building on **Saturday, 7 July 2018, from 09.00 to 19.00**. For the remainder of the Annual Session, registration will be open in the lobby of the Reichstag Building from 08.00 until the end of the official meetings. Please register as soon as possible after your arrival in Berlin. Participants and accompanying persons will be able to collect their identity badges, conference information and materials at the registration and information desk located in the lobby of the Reichstag Building. We encourage the secretaries of delegation to collect their badges on 7 July 2018.

HOTELS AND ACCOMMODATION

Online hotel information is available via the links listed below. Please be sure to read the cancellation policies of the hotels.

We recommend that you use the reservation form (Annex B1 to B7) for the hotel of your choice. Kindly indicate on the Registration Form where your delegation will be accommodated.

Reservations must be completed by 30 April 2018 at the latest.

Reservation requests submitted later than 30 April will be subject to availability at the requested hotel.

Reservations will be treated on a first-come-first-served basis. We strongly recommend that delegations make their reservations without delay and before the cut-off date cited above. After this date, hotel room availability cannot be guaranteed.

Guests visiting Berlin on business/official trips are exempted from the hotel occupancy tax. Accompanying persons are not exempted from the hotel occupancy tax and are required to pay a surcharge of five percent of their accommodation costs.

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

Hotel	Information link
Hilton	http://www3.hilton.com/en/hotels/berlin/hilton-berlin-BERHITW/index.html
Maritim proArte	https://www.maritim.com/en/hotels/germany/proarte-hotel-berlin/hotel-overview#
NH Collection	https://www.nh-hotels.de/hotel/nh-collection-berlin-mitte-friedrichstrasse
Regent Berlin	http://www.regenthotels.com/regent-berlin
Steigenberger am Kanzleramt	https://www.steigenberger.com/en/hotels/all-hotels/germany/berlin/steigenberger-hotel-am-kanzleramt
Westin Grand Berlin	http://www.westingrandberlin.com/en

Please note that the German Bundestag's transport service will only serve the hotels listed above. The Radisson Blu is no longer a conference hotel and the transport service will **not** serve it.

ARRIVAL AND DEPARTURE

Participants are kindly requested to indicate their flight references, as well as their dates and times of arrival and departure, when registering.

Tegel Airport (TXL) is the primary airport serving Berlin (<http://www.berlin-airport.de/en/travellers-txl/index.php>). It is located in north-west Berlin, approximately 12 kilometres from the city centre. The journey to the hotels takes approximately 25 minutes. The journey by taxi should cost no more than EUR 25. Alternatively, there is a public transport bus (TXL) available for EUR 2.80.

Schönefeld Airport (SXF) is another airport serving Berlin (<http://www.berlin-airport.de/en/travellers-sxf/index.php>). It is located in south-east Berlin; approximately 22 kilometres from the city centre. The journey to the hotels takes approximately 35 minutes. The journey by taxi should cost no more than EUR 35. By bus (735, 736, 738) and train (RB14, RE7) it costs EUR 3.40.

Conference participants will be met at the gates (outside the security zone) by German Bundestag staff, recognizable by their blue OSCE PA polo shirts, and escorted to the welcome desks and from there to the shuttle buses. The welcome desks are located in Terminal B at Tegel Airport and in Terminals A and D at Schönefeld Airport. All conference participants are asked to register at the welcome desks. If you are being collected individually from the airport, for example by your embassy, please register at the welcome desk regardless.

If you have any enquiries, you can reach us at the following numbers:

Contact person at Tegel Airport Tel.: +49 160-97748636

Tegel Airport welcome desk Tel.: +49 30-41014506

Contact person at Schönefeld Airport Tel.: +49 160-97753194

The German Bundestag will organize a transfer service with shuttle buses from both airports to the conference hotels on 6, 7 and 11 July 2018 (during flight operations) and on 12 July 2018 (until 14.00). Information desks will be available in the arrival halls of the airports to help participants with transfer needs on these dates. Participants are kindly requested to approach the welcome desk upon their arrival. On all other dates, participants are asked to make their own travel arrangements.

For security reasons, luggage may not be stored in the Reichstag Building. This includes on the day of your departure. Luggage should be left at the hotel until your departure. Please bear this in mind when planning your trip.

VISAS

When arriving in Germany, non-German 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 ten years old. Delegates who require an entry visa should contact the Embassy or Consulate that represents Germany in their country of residence to check the formalities necessary for obtaining a visa for the Annual Session; or visit the following website to apply for a visa electronically (visas are not issued in electronic form): <https://videx.diplo.de/videx/?3>

Contact information on German missions abroad can also be found on the website of the German Federal Foreign Office:

http://www.auswaertiges-amt.de/EN/AAmt/Auslandsvertretungen/Uebersicht_node.html

CUSTOMS

For customs regulations on items imported into Germany, please see the website of the German customs office: https://www.zoll.de/EN/Private-individuals/Travel/travel_node.html

INSURANCE

Personal and medical insurance are the responsibility of the individual participant. The German Bundestag 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 Reichstag Building when necessary, for all social functions and for the accompanying persons' programme. Transportation schedules will be available at the information desks at the hotels and the Reichstag Building in due time.

No parking spaces are available around the Reichstag Building.

INFORMATION AND HOSPITALITY DESK AT THE REICHSTAG BUILDING

The information and hospitality desk in the lobby of the Reichstag Building will be open from 09.00 on Saturday, 7 July 2018 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. The conference bags for holders of blue, red, grey and green conference badges will also be handed out at the information and hospitality desk. Accompanying persons (orange conference badge) will also receive their information materials there.

INFORMATION AND HOSPITALITY DESKS IN THE HOTELS

Information and hospitality desks will be opened at the conference hotels on 6, 7 and 11 July 2018 and on 12 July 2018 (until 14.00) and provide the following information: transportation schedules, side events, cultural programmes, accompanying persons' programme as well as any additional information designed to help in welcoming the participants and informing them about their stay in Berlin.

INTERPRETATION

During the session, simultaneous interpretation will be available exclusively in the six official OSCE languages: English, French, German, Italian, Russian and Spanish.

ACCESS TO EVENTS

All participants, including members, 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 the bus transportation organized for this Annual Session. Please note that personal invitations will be issued for all receptions, and must be shown on arrival at the reception together with conference badges and photo identification. You cannot be accompanied by any uninvited persons. Media representatives, photographers and camera teams are only permitted to take pictures at the start of the receptions.

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 must also always carry another official identification document with photo and be prepared for identity checks.

PLENARY CHAMBER

The Annual Session will take place in the plenary chamber and other meeting rooms of the Reichstag Building. Please note that it is not permitted to take food and drink into the plenary chamber.

Media representatives, photographers and camera teams will not have access to the floor of the plenary chamber. There will be an area dedicated to the press on the gallery of the plenary chamber.

CATERING

Catering in the Reichstag Building will be provided **exclusively** by the firm Käfer. During the conference, the Members' Restaurant and the rooftop restaurant, along with a catering service, will be available to delegates for side events. Organization of side events in the Reichstag building is subject to preable consultation with the International Secretariat. The cafeteria will also be open.

MEDICAL FACILITIES

A first aid facility will be available for participants in the Reichstag Building throughout the session. However, illness requiring medical treatment or hospitalization 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. Please note that in case of a health emergency outside the Reichstag Building, and outside business hours, the emergency line 112 is available for OSCE PA Annual Session participants.

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 holders of accompanying persons' badges and they are asked to wear their badges during every part of the programme. Accompanying persons are requested to sign up for excursions in advance. Additional information will be distributed in due time.

Please note that minors must be accompanied by a parent or guardian in order to participate in the programme.

ADDITIONAL CONFERENCE INFORMATION

The website of the OSCE PA will be updated with conference-related information in English.

EMBASSIES AND CONSULATES

A list of embassies and consulates in Berlin, including contact information, is available in the diplomatic list on the website of the German Federal Foreign Ministry: http://www.auswaertiges-amt.de/EN/AAmt/Auslandsvertretungen/Uebersicht_node.html

Please inform your embassies and diplomatic representations about your stay in Berlin. The evening of 7 July 2018 will be reserved for hospitality by the diplomatic missions.

DRESS CODE

Business attire is required for all official occasions. For the receptions hosted by the Federal President of Germany and the President of the German Bundestag, a dark suit is preferable. For security reasons, we request that you bring only handbags to the receptions. Casual wear is suitable for the accompanying persons' programme.

CLIMATE

July is one of the warmest months in Berlin, with an average daily temperature of 19° C. Temperatures may vary, however, from about 14 °C to 24 °C during summertime in Germany and there can be up to

20 days of rain in July. During the conference period, the sun rises at around 05.00 and sets at around 21.30.

TIME

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

CURRENCY AND BANKING SERVICES

The currency used in Germany is the Euro, which is the only currency accepted for payment. Most major credit cards are normally accepted in hotels, restaurants, cafes, and supermarkets. Cash can be obtained from ATMs in the Reichstag Building.

For exchange rates please visit the webpage of the Bundesbank:

https://www.bundesbank.de/Navigation/EN/Statistics/External_sector/Exchange_Rates_euro_foreign_exchange_reference_rates_gold/Tables/tabellen.html?https=1

TELECOMMUNICATIONS

The international code for Germany is +49. There will be wireless internet available in the Reichstag Building. Wireless internet is also available at the hotels.

ELECTRICITY

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

SMOKING

Smoking is prohibited inside all buildings of the German Bundestag.

TOURIST INFORMATION

The multilingual website <https://www.berlin.de/en/> contains tourist and practical information about Germany.

The 2018 FIFA World Cup will take place from 14 June to 15 July 2018. Due to the public viewing area next to the Reichstag Building, some roads will be closed. This applies to all roads around the Brandenburg Gate.

PRIVACY NOTICE OF THE GERMAN BUNDESTAG

We process the data you provide in connection with the 27th Annual Session of the OSCE PA, including your contact details (name, address, telephone number, email address), so that we can contact you. We erase your data as soon as it is no longer required for the above purpose. The legal basis for the collection and processing of the data you provide is the EU General Data Protection Regulation. Please also note that photographs, audio recording and videos will be produced by the German Bundestag, the International Secretariat of the OSCE PA and media representatives during the OSCE PA's Annual Session. They will be published on the websites of the German Bundestag and the OSCE PA, and on social media, especially the OSCE PA's Facebook, Flickr, Instagram and Twitter pages, and made freely available for use. They will also be used in the public relations activities of the German Bundestag and the OSCE PA online and in print. The privacy rights of children and young people under the age of eighteen are exercised by those with parental responsibility for them.