



**29th ANNUAL SESSION  
OF THE OSCE PARLIAMENTARY  
ASSEMBLY**

**GENERAL INFORMATION**

*International Convention Centre  
Birmingham UK*

*2-6 July 2022*

## **VENUE FOR THE SESSION**

### **International Convention Centre (The ICC)**

8 Centenary Square,  
Birmingham, B1 2EA, UK

## **CONTACTS**

### **United Kingdom Parliament:**

Ms Susie Latta, Interparliamentary Conference Manager [lattas@parliament.uk](mailto:lattas@parliament.uk)

Ms Jasmine Walker, Interparliamentary Conference Manager [walkerjb@parliament.uk](mailto:walkerjb@parliament.uk)

**Email:** [OSCEPA2022@parliament.uk](mailto:OSCEPA2022@parliament.uk)

**Helpline:** +44 207 219 1251

### **International Secretariat of the OSCE Parliamentary Assembly:**

Ms Odile LELARGE, Head of Conference Services

Tel.: +45 33 37 80 34 Email : [odile@oscepa.dk](mailto:odile@oscepa.dk)

## **DRAFT PROGRAMME\***

Friday, 1 July 2022	Arrival of participants – Accommodation – Registration Meeting of the Secretaries of delegations followed by welcome drinks
Saturday, 2 July 2022	Meeting of the Standing Committee (morning) Opening Plenary Session (afternoon) Opening Ceremony and Reception (evening)
Sunday, 3 July 2022	Committee Meetings (morning) Time reserved for meetings of Ad Hoc Committees (afternoon) Reception (evening)
Monday 4 July 2022	Committee Meetings (morning and afternoon) Working Lunch on Gender Issues (upon registration) Evening free
Tuesday, 5 July 2022	Committee Meetings (morning) Plenary Session (afternoon) Dinner (evening)
Wednesday, 6 July 2022	Plenary Session (morning) 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**

Hotel rooms at preferential rates have been secured at 11 official event hotels near the International Convention Centre (ICC).

There are enough rooms secured for all delegates but the deadline for booking these rooms is **25 MARCH 2022**. After this date most unbooked rooms will be released and there will be a very small number and a limited choice of rooms available at the negotiated rates.

Reservations will be processed on a first come, first served basis and the number of rooms at each hotel is limited. Credit card details must be provided to secure a booking.

Arrivals before 27 June 2022 and departures after 7 July 2022, as well as extended stays, may be charged at a different rate and will be subject to the hotel's availability.

### **Booking Process:**

#### **Hotel Finder website**

You can find details of 10 of the official hotels and book rooms at a preferential rate on the event's hotel finder website [here](#).

Please check the website for details of the hotel including facilities and distance from the ICC and the current hotel rate. This is either the negotiated rate or the best available rate, whichever is cheaper at the time of the booking.

All negotiated rates are per room per night and include breakfast for one person and taxes.

All rates are guaranteed in pounds sterling (GBP) but the current rates in other currencies are shown on the website for information.

Cancellation terms. Please check all the terms and conditions carefully before booking. Changes or cancellations will be charged for by the hotel after the indicated dates.

All hotels have free open Wi-Fi.

There are no extra fees for booking through the Hotel Finder website.

Up to eight rooms can be booked directly through the website.

For group bookings of nine rooms or more please see the instructions and contact details at the bottom of the event's Hotel Finder web page.

Credit card details must be provided to guarantee any reservation. All payment for accommodation and extra costs should be made directly to the hotels on arrival.

The Hotel Finder website can arrange an invoice from the hotel and payment in advance for rooms by credit card or bank transfer if that is preferred.

These preferential hotel rates and rooms are only for registered delegates of the OSCE PA Annual Session 2022. The hotels reserve the right to cancel any hotel bookings made by persons who are not attending this event.

All queries to the Hotel Finder website will be answered within 48 hours.

### Hotel bookings direct

**AC Marriott:** for this hotel, rooms should be booked directly with the hotel.

The rate is £159 single occupancy/ £169 double occupancy (per room per night and includes breakfast and taxes)

The hotel is a 7-minute walk from the ICC.

Credit card details must be provided to guarantee the reservation. All payments for accommodation and personal costs should be made directly to the hotel upon departure.

Cancellation is free of charge up to 45 days prior to arrival

More details about the hotel can be found on the website [here](#).

To secure these rooms please contact [groups@acbirmingham.com](mailto:groups@acbirmingham.com) and ask for the UK Parliament rate.

**We strongly recommend that delegations make their hotel reservations without delay and before 25 March 2022. After this date, hotel room availability cannot be guaranteed. Participants are asked to check the hotel details, including the cancellation policy, very carefully.**

### Official Event Hotels (listed in order of proximity to the ICC):

Hotel	Room rates (single occupancy unless stated otherwise)	Distance from ICC	For more details, cancellation terms and to book this hotel
<a href="#">Hyatt Regency Birmingham</a> 2 Bridge Street, Birmingham, B1 2JZ	£147	1-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Crowne Plaza Birmingham City Centre</a> Central Square Holiday Street, Birmingham, B1 1HH	£135	6-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Jurys Inn Birmingham</a> , 245 Broad Street, Birmingham, B1 2HQ	£125	7-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Hilton Garden Inn</a> 1 Brunswick Square, Birmingham B1 2HW, United Kingdom	£139	7-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>

<a href="#">Holiday Inn Express</a> 19 Holliday St, Birmingham B1 1HH	£120	7-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">AC Marriott</a> 160 Wharfside Street, The Mailbox, Birmingham, B1 1RL	£159 single occupancy/ £169 double occupancy	7-minute walk	To secure this rate please contact <a href="mailto:groups@acbirmingham.com">groups@acbirmingham.com</a> and ask for the UK Parliament rate.
<a href="#">Novotel Birmingham Centre Hotel</a> 70 Broad Street, Birmingham, B1 2HT	£139	8-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Hampton by Hilton Broad Street</a> 200 Broad Street, Birmingham, B15 1SU	£129	9-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Holiday Inn Birmingham City Centre</a> Smallbrook Queensway, Birmingham, B5 4EW	£110	12-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Penta Hotel</a> Ernest Street/Holloway Head, Birmingham, B1 1NS	£129	12-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>
<a href="#">Park Regis Birmingham</a> 160 Broad Street, Birmingham, B15 1DT	£129	13-minute walk	To secure this rate please book through the official hotel booking website <a href="https://hotelmap.com/events/MS9UK-LV">https://hotelmap.com/events/MS9UK-LV</a>

## Cancellation terms

### Hyatt Regency:

Cancellation is free of charge 72 hours prior to arrival.

### AC by Marriott:

Cancellation is free of charge 45 days prior to arrival.

### All other hotels:

#### *For reservations of up to 8 rooms:*

Free of charge 30 days prior to arrival;

29 to 14 days prior to arrival 50% of the entire stay will be charged;

From 13 days prior to arrival 100% of the entire stay will be charged.

#### *For reservations of 9 or more rooms:*

Free of charge 45 days prior to arrival;

44 to 28 days prior to arrival 75% of the entire stay will be charged;

27 to 14 days prior to arrival 85% of the entire stay will be charged;

From 13 days prior to arrival 100% of the entire stay will be charged.

## REGISTRATION

Secretaries of Delegations should register participants via the OSCE PA [Registration Website](#) by

**Friday 27<sup>th</sup> May 2022.**

The Registration and Information Desk will be open in the lobby of the International Convention Centre on **Friday 1 July 2022 from 14:00 to 20:00**. For the rest of the Annual Session, registration will be open at the International Convention Centre every day from 08:00 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 badges and information about the conference at the Registration and Information desk located in the lobby of the International Convention Centre.

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

## **ARRIVAL AND DEPARTURE**

**Secretaries of Delegations are requested to indicate - and update when necessary - information about accommodation and flight numbers, as well as arrival and departure dates and flight schedules, via the OSCE PA online registration system for all participants from their delegation, including accompanying staff and accompanying persons.**

Details of how to travel to Birmingham International Convention Centre can be found [here](#).

The nearest airport is Birmingham International Airport which is a 10-minute train journey from the centre of Birmingham. Taxis are available to hire at the airport.

On 1 July and the morning of 2 July 2022, staff will be at Birmingham International Airport to greet and help those arriving find their way to the train station and into the city.

A shuttle bus service will be provided from Birmingham New Street train station to the official event hotels and staff will be present at the station to help find those buses. Alternatively, all hotels are a short walk or taxi journey from the station.

Participants arriving on other dates are kindly asked to make their own arrangements.

Information on rail travel within the UK can be found [here](#).

Information on public transport in Birmingham and the West Midlands can be found [here](#).

Coaches will be organized from hotels on the afternoon of 6 July to Birmingham New Street Station and Birmingham International Airport.

Car parking is limited and expensive in Birmingham city centre. There is a clean air zone with extra charges for some vehicles to enter the city. There are more details [here](#).

Details of transport companies, who offer private coach, minibus or car transfers can be provided on request. Please email: [OSCEPA2022@parliament.uk](mailto:OSCEPA2022@parliament.uk). All costs will be the responsibility of the booker.

## **TRANSPORTATION DURING THE ANNUAL SESSION**

All event hotels are a short walk from the International Convention Centre. At each hotel there will be an information stand each morning with staff to provide directions and advice on how to get to the ICC.

There are two entrances to the ICC: Brindley Place and Centenary Square. Please choose the closest to ensure the shortest journey.

Note that traffic drives on the left in the UK. Please look right if crossing the road.

There will be a limited bus service from all official event hotels (except the Hyatt) to the ICC in the morning. Places will be on a first come first served basis. Traffic delays make journey times unpredictable. Often walking will be quicker than taking the bus.

Bus transportation will be organized to and from evening events where necessary and for the accompanying persons' programme.

Secretaries of Delegations should inform Susie Latta ([lattas@parliament.uk](mailto:lattas@parliament.uk)) or Jasmine Walker ([walkerjb@parliament.uk](mailto:walkerjb@parliament.uk)) about any delegates with special access and mobility requirements.

## **PASSPORTS AND VISAS**

Travelers must hold a valid passport to enter the UK. Travel to the UK with ID cards is no longer possible. The passport must be valid for the whole of the stay, and if a visa is needed, it must be valid for the whole of the visa period.

**All participants are kindly asked to check [here](#) beforehand if they need a visa. It is recommended to apply for a visa no more than three months and at least three weeks before travel. Waiting times are longer than normal, depending on where the application is made, and there are high costs for last minute visas. Letters of invitation for visa purposes can be provided to officially registered participants if needed.**

## **COVID19**

The Covid19 situation will be kept under review and updates will be provided. The latest information about travel to England during the Covid19 pandemic can be found [here](#).

The current Covid19 regulations and advice in England can be found [here](#).

It may be possible to provide documentary support, if needed, to travel to the Annual Session.

Support and advice will be provided where possible to delegates during the session to help comply with any rules or recommendations. If required, this will include masks, sanitiser and help with any testing.

Delegates are responsible for complying with all rules when travelling to and from the Annual Session, and for any costs or arrangements if they are required to isolate. Delegates are recommended to take out travel insurance, which includes medical cover. Advice will be provided on how to access any testing services and medical services, if required.

## **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. Identity 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 missions in the United Kingdom is available [here](#).

Please inform your embassies and diplomatic representations about your stay in Birmingham. The evening of Monday 4 July 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 will be uploaded on the OSCE PA event APP and can also be downloaded from the [OSCE PA website](#).

A limited number of documents will be printed. Secretaries of Delegations are advised to make arrangements to print documents needed in advance.

Printers and photocopying machines will be at the disposal of the Secretaries of Delegations.

## **INTERPRETATION**

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

## **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 ICC. Delegates hosting a meeting/event are fully responsible for the costs, programme and participants invited. The OSCE PA International Secretariat and the UK Parliament declines any responsibility for these events.

OSCE Parliamentary Assembly meetings are streamed on the internet and open to the public including coverage of meetings by journalists. Meetings are intended to facilitate dialogue among parliamentarians, but non-parliamentarians are welcome when space allows and upon request by Members of the OSCE PA officially registered for the Annual Session 2022. Sponsoring Members take full responsibility for their sponsored participants and are requested to confirm how long they will need access to the OSCE PA meeting. Access to certain parts of the premises and programme may be limited to parliamentarians and their staff.

Those sponsoring the access of non-parliamentary participants are asked to use the form in Annex A (available upon request). The **registration deadline for non-parliamentary participants is 10 June 2022**.

Proposals to organize side meetings need to be communicated to the International Secretariat of the OSCE PA no later than 15 **June 2022** by filling out and returning the application form (Annex B – available upon request), clearly indicating the purpose of the event and the names/titles/functions of the registered organizers. **The room booking process will open on 16 May 2022.**

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

As there are limited rooms available, bilateral discussions and meetings between delegations or between OSCE PA bodies will be given priority. After that, the International Secretariat will allocate meeting rooms on a first-come, first-served basis.

Any request for additional equipment or catering services must be paid by the organizers of side events. Organizers of side events have to make their own arrangements for interpretation.

Due to the limited number of rooms available, events involving third parties should be planned outside the premises of the ICC. All the event hotels have meeting spaces available for hire and there are many other meeting spaces in central Birmingham. Early booking is recommended.

## **CATERING**

There is a wide variety of food options available in and around the ICC from snacks and fast food to pubs, cafes and restaurants. More details can be found [here](#).

Booking in advance is strongly recommended, particularly for the first few days of the conference over the weekend. Contact establishments direct to make reservations.

The ICC will have sandwiches and other light lunch options available to purchase.

Within the ICC there is a café, fast food outlet, newsagents, and a restaurant where snacks and food can be purchased.

## **EVENING PROGRAMME**

The UK Parliament will arrange evening events on 2, 3 and 5 July 2022. The evening of 4 July will be reserved for diplomatic activities. More details about the evening programme will be provided in due course.

## **ACCOMPANYING PERSONS' PROGRAMME**

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

Under UK law children under 18 years must be accompanied at all times on the programme by an adult who takes full responsibility for their care. The organisers do not have the required training or authority to take care of children.

**No one under the age of 18 can attend the evening social events. This is prohibited by UK alcohol licensing laws.**

## **INSURANCE**

Personal travel 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, including any Covid 19 related costs.

## **MEDICAL FACILITIES**

First aid will be available throughout the meetings. However, illness requiring medical treatment or hospitalization is the responsibility of the individual. There are pharmacies, clinics and hospitals close to the venue. Participants taking medicine should bring enough to cover their needs and where possible carry it in hand luggage.

Please note that the general telephone number in case of emergency (medical, fire or security) is 999.

## **DRESS CODE**

Business attire is required for formal occasions and social events.

Casual dress (jacket, no tie) is suitable for the accompanying persons' programme.

## **CLIMATE AND TIME ZONE**

It will be British Summer Time (BST) in Birmingham in July (UTC +1 hour).

July is one of the warmest months in Birmingham, with an average daily temperature of 18°C. Temperatures may vary, however, from 10°C to 30°C and there is a high chance of rain. Layers, raincoats and umbrellas are recommended in order to be prepared for a range of weathers. Comfortable shoes are recommended for walking.

The International Convention Centre is fully air-conditioned but layers are recommended as some people can find this cold.

## **CURRENCY**

The currency is Pounds Sterling (GBP £). Most common credit cards are accepted everywhere. Cash can be withdrawn from ATMs in the city anytime. There is an ATM in the ICC.

## **ELECTRICITY**

The voltage in the UK, as in most of Europe, is 220 – 240 V.

The UK uses three-pin plugs (type G) Details can be found [here](#). Adaptors are recommended. These can be purchased at all UK airports and will be on sale in the newsagent/convenience store in the ICC.

USB charging points are often provided at hotels and other venues.

## **TELECOMMUNICATIONS**

The international code for the UK is +44.

Access to free Wi-Fi will be available at the ICC and free Wi-Fi will also be available in every hotel.

A selection of pay as you go SIM cards can be purchased at UK airports and will be on sale in the newsagents in the ICC.

## **SPECIAL REQUIREMENTS**

Secretaries of Delegations should inform Susie Latta ([lattas@parliament.uk](mailto:lattas@parliament.uk)) or Jasmine Walker ([walkerjb@parliament.uk](mailto:walkerjb@parliament.uk)) of delegates with particular requirements (e.g. mobility or dietary restrictions) to put in place necessary arrangements. The deadline for this is 10 June 2022 but the earlier the better to ensure arrangements are in place.

## **SMOKE-FREE POLICY**

Smoking is forbidden in all public places in the UK (restaurants, bars, hotels, public transport, etc.). Some venues will have further smoking restrictions or designated smoking areas. Please ask staff for more details.

## **BEHAVIOUR CODE**

Whether you are a visitor, working or participating in activities organized by UK Parliament, there are clear guidelines on how you should be treated, and how you should treat others.

You can read more details [here](#)

Unacceptable behaviour will not be tolerated. Please report any concerns you have to any of the organisers or email [OSCEPA2022@parliament.uk](mailto:OSCEPA2022@parliament.uk).

## **TOURIST INFORMATION**

There is more tourist and practical information about visiting Britain [here](#).

There are many interesting things to do in and near Birmingham. The Birmingham Symphony Hall is in the same building as the ICC and the Repertory Theatre is next door. More details can be found about these and other nearby places to visit [here](#).