



GENERAL INFORMATION

19th Annual Session of the OSCE Parliamentary Assembly

Oslo, 6 – 10 July 2010

INFORMATION CONCERNING THE 19TH ANNUAL SESSION OF THE OSCE PARLIAMENTARY ASSEMBLY

VENUE OF THE SESSION

Oslo Kongressenter
Youngsgate 11
0181 Oslo
Norway
Tel: +47 90 70 99 99
Fax: +47 23 06 10 09

All meetings will be held at Oslo Kongressenter. The Parliament of Norway, the Storting, will make the arrangements for the Annual Session. For information please contact the staff listed below:

Parliament of Norway

Mr. Bjørnar Dahl Hotvedt
International Department of the Storting
Karl Johans gate 22
0026 Oslo, Norway
Tel.: (+47) 23 31 35 51; (+47) 40 29 17 12
E-mail: bjornar-dahl.hotvedt@stortinget.no

OSCE PA International Secretariat

Ms. Odile Lelarge, Conference Co-ordinator
Rådhustræde 1
1466 Copenhagen K, Denmark
Tel.: (+45) 33 37 80 34
Fax: (+45) 33 37 80 30
E-mail: odile@oscepa.dk

HOTELS AND ACCOMMODATION

Hotels for the Annual Session are listed in **Appendix A**. All reservations should be made using the hotel reservation form (**Appendix A**), which should be filled in and sent by email or fax directly to **Congress Conference AS** (osce2010@congrex.no / fax: +47 22 56 05 41 att.: Mrs. Marie Grythe).

Copies also need to be sent to Ms. Odile Lelarge at the OSCE PA International Secretariat.

Delegation secretaries who wish to reserve rooms by making a block booking should fill out a form for each individual attending. **Reservations should be made by 28 May 2010.** It will not be possible to guarantee room availability beyond this date.

As the number of rooms in the hotels selected for the Session is limited, the reservation requests will be treated on first-come, first-serve basis. **Please note the cancellation policy applying to all hotels as mentioned on Appendix A.** For further information on amenities in individual hotels including smoking policy, please consult the individual hotel websites.

Grand Hotel	www.grand.no/en
Radisson Blu Plaza Hotel (<i>Non smoking Hotel</i>)	www.radissonblu.no/plazahotell-oslo
Thon Hotel Opera	www.thonhotels.com/opera
Thon Hotel Terminus	www.thonhotels.com/terminus

An information desk will be located in the lobby of each hotel throughout the session.

REGISTRATION

The registration form (**Appendix B**) should be sent to **Ms. Odile Lelarge at the OSCE PA International Secretariat** (fax: + 45 33 37 80 30; email: odile@oscepa.dk) **before 04 June 2010**. Please send a copy to **Mrs. Lisbeth Stock of the International Department of the Storting** (fax +47 23 31 38 62 / email: lisbeth.stock@stortinget.no).

The registration desk will be open in the lobby of Oslo Kongressenter from 12:00 to 20:00 on Monday 5 July. For the remainder of the Annual Session, registration will be open every day from 08:00. Please register as soon as possible after your arrival in Oslo. Participants and accompanying persons will be able to collect their identity badges, conference bags, and further conference information upon registration at Oslo Kongressenter only.

TRAVEL TO OSLO

Participants are kindly requested to indicate their flight numbers, as well as dates of arrival to and departure from Oslo on both the registration form and hotel reservation form in order to facilitate their welcome and appropriate transfer.

Oslo Airport Gardermoen (OSL) is the main airport and located app. 45 km from the city centre. A welcome service will be located in the arrivals area to greet the participants and help with any matter that might occur. There will only be organized transport from and to this airport. **Buses will be provided on Monday 5 and Tuesday 6 July upon arrival to the hotels, and on Saturday 10 and Sunday 11 July for departure from the hotels.**

Information on flight schedules is available at: www.osl.no/en/osl

Participants arriving on any other dates should use the Airport Express Train to Oslo Central Station (25 minutes journey). The ticket costs 170 NOK one way if bought in the ticket machine. If bought at the counter the cost is 200 NOK. The Radisson Blu Plaza Hotel, Thon Hotel Opera and Thon Hotel Terminus are within walking distance from the Central Station. It is recommended to take a taxi to Grand Hotel. Tipping the driver is not required.

There are two more airports in the Oslo region: Moss Airport Rygge (RYG) and Sandefjord Airport Torp (TRF). There will not be any organized transport from and to these airports.

SPECIAL NEEDS

The Secretaries of Delegations should inform Ms. Lisbeth Stock (lisbeth.stock@stortinget.no) of guests with special needs in order to make the necessary transportation and other arrangements in advance.

BORDER CONTROL

Norway is a Schengen country and delegates arriving from another Schengen country will normally not be asked to display their travel document at the border. However, random inspection of travel documents by the Norwegian Police may occur.

Passengers arriving by flights from non-Schengen countries will have to clear passport control.

VISAS

Citizens of Schengen countries and countries with a visa exemption agreement with Norway do not need a visa. For the list of countries whose nationals need a visa to visit Norway see **Appendix C** of this guide. It is strongly recommended that visa applications are presented to the correct diplomatic mission well ahead of the Annual Session. Delegates from countries where Norway does not have embassies are required to approach the relevant Embassy of another Schengen country. Please consult **Appendix C** for more information.

CUSTOMS

For customs regulations on items imported into Norway see the website of Norway Customs: www.toll.no/default.aspx?id=3&epslanguage=EN

TRANSPORTATION DURING THE ANNUAL SESSION

Coach transport will be provided between the selected hotels and Oslo Kongressenter 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 at Oslo Kongressenter. Please keep to the schedule of departure. Please note that some of the hotels are within walking distance from the conference venue.

INFORMATION AND HOSPITALITY DESK

The information desk will be open in the lobby of Oslo Kongressenter throughout the Annual Session. All information for accompanying persons will be provided at the nearby hospitality desk. There will also be information desks at the hotels.

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 for all transport organized for the session. There will be access control measures at Oslo Kongressenter.

There will be no admittance to any programme functions without the 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 identification and be prepared for identity checks.

INTERPRETATION

During the session, simultaneous interpretation will be provided in the six official OSCE languages (English, French, German, Italian, Russian and Spanish).

INSURANCE

Personal and medical insurance is the responsibility of the individual participant. The Storting will not be responsible for any loss of luggage, currency or personal effects, or any medical costs.

EMBASSIES AND CONSULATES

A list of foreign embassies and consulates in Oslo including contact information is available on the Diplomatic Relations page of the website of the Ministry of Foreign Affairs, see: **www.regjeringen.no/en/dep/ud/about_mfa/diplomatic-relations.html?id=447053**

Foreign embassies and consulates in Oslo will be informed of the Session and the evening of Friday 9 July has been reserved for hospitality by the diplomatic missions.

ACCOMPANYING PERSONS

A programme for accompanying persons will be arranged while delegates are engaged in conference sessions. Accompanying persons are also welcome to join the guided tour to the Vigeland Park on 7 July as well as evening functions/receptions. The accompanying persons programme will be available to orange badge holders only. Accompanying persons are requested to sign up for the excursions they would like to participate at the information desk of Oslo Kongressenter by 6 July at 16:00. They are asked to wear their badges during any part of the programme.

DRESS CODE

Business attire (or an appropriate equivalent for ladies) is required for formal occasions. Casual wear (and comfortable footwear) is suitable and recommended for the tour to the Vigeland Park and the accompanying persons programme.

MEDICAL FACILITIES

A first aid facility will be available for participants at Oslo Kongressenter 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. If you have to pay any costs up front, these documents should ensure reimbursement of health care costs after your return home.

CATERING

A cash bar will be available for participants at Oslo Kongressenter from 10:00 to 16:00 throughout the Annual Session. In addition, there are several restaurants and cafes in the area around Oslo Kongressenter. Upon their arrival in Oslo the participants will be provided with a list of restaurants and cafes. Tipping in Norway is entirely optional. However, it is usual to leave a tip in restaurants if you are happy about the service, e.g., by rounding up to the nearest 10 or 100 NOK. A 10% tip is considered generous.

CLIMATE

The temperature in Oslo in July is between 16°C (low) and 25°C (high). Although mostly sunny or slightly cloudy, the weather can be unpredictable, and summer rainfall is not uncommon. In the conference period the sun rises at approximately 04:00 and sets at approximately 22:35.

TIME

Oslo standard time zone is GMT + 1 hour.

CURRENCY

Norwegian currency is Norwegian Kroner (NOK) which is the only currency acceptable for payment. All major credit cards are accepted in the hotels, restaurants, cafes, supermarkets and taxis. Cash can be obtained from ATMs or at the nearest bank (February 2010: 1€ ~ 8,3 NOK – 1US\$~ 5,8 NOK).

BANKING SERVICES

Working hours of banks in Oslo in July are from 09.00 to 15.00. Please note that banking services are not available in the hotels and that banks are closed on weekends. Money can also be exchanged at the airport and at the FOREX Bank at the Central Station and other locations.

ELECTRICITY

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

TELECOMMUNICATIONS

The international code for Norway is +47. There will be internet and fax available at Oslo Kongressenter. For availability of internet and fax at the hotels, see information on hotels amenities on hotel websites.

SMOKING

Smoking is prohibited inside all public locations, restaurants, bars, on public transport etc. Some places, such as certain restaurants, have designated smoking areas.

CITY AND CONFERENCE INFORMATION

The Parliament's web site www.stortinget.no/en/In-English/ will be updated with conference related information in English. The multilingual website www.visitoslo.com contains tourist and practical information about the city including a list of restaurants.

**OSCE Parliamentary Assembly
Annual Session, Oslo 6-10 July 2010**

HOTEL RESERVATION FORM

Please complete one form per guest and return by 28 May 2010

to osce2010@congreg.no or fax +47 22 56 05 41 (to Congress Conference AS, att.: Ms. Marie Grythe).
Copy to Ms. Odile Lelarge at the OSCE PA International Secretariat; odile@oscepa.dk or fax +45 33 37 80 30

Hotel	Room type	Price in NOK incl. breakfast and VAT.	
*Grand Hotel	Standard single room	1295	<input type="checkbox"/>
	Standard double room	1350	<input type="checkbox"/>
	Superior double room	1645	<input type="checkbox"/>
	DeLux twin room	2195	<input type="checkbox"/>
Thon Hotel Opera	Standard single room	1495	<input type="checkbox"/>
	Standard double room	1795	<input type="checkbox"/>
Thon Hotel Terminus	Standard single room	795	<input type="checkbox"/>
	Standard double room	1095	<input type="checkbox"/>
*Radisson Blu Plaza Hotel	Standard single room	1295	<input type="checkbox"/>
	Standard double room	1595	<input type="checkbox"/>
	Business single room	1795	<input type="checkbox"/>
	Business double room	2095	<input type="checkbox"/>

Smoking rooms are available on request except at the Radisson Blu Plaza Hotel

*Suites are available on request in the Grand Hotel and the Radisson Blu Plaza Hotel

Rooms are subject to availability and rooms cannot be guaranteed after 28 May.

Delegation of: _____	
Surname: _____	First name: _____ Mr/Mrs/Ms
Full title: _____	
Postal address: _____	
Zip code: _____	City: _____
Country: _____	Telephone: _____
E-mail: _____	Telefax: _____

Date of arrival: _____ / _____ / _____	Flight number: _____	Time: _____
Date of departure: _____ / _____ / _____	Flight number: _____	Time: _____

Payment:

- The hotels require your credit card details in order to guarantee your booking
- Participants will pay for the entire duration of their stay directly to the hotel

Name of the credit card holder: _____
Credit card number for guarantee: _____ Exp.date: _____ / _____ CVC Code _____
Signature of the credit card holder: _____

Cancellation policy for all hotels:

- Cancellations must be sent in writing to the contact information at the top of this form
- Cancellations after 7 June will be charged to the above credit card according to below terms:
 - 7-21 June: one night charged
 - 22-28 June: two nights charged
 - From 29 June: whole stay charged

LIST OF COUNTRIES WHOSE NATIONALS REQUIRE ENTRY VISA TO NORWAY

<i>Country</i>	<i>Where to apply for a visa</i>
Albania	<p>Embassy of Denmark in Albania Rr. Nikolla Tupe No. 1, 4th Fl. Apt. 4 Tirana, Albania</p> <p>Tel: +355 (4) 22 80 600 Fax +355 (4) 22 80 630 tiaamb@um.dk www.ambtirana.um.dk</p>
Armenia	<p>Embassy of France in Armenia 8 rue Grigor Loussavoritch 375015 Yerevan, Armenia</p> <p>Tel: +374 10 59 19 50 Fax. +374 10 59 19 70 cad.erevan@diplomatie.gouv.fr www.ambafrance-am.org</p>
Azerbaijan	<p>Embassy of Norway in Azerbaijan ISR Plaza, 11th floor 69 Nizami Street Baku, Azerbaijan</p> <p>Tel: + 994 12 497 43 25/26/27 Fax: + 994 12 497 37 98 visum-bak@mfa.no www.norway.az</p>
Belarus	<p>Embassy of France in Belarus 11, Liberty square 220030 Minsk, Belarus</p> <p>Tel : +375 17 229 18 00 Fax : +375 17 229 18 01 webmestre.by@diplomatie.gouv.fr www.ambafrance-by.org</p>
Bosnia and Herzegovina	<p>Embassy of Norway in Bosnia and Herzegovina Ferhadija 20 71 000 Sarajevo, Bosnia and Herzegovina</p> <p>Tel: +387 33 25 40 00 Fax: +387 33 66 65 0 emb.sarajevo@mfa.no www.norveska.ba</p>
Georgia	<p>Embassy of France in Georgia 15, Goguébachvili Street 380008 Tblisi, Georgia</p> <p>Tel: +995 32 99 99 76 Fax: +995 32 95 33 75 ambafrance@access.sanet.ge www.ambafrance-ge.org</p>

<p>Kazakhstan</p>	<p>Embassy of Norway in Kazakhstan Microdistrict 12 Samal Tower of Astana, 17th floor 010000 Astana, Kazakhstan</p> <p>Tel: +7 7172 55 11 00 Fax: +7 7172 55 11 99 emb.astana@mfa.no www.norvegia.kz</p> <p><u>ALTERNATIVELY:</u></p> <p>Embassy of Norway in Russia Ulitsa Povarskaja 7 131940 Moscow, Russia</p> <p>Tel: +7 495 933 14 10 Faks: +7 495 933 14 14 emb.moscow@mfa.no www.norvegia.ru</p>
<p>Kyrgyz Republic</p>	<p>Embassy of Norway in Kazakhstan Microdistrict 12 Samal Tower of Astana, 17th floor 010000 Astana, Kazakhstan</p> <p>Tel: +7 7172 55 11 00 Fax: +7 7172 55 11 99 emb.astana@mfa.no www.norvegia.kz</p> <p><u>ALTERNATIVELY:</u></p> <p>Embassy of Norway in Russia Ulitsa Povarskaja 7 131940 Moscow, Russia</p> <p>Tel: +7 495 933 14 10 Faks: +7 495 933 14 14 emb.moscow@mfa.no www.norvegia.ru</p>
<p>Former Yugoslav Republic of Macedonia</p>	<p><u>Biometric passport holders: no visa required for short term visits.</u> Non-biometric passport holders must apply for visa at</p> <p>Embassy of Norway in Former Yugoslav Republic of Macedonia 8-ma Udarna brigada br. 2 1000 Skopje, Former Yugoslav Republic of Macedonia</p> <p>Tel: +389 2 32 38 525 Fax: +389 2 3 11 11 38 emb.skopje@mfa.nowwww.norway.org.mk</p>

<p>Moldova</p>	<p>Embassy of Norway in Romania Strada Dumbrava Rosie 4 020463 Bucharest 2, Romania</p> <p>Tel: +40 21 210 02 74/6/7 Fax: +40 21 210 02 75 emb.bucharest@mfa.no www.norvegia.ro</p> <p><u>ALTERNATIVELY:</u></p> <p>Embassy of Norway in Ukraine Vul. Striletska 15 01901 Kiev, Ukraine</p> <p>Tel: +380 44 590 0470 Fax: +380 44 234 0655 emb.kiev@mfa.no www.norway.com.ua</p>
<p>Montenegro</p>	<p><u>Biometric passport holders: no visa required for short term visits.</u> Non-biometric passport holders must apply for visa at</p> <p>Embassy of Norway in Serbia Uzicka 43, Dedinje Belgrade, Serbia</p> <p>Tel: +381 11 36 72 159 Fax: + 381 11 36 90 158 emb.belgrade@mfa.no www.norveska.org.rs</p>
<p>Russian Federation</p>	<p>Embassy of Norway in Russia Ulitsa Povarskaja 7 131940 Moscow, Russia</p> <p>Tel: +7 495 933 14 10 Faks: +7 495 933 14 14 emb.moscow@mfa.no www.norvegia.ru</p> <p>Applicants from St. Petersburg, Leningrad Oblast, Novgorod Oblast and Pskov Oblast must apply for visa at the Norwegian Consulate General in St. Petersburg (tel: 007 812 336 64 20, fax 007 812 336 64, cons.gen.stpetersburg@mfa.no).</p> <p>Applicants from Murmansk Oblast, Arkhangelsk Oblast and Nenets Autonomous Area must apply for visa at the Norwegian Consulate General in Murmansk (tel: +7 8152 400 600, fax: +7 8152 457 451 / +7 8152 456 871, cons.gen.murmansk@mfa.no).</p> <p>Applicants from the Republic of Karelia can apply</p>

	for visa either at the Norwegian Consulate General in St. Petersburg or the Norwegian Consulate General in Murmansk.
Serbia	<p><u>Biometric passport holders: no visa required for short term visits.</u> Non-biometric passport holders must apply for visa at</p> <p>Embassy of Norway in Serbia Uzicka 43, Dedinje Belgrade, Serbia</p> <p>Tel: +381 11 36 72 159 Fax: + 381 11 36 90 158 emb.belgrade@mfa.no www.norveska.org.rs</p>
Tajikistan	<p>Embassy of Norway in Kazakhstan Microdistrict 12 Samal Tower of Astana, 17th floor 010000 Astana, Kazakhstan</p> <p>Tel: +7 7172 55 11 00 Fax: +7 7172 55 11 99 emb.astana@mfa.no www.norvegia.kz</p> <p><u>ALTERNATIVELY:</u></p> <p>Embassy of Norway in Russia Ulitsa Povarskaja 7 131940 Moscow, Russia</p> <p>Tel: +7 495 933 14 10 Faks: +7 495 933 14 14 emb.moscow@mfa.no www.norvegia.ru</p>
Turkey	<p>Embassy of Norway in Turkey Kirkpinar Sokak no. 18 06540 Cankaya Ankara, Turkey</p> <p>Tel: +90 312 405 8010 Fax: +90 312 443 0544 emb.ankara@mfa.no www.norway.org.tr</p>

<p>Turkmenistan</p>	<p>Embassy of Norway in Kazakhstan Microdistrict 12 Samal Tower of Astana, 17th floor 010000 Astana, Kazakhstan</p> <p>Tel: +7 7172 55 11 00 Fax: +7 7172 55 11 99 emb.astana@mfa.no www.norvegia.kz</p> <p><u>ALTERNATIVELY:</u></p> <p>Embassy of Norway in Russia Ulitsa Povarskaja 7 131940 Moscow, Russia</p> <p>Tel: +7 495 933 14 10 Faks: +7 495 933 14 14 emb.moscow@mfa.no www.norvegia.ru</p>
<p>Ukraine</p>	<p>Embassy of Norway in Ukraine Vul. Striletska 15 01901 Kiev, Ukraine</p> <p>Tel: +380 44 590 0470 Fax: +380 44 234 0655 emb.kiev@mfa.no www.norway.com.ua</p>
<p>Uzbekistan</p>	<p>Embassy of Norway in Kazakhstan Microdistrict 12 Samal Tower of Astana, 17th floor 010000 Astana, Kazakhstan</p> <p>Tel: +7 7172 55 11 00 Fax: +7 7172 55 11 99 emb.astana@mfa.no www.norvegia.kz</p> <p><u>ALTERNATIVELY:</u></p> <p>Embassy of Norway in Russia Ulitsa Povarskaja 7 131940 Moscow, Russia</p> <p>Tel: +7 495 933 14 10 Faks: +7 495 933 14 14 emb.moscow@mfa.no www.norvegia.ru</p>

The following documents are to be submitted to a visa issuing institution when applying for a short-stay visa for a single entry:

- A general invitation issued by the organisers;
- A duly completed visa application form;
- A travel document valid for at least three months beyond the validity of the requested visa;
- One recent colour passport-size photograph (3 x 4 cm) of the applicant;
- International health insurance certificate valid in Norway;
- An authorisation notarised or confirmed in any corresponding manner, if a visa application on behalf of the applicant is lodged by the applicant's authorised representative;
- If deemed necessary additional documents may be requested

There may be additional and/or specific requirements for applicants from certain countries.

The visa issuing foreign mission will provide all relevant information in this regard.

It is strongly recommended that applications for visa are presented to the right visa issuing foreign mission well ahead of the annual session.

Centre of Oslo - map with hotels

