



GENERAL INFORMATION

**20th Annual Session
of the OSCE Parliamentary Assembly**

Belgrade, 6 – 10 July 2011

INFORMATION CONCERNING THE 20TH ANNUAL SESSION OF THE OSCE PARLIAMENTARY ASSEMBLY

VENUE OF THE SESSION

Congress centre "Sava Centre"
Milentija Popovića 9
11070 Belgrade
Serbia
Tel: +381 11 220 66 02
Fax: +381 11 382 27 11

All meetings will be held at the Congress centre "Sava Centre". The National Assembly of the Republic of Serbia will make the arrangements for the Annual Session. For information please contact the staff listed below:

Parliament of Serbia

Mr. Vladimir Filipović
Department of Foreign Affairs of the National Assembly
Trg Nikole Pašića 13 11000 Belgrade, Serbia
Mobile: (+381) 64 8420 079
Fax: (+381) 11 3227 899
E-mail: v.filipovic@parlament.rs

OSCE PA International Secretariat

Ms. Odile Lelarge, Conference Co-ordinator
Tordenskjoldsgade 1, 1055 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 – 2 pages**), which should be filled in and sent by email or fax directly to the **Protocol Service of the National Assembly**, att.: Ms. Maja Drašković, majadra@parlament.rs or fax +381 11 3227 299

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 27 May 2011.** 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.

Hyatt Regency: www.belgrade.regency.hyatt.com
Continental Hotel Belgrade: www.continentalhotelbeograd.com/home.40.html
IN Hotel: www.inhotel-belgrade.rs
Holiday inn Belgrade: www.holidayinn.com/hotels/us/en/belgrade/begbg/hoteldetail
Hotel Moskva: www.hotelmoskva.rs/en/

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 1st June 2011**. Please send a copy to **Mr. Veljko Rackovic** (tel.: +381 11 3026 364, fax: +381 11 3227 / email: v.rackovic@parlament.rs).

The registration desk will be open in the lobby of the Sava Centre from 12:00 to 20:00 on Tuesday 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 Belgrade. Participants and accompanying persons will be able to collect their identity badges, conference bags, and further conference information upon registration at the Sava Centre only.

TRAVEL TO BELGRADE

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

Belgrade Airport Nikola Tesla (BEG) is the main airport and located app. 15 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 Tuesday 5 and Wednesday 6 July upon arrival to the hotels, and on Sunday 10 and Monday 11 July for departure from the hotels.**

Information on flight schedules is available at: www.beg.aero/welcome.54.html

Participants arriving on any other dates should use a taxi (20-25 minutes journey). The drive costs approximately 1000-1500 RSD. Tipping the driver is not required.

SPECIAL NEEDS

The Secretaries of Delegations should inform Ms. Jasminka Urosević (jurosevic@parlament.gov.rs) of guests with special needs in order to make the necessary transportation and other arrangements in advance.

BORDER CONTROL

All passengers will have to clear passport control.

VISAS

Citizens of European Union countries, Schengen countries and countries with a visa exemption agreement with Serbia do not need a visa. For the list of countries whose nationals need a visa to visit Serbia 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 Serbia does not have embassies are required to approach the relevant Serbian Embassy in another country. Please consult **Appendix C** for more information.

CUSTOMS

For customs regulations on items imported into Serbia see the website of the Serbian Customs: <http://www.customs.rs/en/Pages/default.aspx>

TRANSPORTATION DURING THE ANNUAL SESSION

Coach transport will be provided between the selected hotels and the Sava Centre 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 the Sava Centre. 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 the Sava Centre throughout the Annual Session. All information for accompanying persons will be provided at the nearby hospitality desk. There will also be hospitality 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 Sava Centre.

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 National Assembly 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 Belgrade including contact information is available on the Diplomatic Missions page of the website of the Ministry of Foreign Affairs, see: <http://www.mfa.gov.rs/Worldframe.htm>

Foreign embassies and consulates in Belgrade will be informed of the Session and the evening of Saturday 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 on Thursday afternoon 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 the Sava Centre 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 excursion on Thursday afternoon 7 July and the accompanying persons programme.

MEDICAL FACILITIES

A first aid facility will be available for participants at the Sava Centre 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, take a copy of the prescriptions with them, and ensure that they have adequate health insurance. Delegates should not forget to bring their health insurance card or documents. Delegates can find more information regarding this issue on the following website: <http://www.eng.rzzo.rs/index.php/medical-care-abroad-main>

CATERING

There is a restaurant and a few cafes in the Sava Centre. Also, several restaurants and cafes are in the close vicinity of the Sava Centre. Upon their arrival in Belgrade the participants will be provided with a list of restaurants and cafes. Tipping in Serbia is entirely optional. However, it is usual to leave a tip in a restaurants if you are happy with the service, e.g., by rounding up to the nearest 100 or 500 RSD. A 10% tip is considered generous.

CLIMATE

The temperature in Belgrade in July is between 16°C (low) and 27°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 04:15 and sets at approximately 19:35.

TIME

Belgrade standard time zone is GMT + 1 hour.

CURRENCY

Serbian currency is Serbian Dinar (RSD) 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 2011: 1€ ≈ 104 RSD – 1US\$≈ 77 RSD).

BANKING SERVICES

Working hours of banks in Belgrade in July are from 09.00 to 16.00 (in city centre to 20.00). Please note that banks are closed on Sundays. Money can also be exchanged at the hotels and at the official exchange offices in the Sava Centre and city centre.

ELECTRICITY

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

TELECOMMUNICATIONS

The international code for Serbia is +381. There will be internet and fax available at the Sava Centre. 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 and bars, have designated smoking areas.

CITY AND CONFERENCE INFORMATION

The Parliament's web site <http://parlament.rs/content/eng/index.asp> will be updated with conference related information in English. The website www.tob.co.rs contains tourist and practical information about the city including a list of restaurants.