



European Conference
of Presidents of Parliament
LIMASSOL, CYPRUS, 10-12 JUNE 2010

Conférence européenne
des Présidents de Parlement
LIMASSOL, CHYPRE, 10-12 JUNE 2010

Provisional Guidebook

Conference date and venue

The Conference will be held from 10 to 12 June 2010, at the

GRAND RESORT HOTEL

Grand Hall A and B

Amathus Area

Limassol, Cyprus

<http://www.grandresort.com.cy>

e-mail: grand@grandresort.com.cy

Website of the Conference

<http://www.cyprusjune2010.info/>

Contact information

e-mail: SECRETARIAT@CYPRUSJUNE2010.INFO

Telephone: +357 22 407310 / 304 / 321 - Fax +357 22 668611

Accommodation

A block booking has been made by the House of Representatives at seven hotels, including the Grand Resort Hotel, which is the venue of the Conference. All these hotels are in close vicinity to the venue of the Conference (see list hereafter).

The deadline for hotel reservation is **30 April 2010**. After that date reservations cannot be guaranteed. The hotel reservation form to be filled in provides more details concerning the different hotels.

Please try to send all your delegation's hotel reservation forms in one go, to avoid breaking up your booking into more than one hotel.



1) Grand Resort Hotel ***** (venue of the Conference)

<http://www.grandresort.com.cy>

2) Le Meridien Spa & Resort Hotel *****

<http://www.lemeridienlimassol.com>

3) Four Seasons Hotel *****

<http://www.fourseasons.com.cy>

4) Amathus Beach Hotel *****

<http://www.amathus-hotels.com/limassol>

5) St Raphael Resort *****

<http://www.raphael.com.cy>

6) Mediterranean Beach Hotel *****

<http://www.medbeach.com>

7) Elias Beach Hotel *****

<http://www.kanikahotels.com>

Arrival and departure of delegations

IMPORTANT NOTE: The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaca and Pafos and the ports of Limassol and Larnaca which are situated in the government-controlled area of the Republic.

Delegations arriving and departing at Larnaca International Airport or Pafos International Airport will be met **only** upon request (please see registration form). A VIP lounge will be made available for Presidents, MPs and delegations accompanying them, at arrival and departure. Transportation can also be provided for those participants who might arrive by sea at Limassol or Larnaca ports.

Delegations are kindly requested to inform the Conference Secretariat if transportation arrangements are made separately with their Embassies (please see registration form). To facilitate the collection of luggage at arrival, please ensure that all your luggage bears the House/Conference labels, which will be sent to participants in due time.

Transportation during the Conference

Transportation will be provided from the hotels to the venue of the Conference and vice versa, as well as for all social events and excursions included in the Conference programme.

Relevant bus schedules can be consulted at the hotel Registration and Information Desks.

Registration and Information Desk

Participants are kindly requested to send their registration forms by 30 April at the latest (please see registration form).

Registration and Information Desks will be located in the main entrance hall of hotels, where a block booking has been made. Upon arrival, all participants are kindly requested to register at these Desks. Hours of operation will be advised in due time.

A Registration and Information Desk will also operate outside the Conference Hall throughout the duration of the Conference.

Current information on the Conference and social events can be obtained from these Desks.

Identification

Delegates will receive their identity badges and working documents upon arrival at their hotels and upon registration.

Participants are requested to wear their badges and have them visible on all occasions during the Conference. For security reasons, access to the Conference Hall, facilities and social events will be limited to those wearing a badge.

Size of delegations and seating arrangements

Seating will be arranged in English alphabetical order.

Delegations of unicameral parliaments will in principle be allocated up to three seats in the Conference Hall and delegations of bicameral parliaments will be allocated up to six seats.

Assemblies of observer countries and international organisations have the right to send two members (the President and the Secretary General).

A special area will be reserved for Ambassadors who wish to attend the proceedings of the Conference, as well as for other special invitees and the Press.

List of Speakers

Speakers of the Conference can register with the Conference Secretariat in advance, preferably by e-mail (SECRETARIAT@CYPRUSJUNE2010.INFO) or by fax: +35722 668611.

Speakers can also be registered during the Conference with the Conference Secretariat (Grand Hall C).

The order of speakers will be determined by a drawing of lots organised at the meeting of the Delegation Secretaries on Friday, 11 June at 8.30 – 9.30 am. The list will be distributed soon thereafter, so as to inform the speakers of the order in which they will address the Conference.

Speakers registering after the drawing of lots will be added to the first list in the order in which they have registered.

The right to speak

Each President of parliament will have five minutes for his/her presentation.

Only Speakers and Presidents will have the right to speak.

Table Office

For requests for any procedural issues, please contact the Conference Secretariat.

Working documents

Documents of the Conference will be available at the Documents Counter outside the Conference Hall.

For the two themes of the Conference there will be background papers prepared under the auspices of the President of the Parliamentary Assembly. Speakers who so wish may submit their own written contributions on the themes, which will be distributed to participants.

Working languages - Interpretation

Conference documents will be available in English and French.

Simultaneous interpretation into English, French, German, Italian, Russian, Greek and Turkish will be provided.

Delegates with prepared speeches are kindly requested, if they so wish, to provide the Conference Secretariat with a copy in advance to facilitate interpretation.

Press Service

A Press Service will operate during the Conference. It will be open to correspondents of national and international press, radio and television. Journalists wishing to cover the Conference must receive accreditation from the Press Service.

For details, please contact Mr Andreas Chimonides, Communication Service of the House of Representatives.

e-mail: SECRETARIAT@CYPRUSJUNE2010.INFO

Telephone: + 357 22 407 385.

Conference Secretariat

During the Conference, the Conference Secretariat of the Cyprus House of Representatives and the Parliamentary Assembly of the Council of Europe will operate jointly in the Secretariat room (Grand Hall C) adjacent to the Conference Hall.

Facilities for delegations

Delegations will have access to a large working space, equipped with computers, Internet access and all other relevant communication facilities, adjacent to the Conference Hall.

WIFI connection is available in the premises of the Conference.

Bilateral Meetings

Bilateral meetings can be held at the Elias Beach Hotel (meeting rooms EUROPA A and B), which is exactly next to the Grand Resort Hotel. Should you require a meeting room for bilateral talks, please contact the Conference Secretariat.

Medical Care

Medical services will be available at the Grand Resort Hotel during the duration of the Conference. A contact point will be communicated in due course, for calling in case of emergency.

Bank and Postal services

Bank and postal services will be available at the reception desk of the Grand Resort Hotel and also at reception desks of all other participating hotels.

The national currency of the Republic of Cyprus is the Euro.

Cyprus Airways desk

A Cyprus Airways travel desk will operate at the Grand Resort Hotel near the Conference Hall throughout the Conference, in order to provide participants with travel information and to assist them with any travel arrangements.

Security requirements

Delegations must register the presence of security personnel and give details of any firearms **before** arrival in Cyprus. Please contact the House of Representatives' Conference Secretariat well in advance and preferably not later than the Conference registration deadline (30 April 2010).

In the case of special security requirements, please do not hesitate also to contact the Conference Secretariat as soon as possible.

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Social Functions

Participants and/or accompanying persons are kindly requested to wear their identity badges.

A separate programme for accompanying persons will be arranged by the Cyprus House of Representatives on Friday, 11 June 2010. Further details will be provided in due course.

Refreshments

Refreshments, coffee and tea will be offered throughout the working sessions of the Conference.

Non-smoking policy

Please bear in mind that, as from 1 January 2010, smoking is prohibited in all indoor areas in hotels and all public places.

Weather conditions in Cyprus

In June, day temperatures may range from 25 to 35 degrees Celsius and night temperatures from 15 to 20 degrees Celsius.

Visas

Citizens of European Union member States do not need a visa to enter the Republic of Cyprus.

Nationals of other countries, who need visas to enter the Republic of Cyprus, must obtain them in their own countries, wherever possible, from the Diplomatic Missions of the Republic of Cyprus. Where there is no such diplomatic mission or consular office, requests must be addressed to the Republic's Diplomatic Missions accredited to the country in question, as follows:

Azerbaijan: Please address your request at the Cyprus Diplomatic Mission in Athens, Greece.

Albania: Please address your request at the Cyprus Diplomatic Mission in Athens, Greece.

Bosnia-Herzegovina: Please address your request at the Cyprus Diplomatic Mission in Budapest, Hungary.

Armenia: Please address your request at Cyprus Diplomatic Mission in the Russian Federation.

- Georgia:** Please address your request at the Cyprus Diplomatic Mission in Athens, Greece.
- Moldova:** Please address your request at the Cyprus Diplomatic Mission in Budapest, Hungary.
- Turkey:** Please address your request at the Cyprus Diplomatic Mission in Athens, Greece.
- Kazakhstan:** Please address your request at the Cyprus Diplomatic Mission in the Russian Federation.
- Kyrgyzstan:** Please address your request at the Cyprus Diplomatic Mission in the Russian Federation.
- Tajikistan:** Please address your request at the Cyprus Diplomatic Mission in the Russian Federation.
- Turkmenistan:** Please address your request at the Cyprus Diplomatic Mission in the Russian Federation.
- Uzbekistan:** Please address your request at the Cyprus Diplomatic Mission in the Russian Federation.
- Algeria:** Please address your request at the Cyprus Diplomatic Mission in Paris, France.
- Morocco:** Please address your request at the Cyprus Diplomatic Mission in Lisbon, Portugal.
- Tunisia:** Please address your request at the Cyprus Diplomatic Mission in Paris, France.

Chad: Please address your request at the Cyprus Diplomatic Mission in Tripoli, Libya

Namibia: Please address your request at the High Commission of the Republic of Cyprus in South Africa.

Holders of diplomatic or service passports from Armenia, Georgia, Ukraine, the Russian Federation, Serbia and Montenegro, are exempt from visa requirements.

Holders of ordinary biometric passports from Serbia, the Former Yugoslav Republic of Macedonia and Montenegro are exempt from visa requirements, but holders of ordinary passports without biometric elements from the same countries, **must** obtain a visa for entry into the Republic of Cyprus.

For further information on entry requirements into the Republic of Cyprus:

http://www.mfa.gov.cy/mfa/mfa2006.nsf/consular02_en/consular02_en?OpenDocument



(last updated 11 February 2010)