



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

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

Practical Information Guidebook



ΒΟΥΛΗ ΤΩΝ ΑΝΤΙΠΡΟΣΩΠΩΝ
TEMSİLCİLER MECLİSİ
HOUSE OF REPRESENTATIVES
CHAMBRE DES REPRESENTANTS



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
KIBRIS CUMHURİYETİ
REPUBLIC OF CYPRUS
REPUBLIQUE DE CHYPRE

Practical Information

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

Tel: + 357 25 634333

Fax: + 357 25 636945

e-mail: grand@grandresort.com.cy

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

Conference Website

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

Contact information

e-mail: SECRETARIAT@CYPRUSJUNE2010.INFO

Tel: +357 22 407310 / 304 / 321 – Fax: +357 22 668611 (before the Conference)

Tel: +357 25 501801 / 25 501859 / 25 501862 / 25 501 863 (during the Conference)

Fax: +357 25 501868 / 25 501869 (during the Conference)

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: 30 April 2010.

1) Grand Resort Hotel *** (venue of the Conference – see above)**

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

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

Tel: + 357 25 863125

Fax: + 357 25 863004

Email: martha.efstathiou@lemeridien.com

<http://www.lemeridienlimassol.com>

3) Four Seasons Hotel *****

Tel: + 357 25 858000

Fax: + 357 25 310887

email: conf&inquiries@fourseasons.com.cy

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

4) Amathus Beach Hotel *****

Tel: + 357 25 832000

Fax: + 357 25 832530

email: ivasilopoulou@amathushotel.com<http://www.amathus-hotels.com/limassol>**5) St Raphael Resort *******

Tel: + 357 25 634100

Fax: + 357 25 635491

Email: groups@raphael.com.cy<http://www.raphael.com.cy>**6) Mediterranean Beach Hotel *******

Tel: + 357 25 311777

Fax: + 357 25 310993

email: katerina.p@medbeach.com<http://www.medbeach.com>**7) Elias Beach Hotel *******

Tel: + 357 25 636000

Fax: + 357 25 274300

email: eliasres@kanikahotels.com<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 Larnaka and Pafos and the ports of Limassol and Larnaka 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). The 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 Larnaka 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 speedy collection of luggage at arrival, please ensure that all your luggage bears the House of Representatives **arrival** luggage tags, which have already been sent to participants by post.

Upon arrival at Larnaka International Airport, please look for the Conference welcome desks which will be situated before passport control.

The few delegations arriving at Pafos International Airport, will be met by Conference – House staff, holding Conference signs and will be transferred to their respective hotels.

As far as the departure of delegations is concerned, all participants will depart from their respective hotels for the airport, three hours prior to their flight departure, except if advised differently.

Before their departure for the airport, all participants are kindly requested to fill in and place on their luggage the **departure** luggage tags, which will be given to them.

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 found in the Conference bags. Bus schedules can also be consulted at the venue hotel Registration and Information Desk.

Please note that there will be no bus service between the Elias Beach Hotel and the venue hotel, as they are located next to one another.

Registration and Information Desk

Registration and Information Desks will be located in the main entrance hall of all seven hotels for welcoming and registering participants upon their arrival. -

A Registration and Information Desk will operate outside the Conference Hall throughout the duration of the Conference. Current information on the Conference, social events and information regarding participants' departures, can be obtained from this Desk.

Identification

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

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

Size of delegations and sitting arrangements

Sitting will be arranged in English alphabetical order by delegation.

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, using the Speakers Registration Form which has already been sent to all delegations and can also be found on the Conference website.

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 from 8.30 to 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. Please contact the Conference Secretariat in case of any queries.

Table Office

For requests regarding any procedural issues during the Conference, please contact the Conference Secretariat - Grand Hall C (Tel: +357 25 501801 / 25 501859 / 25 501862 / 25 501 863).

Working documents

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

For the two themes of the Conference, background papers prepared under the auspices of the President of the Parliamentary Assembly have already been sent to all participants and can also be found on the Conference website. Speakers who so wish may submit to the Conference Secretariat (Grand Hall C) their own written contributions on the themes, which will be made available 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.

Please note that an extra translation booth will be available for speakers who wish to deliver their speech in a language other than those mentioned hereabove, provided they have their own interpreter. Those delegations who wish to use this extra translation booth, are kindly requested to notify the Conference Secretariat in advance.

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

Press Facilities

Press Facilities will be provided during the Conference, at the Salaminia Hall in the venue hotel. Access will be given to correspondents of national and international press, radio and television, who have already sent their registration forms to the Conference Secretariat of the House of Representatives.

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

e-mail: SECRETARIAT@CYPRUSJUNE2010.INFO

Tel: + 357 22 407 385 (before the Conference) /

Tel: + 357 97774264 (during the Conference)

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 adjacent to the Conference Hall. Participants may also contact the Conference Secretariat for any technical / IT issues.

Facilities for delegations

Delegations will have access to a large working space, at Salaminia Hall, opposite the Conference Hall, equipped with computers, Internet access, photocopy and fax machines and all other relevant communication facilities (Tel: +357 25 501893, 25 501835, 25 501836 / Fax: + 357 25 501 847, 25 501849).

WIFI connection is available at the Conference premises.

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 throughout the Conference. In case of an emergency, please call + 357 25 501842 or:

Thursday, 10 June: From 06.45 to 19.15 - Dr. Maro Constanti, + 357 99 335039
From 18.45 to 07.15 (11 June)-Dr. A. Kyriakou:+ 357 99 353588

Friday, 11 June: From 06.45 to 19.15 – Dr. Fedra Ioannidou: + 357 99 469370
From 18.45 to 07.15 (12 June)-Dr. A. Kyriakou: + 357 99 353588

Saturday, 12 June: From 06.45 to 19.15 - Dr. Maro Constanti, + 357 99 335039
From 18.45 to 07.15 (13 June)-Dr. A. Kyriakou: + 357 99 353588

Sunday, 13 June: From 06.45 to 13.30 - Dr. Maro Constanti, + 357 99 335039
From 13.15 to 19.15 – Dr. Fedra Ioannidou: + 357 99 469370

Bank and Postal services

Currency exchange 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. For other bank services please ask at any hotel reception desk for the nearest bank branch.

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 opposite the Conference Hall, in order to provide participants with travel information and to assist them with any travel arrangements. The travel desk will operate on Friday, 11 June 2010 from 08.00 until 13.30 and from 15.00 until 19.00 and on Saturday, 12 June 2010, from 08.00 until 13.30 and from 15.00 until 18.00 (Tel: + 357 25 501830).

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.

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

e-mail: SECRETARIAT@CYPRUSJUNE2010.INFO

Tel: +357 22 407310/304/321 - Fax: +357 22 668611 (before the Conference) .

Tel: +357 25 501801 / 25 501859 / 25 501862 / 25 501 863 (during the Conference)

Fax: +357 25 501868 / 25 501869 (during the Conference)

Social Functions

The Conference and Social Programme will be distributed under separate cover. It is also available on the Conference Website. This includes excursions for spouses and all participants.

Participants and accompanying persons are kindly requested to wear their identity badges at all events. Please note that comfortable shoes will be needed during excursions and a light jacket is advisable for the excursion on Saturday, 12 June 2010.

Refreshments

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

Non-smoking policy

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.

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

**FOREIGN DIPLOMATIC MISSIONS AND HONORARY CONSULAR OFFICERS
IN CYPRUS /
MISSIONS DIPLOMATIQUES ÉTRANGÈRES ET OFFICIERS DES CONSULATS
HONORAIRES À CHYPRE**

ALBANIA / ALBANIE

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AUSTRIA / AUTRICHE

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E-mail: nicosia-ob@bmeia.gv.at

BELGIUM / BELGIQUE

H.E. Mr. Guy Sevrin,

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CZECH REPUBLIC / REPUBLIQUE TCHEQUE**H.E. Mr. Jan Bondy,**

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ESTONIA / ESTONIE**Mr. Michael Zampelas,**

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FINLAND / FINLANDE

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FRANCE

H.E. Mr Jean-Marc Rives,

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GEORGIA / GEORGIE

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GERMANY / ALLEMAGNE

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GREECE / GRECE

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ITALY / ITALIE

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LATVIA / LETTONIE

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MALTA / MALTE

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MONACO

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and

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ROMANIA / ROUMANIE**H.E. Mrs Andreea Pastarnac,**

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RUSSIAN FEDERATION / FEDERATION DE RUSSIE**H.E. Mr. Vyacheslav D. Shumskiy,**

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SAN MARINO / SAINT-MARIN**Mr. Petros Anastasiades,**

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SERBIA / SERBIE**H.E. Mr. Savo Djurica,**

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SLOVAK REPUBLIC / SLOVAQUIE

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SPAIN / ESPAGNE

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SWEDEN / SUEDE

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SWITZERLAND / SUISSE

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UKRAINE

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