



Sixth Annual Meeting of Women Speakers of Parliament

Women Speakers take action on maternal, child and newborn health

Bern, 16-17 July 2010

organized by the Swiss Parliament and the Inter-Parliamentary Union



PRACTICAL INFORMATION

Venue

The Swiss Parliament
Parliament Building
3003 Bern

www.parlament.ch

Map: <http://www.parlament.ch/e/service-presse/fuehrungen/googlemap/pages/default.aspx>

Contact

If you have any queries about the meeting, please contact:

The Swiss Parliament

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Conference registration

Conference participants are requested to fill out and return the registration form to the IPU and the Parliament of Switzerland (by fax or e-mail) before **31 May 2010**. In order to guarantee the rooms, hotel bookings should be made by participants no later than **30 April 2010**.

Size of delegations

The size of the delegation from each parliament and associate Member should not exceed six persons (10 persons in the case of bicameral parliaments).

Observer delegations should be composed of no more than two persons.

Conference languages

Simultaneous interpretation will be provided into and from English, French, Spanish and Russian; consecutive interpretation will be provided for Arabic at the plenary sittings of the Conference.

Accommodation

Blocs of rooms have been reserved at five-star hotels in Interlaken and Bern. Participants who choose to stay in Interlaken will be able to discover (or rediscover) a mythical place nestled at the foothills of the world-renowned Swiss Alps. The Swiss Parliament will take care of all transfers between Interlaken and Bern (half an hour drive).

As July is peak tourist season in Interlaken, delegates are advised to make their reservations as soon as possible, and in any case **no later than 30 April 2010**, at the hotel of their choice (see hotel reservation forms).

In Bern, the Savoy**** and Bristol**** hotels are a mere five-minute walk from the Parliament. No ground transfers will be organized between these hotels and the Conference venue.

Recommended hotels in Interlaken and Bern:

Victoria-Jungfrau Grand Hotel & Spa*****

Höheweg 41, CH – 3800 Interlaken
Tel.: +41 (0)33 828 28 28, Fax: +41 (0)33 828 28 80
interlaken@victoria-jungfrau.ch, www.victoria-jungfrau.ch

Hotel Metropole****

Höheweg 37, CH – 3800 Interlaken
Tel.: +41 (0)33 828 66 66, Fax: +41 (0)33 828 66 33
mail@metropole-interlaken.ch, www.metropole-interlaken.ch

Hotel Interlaken****

Höheweg 74, CH – 3800 Interlaken
Tel.: +41 (0)33 826 68 68, Fax: +41 (0)33 826 68 69
info@hotelinterlaken.ch, www.hotelinterlaken.ch

Hotel Savoy****

Neuengasse 26, CH – 3011 Bern
Tel.: +41 (0)31 311 44 05, Fax: +41 (0)31 312 19 78
reservation-sav@zghotels.ch, www.hotel-savoy-bern.ch

Best Western Hotel Bristol****

Schauplatzgasse 10, CH – 3011 Bern
Tel.: +41 (0)31 311 01 01, Fax: +41 (0)31 311 94 79
reception@bristolbern.ch, www.bristolbern.ch

Transportation

During the conference, a shuttle service to and from the hotels in Interlaken, the Conference venue and social event locations will be available.

Transfers from and to the airport are not provided; participants are kindly requested to contact their respective Permanent Mission and/or Embassy.

Registration and Information

Once delegates have checked into their hotels, a full set of Conference documents, including invitations to official functions, will be delivered to their room.

A Registration and Information counter will be set up in the Lobby of the main entrance to the Swiss Parliament building and will be open as follows:

- 9 a.m. – 5 p.m. on Friday, 16 July 2010;
- 8.30 a.m. – 1 p.m. on Saturday, 17 July 2010.

All participants are requested to register with this Service, which will distribute the conference badges. Participants are requested to present a valid form of identification. For security reasons, these badges should be worn at all times.

Security

Security at the Federal Parliament falls within the purview of the competent federal and cantonal authorities in charge of security.

Persons accompanied by armed security detail are kindly asked to apply for a permit to carry weapons in keeping with the usual procedure.

Visas

Switzerland is an associate member of the Schengen Agreement and is part of the Schengen area. For those persons who require a visa, the Swiss authorities can issue a visa for a maximum stay of three months, which is generally valid for the entire Schengen area.

Schengen regulations impose longer deadlines for the issuance of a visa. That is why delegations are requested to submit their applications before 31 May 2010, the deadline for registering for the Conference.

The Swiss authorities will endeavour to process applications as soon as possible but cannot guarantee that visas will be issued in cases of late applications. Visas will be free of charge for official members of delegations.

Costs

The Swiss Parliament does not cover accommodation or flight costs.

Press

The access to the meeting hall - Salle du Conseil national - will be limited to official delegates only. However, an area is reserved in the galleries for journalists and TV crews.

Seating arrangements

Seating arrangements will be decided from a drawing of lots.