Practical Information Guidebook
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1. Introduction

The next Conference of Presidents of Parliament will be held at the Council of Europe Headquarters in Strasbourg, France, on 15 and 16 September 2016.

The Conference is composed of Speakers and Presidents of the Parliaments of the 47 Member States of the Council of Europe; of parliaments enjoying observer and partner for democracy status with the Parliamentary Assembly of the Council of Europe (PACE) and of international parliamentary assemblies. The Parliaments of Central Asia and Maghreb are also associated.

The Conference will deal with three major topical issues:

- Migration and refugee crisis in Europe – role and responsibilities of parliaments
- National Parliaments and the Council of Europe: Together promoting democracy, human rights and the rule of law
- Mobilisation of Parliaments against hate for inclusive and non-racist societies
2. Message from the President of the Parliamentary Assembly of the Council of Europe

"I look forward to welcoming in Strasbourg on 15 and 16 September 2016 the Presidents of Parliament of Council of Europe member states and the Presidents of many other parliaments and assemblies.

Europe is confronted with daunting challenges: terrorism; war and frozen conflicts; the inability to find a solution to the large-scale arrival of migrants and refugees; the rise of populism, nationalism, intolerance and euro-scepticism, as well as a polarised political climate fuelled also by the consequences of the economic crisis.

I sincerely hope that, in these difficult times, when Europeans must realise that peace, stability and security cannot be taken for granted, the European Conference of Presidents of Parliament will be an opportunity to remind ourselves of our common values, interests and ideals, to rise above selfishness and seek solutions together, for the benefit of European citizens."

Pedro Agramunt

President of the Parliamentary Assembly
3. Conference venue and secretariat

*Parliamentary Assembly Chamber (1st floor)*
Council of Europe
Palais de l'Europe
Avenue de l'Europe
F- 67075 Strasbourg Cedex

Website: [http://website-pace.net/en_GB/web/apce/presidents-conference](http://website-pace.net/en_GB/web/apce/presidents-conference)

Conference’s Secretariat: [sap.speakersconference2016@coe.int](mailto:sap.speakersconference2016@coe.int)

Mr Wojciech Sawicki  
Secretary General  
Tel: +33 (0)388 41 3630  
Mobile : +33 (0)6 87 53 40 38

Ms Sonia Sirtori  
Head of the Office of the Secretary General  
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Mobile : +33 (0)6 63 49 37 92

Mr Yann de Buyer  
Head of the Central Division  
Tel: +33 (0)388 41 2911

Mr Franck Daeschler  
Principal administrative assistant  
Tel: +33 (0)390 21 5022  
Mobile : +33 (0)6 07 06 77 73

Ms Annick Schneider  
Assistant to the Secretary General  
Tel: +33 (0)388 41 2549  
Mobile : +33 (0)6 85 74 73 00
4. Practical Information

1. Contacts

E-mail: sap.speakersconference2016@coe.int

Welcome desk: +33(0)3 88 41 3322 / 3838

Registration: https://cs.coe.int/team81/ecpp/default.aspx

The deadline for registration for the Conference is 9 September 2016. After this date, registration and changes to registration should be made by sending an email to the Secretariat of the Conference (sap.speakersconference2016@coe.int).

Conference team members will be clearly identifiable throughout the Conference: red ID holder.

When you are in the Palais de l'Europe, to call an internal extension, please dial the 4 last numbers of the telephone numbers (numbers in bold).

2. Welcome at Strasbourg airport

Participants will be welcomed on their arrival at Strasbourg airport by the following members of the Secretariat of the Parliamentary Assembly:

<table>
<thead>
<tr>
<th>Mr Pavel Chevtchenko</th>
<th>Ms Angela Garabagiu</th>
<th>Ms Isild Heurtin</th>
<th>Mr Alessandro Mancini</th>
</tr>
</thead>
<tbody>
<tr>
<td>+33(0)6 62 26 54 89</td>
<td>+33(0)6 48 33 39 84</td>
<td>+33(0)6 62 13 93 51</td>
<td>+33(0)6 09 17 61 70</td>
</tr>
</tbody>
</table>

Strasbourg airport offers free of charge WiFi internet access.

There are up to 4 shuttle trains per hour to and from the airport and Strasbourg main station. The journey lasts 9 minutes.

3. Registration and information desk

The Registration and information desk is located in the main hall of the Palais de l'Europe on the ground floor, where the following staff of the Parliamentary Assembly will welcome participants:

<table>
<thead>
<tr>
<th>Ms Anne Wiesmeyer</th>
<th>Ms Catherine Lakbar</th>
<th>Ms Christine Willkomm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tel: +33 (0)388 41 3322 / 3838</td>
<td></td>
</tr>
</tbody>
</table>

The registration and information desk will be open as follow:

- Wednesday 14 September from 9.00 to 17.00
- Thursday 15 September from 8.00 to 19.00
- Friday 16 September from 8.00 to 13.00

Permanent Representations are invited to collect the files and badges of their national delegations as early as possible, starting from Wednesday 14 September.
4. **Identification and Conference kit**

Participants will receive their identity badges and Conference kit upon registration.

Participants and accompanying persons are kindly requested **to wear visibly** their badges on all occasions during the Conference. For security reasons, admission to the Conference facilities and social events is limited to those wearing the badge.

5. **Access to the Chamber**

For security reasons, access to the Chamber and galleries is reserved for persons wearing Conference identity badges.

The following staff members will be present in the Assembly chamber for any question or request for information you may have:

<table>
<thead>
<tr>
<th>Ms Kirsty McDowall</th>
<th>Mr Martin McMillan</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Ms Kirsty McDowall" /></td>
<td><img src="image" alt="Mr Martin McMillan" /></td>
</tr>
</tbody>
</table>

6. **Table Office and secretariat**

The Table Office is located on the **1st floor – Office 1087 (Lift VI)**.

To register for debates and for any questions of procedure or related matters, please contact the Table Office Secretariat (Tel +33 (0)388 41 3097).

<table>
<thead>
<tr>
<th>Ms Valérie Clamer</th>
<th>Mr Alfred Sixto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Head of the Table Office</td>
<td>Head of the Table Office</td>
</tr>
<tr>
<td>Tel: +33 (0)388 41 2244</td>
<td>Tel: +33 (0)388 41 2106</td>
</tr>
<tr>
<td>Ms Sally Honeyman</td>
<td>Ms Catherine Winkler</td>
</tr>
<tr>
<td>Specialised administrative assistant</td>
<td>Administrative assistant</td>
</tr>
<tr>
<td>Tel: +33 (0)388 41 3097</td>
<td>Tel: +33 (0)388 41 3097</td>
</tr>
</tbody>
</table>

**List of speakers**

Before the start of the Conference, Presidents can register in the list of speakers for different themes by sending an email to the Secretariat of the Conference: sap.speakersconference2016@coe.int.

During the Conference they can do so with the Table Office (Office 1.087, Lift VI – Tel +33 (0)388 41 3097).

The order of the speakers will be determined by the drawing of lots organised during the meeting of Secretaries of national delegations which will take place at 9 am on Thursday 15 September (room 5). The
list thus established will be distributed as soon as possible to allow speakers to know when they will be called to address the Conference.

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

**Bilateral meetings**

Four meeting rooms are at the disposal of participants for the purpose of bilateral talks: rooms 16 and 17, ground floor (near the cafeteria), room Berlin, 1st floor (near the Parliamentarians’ Bar), and room 5161, 5th floor.

To book one of these meeting rooms, for bilateral talks, please contact:
- before the Conference: sap.speakersconference2016@coe.int
- during the Conference: the Table Office - Office 1.087, Lift VI (Tel +33 (0)388 41 3097).

**7. Working languages**

Conference documents will be available in English and French. Simultaneous interpretation will be provided into and from English, French, German, Italian, Russian and Turkish.

An interpretation booth will be placed at the disposal of those delegations who require the interpretation of the speech of their President. For any request, please contact the Conference Secretariat.

Additional booths have been allocated in chronological order of requests made, for simultaneous interpretation in other languages.

<table>
<thead>
<tr>
<th>Interpretation Channels (Chamber)</th>
<th>Channel 0 : original language of the speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel 1</td>
<td>German</td>
</tr>
<tr>
<td>Channel 2</td>
<td>English</td>
</tr>
<tr>
<td>Channel 3</td>
<td>French</td>
</tr>
<tr>
<td>Channel 4</td>
<td>Italian</td>
</tr>
<tr>
<td>Channel 5</td>
<td>Russian</td>
</tr>
<tr>
<td>Channel 6</td>
<td>Spanish</td>
</tr>
<tr>
<td>Channel 7</td>
<td>Turkish</td>
</tr>
<tr>
<td>Channel 8</td>
<td>Greek</td>
</tr>
<tr>
<td>Channel 9</td>
<td>Polish</td>
</tr>
<tr>
<td>Channel 10</td>
<td>Hungarian</td>
</tr>
<tr>
<td>Channel 11</td>
<td>Bulgarian</td>
</tr>
<tr>
<td>Channel 12</td>
<td>Czech</td>
</tr>
</tbody>
</table>

**NB:** hearing-impaired persons are kindly requested to contact the Secretariat in order to be provided with special earphones.

**IMPORTANT :** In order to facilitate the work of the interpreters, speakers are invited to provide in advance a copy of any written speeches to the Table Office - sap.speakersconference2016@coe.int - Office 1087 (Lift VI – Tel +33 (0)388 41 3097).

**Why give a copy of your prepared speech to the interpreters?**

The interpreter conveys an oral message orally in another language. In order to do so, he or she has to receive, decode, reformat and deliver that message simultaneously. This may seem easy in the case of an impromptu speech which develops gradually as the speaker’s ideas take shape; but it becomes a sometimes impossible feat when the speech is read out.

Why? Because a speech that is read out has first of all been written down.

A written text is prepared, reworked and improved, often over several successive versions. It will nearly always be more structured, and invariably more compact, than an impromptu speech. That compactness – information density – is the main difficulty in simultaneous interpreting.

There is only one way in which the interpreter can get round the problem: it is to prepare, polish and improve his/her interpretation of the text that is to be read out. Consequently, it is vital for him or her to have a look at it beforehand. If you deny your interpreter an advance look at a text you have prepared, then, much of the effort that has gone into its preparation is wasted.

If interpreters ask to have advance copies of speeches that are to be read out, it is not so much to make their own job easier as to provide a better service.
8. **Documentation**

Documents of the Conference as well as speeches (once delivered) will be made available to participants at the documentation desk (1st floor in front of the Chamber entrance – Lift IV).

Other documents and reports on the different sectors of work of the Council of Europe will also be available at the documentation desk.

9. **Social events**

Participation in social events is strictly reserved for persons invited. Guests are kindly requested to bring their invitation with them and wear their Conference identity badges.

On Thursday 15th September 2016, following the reception of the city of Strasbourg, shuttle busses to the city centre (two stops at “Gare centrale” and “Hotel Novotel Halles”) will leave at 9pm and 9.30pm from the Pavillon Joséphine.

10. **Information technology**

The Council of Europe Wifi service allows external users, who are on the Council’s premises, to obtain a wireless connection to the Internet free of charge.

The Wifi ID is COE guest.

Assembly secretariat Information Technology Unit contact during the Conference: [it.unit@coe.int](mailto:it.unit@coe.int)
+33 (0)3 88 41 40 64.

<table>
<thead>
<tr>
<th>Ms Sophie Athanassiadou</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative assistant</td>
</tr>
<tr>
<td>Tel: + 33 (0)388 41 3896</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mr David Parrott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
</tr>
<tr>
<td>Tel: +33 (0)388 41 4064</td>
</tr>
</tbody>
</table>
11. **Press service**

The Communication Division is organising a technical briefing for interested communication staff and journalists on Thursday 15 September at 10 am at the mediabox (in front of the hemicycle, 1st floor).

Press facilities (fully-equipped press room in Room 4, 2nd floor), TV and radio studios (ground floor) will be available throughout the conference. A press conference room (Room 1, 2nd floor) is available from 15 September 2 pm until 16 September 2 pm. Video and audio footage as well as photographs can be provided upon request. The mediabox will also be available for recording statements and/or interviews, with a link provided for use on websites and via social media.


Information concerning the conference can be found on a dedicated page on the Assembly’s website, [assembly.coe.int](http://assembly.coe.int), including a link to the live webcast of the conference. National parliaments and international assemblies are kindly invited to add this link to their own web pages.

For further press requests, the PACE Communication Division can be contacted on: [pace.com@coe.int](mailto:pace.com@coe.int).

**Useful contacts:**

PACE Communication Division: [pace.com@coe.int](mailto:pace.com@coe.int)
Accreditation: [accreditation.press@coe.int](mailto:accreditation.press@coe.int)
Booking of press conference room: [pace.com@coe.int](mailto:pace.com@coe.int)
Booking of TV crew, TV and Radio studios: +33 3 88 41 35 00; [AUDIOVISUAL@coe.int](mailto:AUDIOVISUAL@coe.int)
Booking of mediabox: [mediabox.pace@coe.int](mailto:mediabox.pace@coe.int)
Video and audio footage: [webcastcoe@gmail.com](mailto:webcastcoe@gmail.com)
Photo service: [photo@coe.int](mailto:photo@coe.int)

Ms Micaela Catalano  
Head of the Communication Division  
Tel: + 33 (0)388 41 2595

Mr Francesc Ferrer  
Deputy to the Head of the Division  
Tel: +33 (0)388 41 3250

12. **Transport**

In most cases, transfers to and from the Conference venue will be provided by the Permanent Representations to the Council of Europe of the countries concerned.

However, should this not be the case, Ms Amanda Wardrope can be contacted in order to arrange transport:

Ms Amanda Wardrope  
Tel: +33 (0)388 41 2431  
Mobile: + 33 (0)6 62 27 65 23 (during the Conference)

Please note that the City of Strasbourg will not provide the usual shuttles from and to Frankfurt Airport.
13. **Offices for delegations**

Delegations of member states, observers, as well as partners for democracy have an office at the Palais de l'Europe (see list of "Delegation offices" page 18).

Other delegations will be provided with an office when addressing the registration and information desk located in the main hall (Tel: +33 (0)388 41 3322 / 3838).

Moreover, offices 1081 and 1083/85 located on the 1st floor, next to the Table office, are at the disposal of delegations. Here there are 6 computers with internet access, printers and photocopying facilities.

14. **Parliamentarians' Bar**

The Parliamentarians’ Bar will be open throughout the Conference (first floor in front of the Chamber). Complimentary coffee, tea and water will be available for Conference participants.

Other non-complimentary beverages and snacks will also be available.

15. **Bank**

The bank located in the main hall (ground floor) will be open from 8.30 to 17.00.

16. **Post office**

The post office located in the main hall (ground floor) will be open from 9.15 to 12.30 and from 13.30 to 17.00.

17. **Kiosk**

The kiosk located in the main hall (ground floor) will be open from 8.00 to 18.00.

18. **Philately**

The philatelic desk located in the main hall (ground floor) will be open from 8.00 to 18.00.

19. **Medical Service**

A medical service will be available during the conference. It is located in the main hall (ground floor). The telephone number of the service is 2442 (in case of emergency dial 18).
5. Useful telephone numbers

Council of Europe switchboard: tel. +33 (0)3 88 41 20 00

Telephone operator: 9
Control Centre 3344

Emergency Number 18 or 112
(from an internal telephone)

Medical Service tel. +33 388 41 2442

Parliamentary Assembly

Secretary General of the Assembly
Mr Wojciech Sawicki tel. +33 388 41 3630

Secretariat of the Secretary General
Ms Annick Schneider tel. +33 388 41 2549

Private Office of the President of the Assembly
Head of the Private Office
Mr Mark Neville tel. +33 388 41 2341

Secretariat of the President
Ms Julie Bertalmio tel. +33 388 41 2094

Table Office tel. +33 388 41 3097

Head of the Table Office
Mr Alfred Sixto tel. +33 388 41 2244

Communication Division
Ms Micaela Catalano tel. +33 388 41 2595

Protocol Protocol Secretariat tel. +33 388 41 2084

Meeting rooms
Room 16 tel. +33 388 41 4716
Room 17 tel. +33 388 41 4717
Room "Berlin" tel. +33 388 41 3788
Room 5161 tel. +33 388 41 4176

Miscellaneous
Hôpital Civil 03 88 11 67 68
Nouvel Hôpital Civil 03 88 12 82 00
SAMU 15
Police 17 / 03 90 23 17 17

Entzheim airport 03 88 64 67 67
Train Station 36 35
6. Permanent Representations to the Council of Europe

ALBANIA / ALBANIE
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Tél. 03.88.36.02.06  Fax 09.67.15.02.06

ANDORRA / ANDORRE
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_Ambassadeur Extraordinaire et Plénipotentiaire_
10, avenue du Président Robert Schuman
67000 STRASBOURG
Tél. 03.88.35.61.55  Fax 03.88.36.85.77

ARMENIA / ARMENIE
Mr Paruyr HOVHANNISYAN
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40, allée de la Robertsau
67000 STRASBOURG
Tél. 03.88.24.27.17  Fax 03.88.24.22.41

AUSTRIA / AUTRICHE
Mr Rudolf LENNKH
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_Ambassadeur Extraordinaire et Plénipotentiaire_
29, avenue de la Paix
67000 STRASBOURG
Tél. 03.88.36.64.04  Fax 03.88.25.19.88

AZERBAIJAN / AZERBAÏDJAN
Mr Emin EYYUBOV
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Tél. 03.90.22.20.90  Fax 03.90.22.20.99

BELGIUM / BELGIQUE
M. Dirk VAN EECKHOUT
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67000 STRASBOURG
Tél. 03.88.76.61.00  Fax 03.88.36.32.71

BOSNIA AND HERZEGOVINA / BOSNIE-HERZEGOVINE
Mr Predrag GRGIĆ
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_Ambassadeur Extraordinaire et Plénipotentiaire_
16, allée Spach
67000 STRASBOURG
Tél. 03.90.22.92.59  Fax 03.88.35.58.60
BULGARIA / BULGARIE
Mme Katya TODOROVA
Ambassador Extraordinary and Plenipotentiary
_Ambassadeur Extraordinaire et Plénipotentiaire_
22, rue Fischart
67000 STRASBOURG
Tél. 03.88.61.95.29 Fax 03.88.61.92.38

CROATIA / CROATIE
Mr Miroslav PAPA
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_Ambassadeur Extraordinaire et Plénipotentiaire_
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67000 STRASBOURG
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CYPRUS / CHYPRE
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67000 STRASBOURG
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CZECH REPUBLIC / REPUBLIQUE TCHEQUE
Mr Emil RUFFER
Ambassador Extraordinary and Plenipotentiary
_Ambassadeur Extraordinaire et Plénipotentiaire_
53, allée de la Robertsau
67000 STRASBOURG
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DENMARK / DANEMARK
Mr Arnold DE FINE SKIBSTED
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ESTONIA / ESTONIE
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FINLAND / FINLANDE
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GEORGIA / GEORGIE
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GERMANY / ALLEMAGNE
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GREECE / GRECE
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HUNGARY / HONGRIE
Mr Ferenc ROBÁK
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Ambassadeur Extraordinaire et Plénipotentiaire
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ICELAND / ISLANDE
Palais de l'Europe - Office 2.019
67075 STRASBOURG
Tél. 03.88.41.20.45
E-mail: icedel.strasb@utn.stjr.is

IRELAND / IRLANDE
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Ambassadeur Extraordinaire et Plénipotentiaire
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MONACO
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Ambassadeur Extraordinaire et Plénipotentiaire
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NETHERLANDS / PAYS-BAS
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Ambassadeur Extraordinaire et Plénipotentiaire
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67000 STRASBOURG
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NORWAY / NORVEGE
Ms Astrid Emilie HELLE
Ambassador Extraordinary and Plenipotentiary
Ambassadeur Extraordinaire et Plénipotentiaire
42, rue Schweighaeuser
67000 STRASBOURG
Tél. 03.88.60.83.10 Fax 03.88.60.83.11

POLAND / POLOGNE
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Ambassador Extraordinary and Plenipotentiary
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7. Diplomatic missions of countries whose Parliaments enjoy Observer or Partner for Democracy status with the Parliamentary Assembly of the Council of Europe

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55 rue du Conseil des Quinze
67000 Strasbourg
Tél. 03 88 35 23 09
Fax 03.88.35.68.51
### 8. Parliamentary delegation offices

<table>
<thead>
<tr>
<th>Country / Pays</th>
<th>Bureaux</th>
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“THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA” / “L’EX-REPUBLIQUE YOUGOSLAVE DE MACEDOINE”

Bureaux Tel n°
5140 to 5144 03 88 41 3001

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KYRGYZSTAN / KIRGHIZSTAN

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MOROCCO / MAROC

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Bureaux Tel n°
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BALTIC ASSEMBLY / CONFERENCE DES PARLEMENTAIRES DE LA MER BALTIQUE
Bureaux Tel n° 1041 03 90 21 5149

EUROPEAN PARLIAMENT / PARLEMENT EUROPEEN
Bureaux Tel n° 1046 03 88 41 3123

LATIN AMERICAN PARLIAMENT – PARLATINO
Bureaux Tel n° 1074 03 88 41 3780

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