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
Swiss Delegation to the IPU
3003 BERN
Switzerland
Telephone: +41 31 322 98 77
Fax: +41 31 322 98 74
e-mail: ipu.uip@pd.admin.ch

IPU Secretariat
Inter-Parliamentary Union
chemin du Pommier 5, CP 330
1218 GRAND-SACONNEX, Geneva
Switzerland
Telephone: +41 22 919 41 50
Fax: +41 22 919 41 60
e-mail: postbox@mail.ipu.org

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*****
Höhweg 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****
Höhweg 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****
Höhweg 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****
Schaulatzgasse 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.