

PRACTICAL INFORMATION - SESSION

ONLINE REGISTRATION FOR THE MEMBERS OF THE CONGRESS

Registration for the Congress Session will take place via the Who's Who, the database of Congress members. To connect to the Who's Who, it is necessary to click on the following link: www.congressdatabase.coe.int. Your username (ID) is your email address. You will have received your new password in the email sent from noreply-seagma@coe.int. If your email is protected by an anti-spam filter, you may need to recover this message from your spam folder. In order to receive the emails from this address, please add our email to your address book or add the domain <http://www.congressdatabase.coe.int> to your trusted websites list. If you did not receive the mail from Seagma, you can ask for a new password via this link: www.seagma.coe.int and click on "reset your password".



ON-LINE REGISTRATION FOR ACCOMPANYING PERSONS

If you will be accompanied to the session, please register the accompanying persons on-line via the Internet website of the Congress: <http://www.coe.int/congress-session> by clicking on the "other participants" tab and entering their name, first name and exact job function. This will facilitate their access to the Council of Europe buildings.

VISAS

You are required to check as soon as possible with the relevant authorities of your country if you need a visa, bearing in mind the journey you have planned and the chosen itinerary. The Table Office will support the visa requests of Congress members and their advisors, secretaries of national delegations, representatives of Congress partner organisations and experts invited to the session. Upon completion of registration, a request for visa support documents may be made via the Congress Who's Who. The deadline for submitting applications is indicated in the invitation.

ACCOMMODATION

It is strongly recommended that you make hotel reservations as early as possible. The Secretariat of the Congress will not be able to make these reservations for you.

INSURANCE

Specific travel related risks are covered by a CHARTIS insurance policy (No. 2.004.761), which provides cover for persons up to their 76th birthday. The following help line: CHARTIS Assistance 24 Hours can be called in case of need: (32) 3 253 69 16. You will also be covered by an insurance policy in case of accident (CHARTIS No. 2.004.484) for temporary and total incapacity.

BADGES

New members and new secretaries of delegations should go to the reception desk upon arrival with a form of photographic identity. They will receive a provisional badge which will give them access to the Palais de l'Europe and serve as a pass. The replacement of the provisional badge by the final badge (with photograph) can be requested at the entrance at any time during the session.

POLITICAL GROUPS AND SEMINARS IN THE CONTEXT OF THE SESSION

With regard to political group meetings and seminars held in the context of the session, it should be noted that expenses will be refunded only to those members of political groups or those registered to attend the seminars who are entitled to reimbursement of their travel and subsistence costs on the basis of their attendance at the session, either as representatives or as substitutes replacing a representative.

ATTENDANCE REGISTER

All members must sign the attendance register before entering the hemicycle. Every substitute duly designated (replacing an absent representative) will find their name on the attendance register next to the name of the representative that they replace. Members are asked to note that the reimbursement of expenses is linked to the signature of the attendance register.