

EIGHTEENTH  
SESSION

OF THE  
CONFERENCE  
OF THE  
STATES PARTIES  
(CSP-I8)

The Hague  
2 - 6 December 2013  
Information for Delegations

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ORGANISATION FOR THE  
PROHIBITION OF CHEMICAL WEAPONS



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## EIGHTEENTH SESSION OF THE CONFERENCE OF THE STATES PARTIES

### **Venues and dates**

The Conference of the States Parties to the Chemical Weapons Convention will hold its Eighteenth Session (CSP-18) from Monday to Friday, 2-6 December 2013 at the World Forum located at Churchillplein 10 in The Hague next to the OPCW Headquarters. Additional meetings and functions may be held at the OPCW Headquarters.

The CSP-18 will open on Monday, 2 December 2013 at 10:30 in the Theatre of the World Forum. Participants and attendees are requested to be seated by 10:15.

Invitations to the CSP-18 were sent to States Parties and other entities together with the provisional agenda and the registration forms. These documents may also be obtained from our website [www.opcw.org](http://www.opcw.org).

### **Checklist for States**

- a) Register each participant by using the registration form in Annex D;
- b) States Parties: Submit credentials to the Technical Secretariat of the OPCW;
- c) Signatory and Observer States: Submit a notification / application to the Secretariat with the names of participants.

## **I. Pre-Session arrangements**

### **1. Visas**

Participants and the media are responsible for obtaining any required visas for entry into the Netherlands. Annex A lists countries whose nationals are required to obtain a visa for entry into the Netherlands; Annex B covers those whose nationals are not.

Delegates whose country of residence does not have a consular mission of the Netherlands may obtain a visa from the mission of another country that is also party to the Schengen Agreement and that could be issuing visas on behalf of the Netherlands. The Schengen countries are listed in the footnote in Annex B.

The Secretariat contact for visa assistance is the Protocol and Visa Branch.

Delegates who may require visa assistance, please contact the Secretariat's Protocol and Visa Branch, either by telephone at +31 (0)70 416 3820 or +31 (0)70 416 3777; fax at +31 (0)70 416 3044, or by e-mail at [visa@opcw.org](mailto:visa@opcw.org).

## **2. Registration**

Each participating State Party is requested to send to the Secretariat the name and designation of each participating member of its delegation no later than Monday, 18 November 2013.

Participants are urged to register as soon as possible after their arrival in The Hague. For participants who arrive early or who are based in The Hague, pre-registration will be possible between 10:00 - 18:00 on Friday, 29 November 2013 in the lobby of the OPCW Headquarters. The registration desk at the World Forum will be open between 10:00 - 17:00 on Sunday, 1 December 2013, and throughout the Conference between 09:00 and 18:00.

Upon registration, delegates for whom the Secretariat has received an appropriate official communication from the relevant government authorities will be issued an OPCW access badge for the duration of the Conference. Also delegates who already hold an OPCW access badge will be issued a Conference access badge.

Access badges must be worn visibly at all times in the Conference area and will be required as identification at official OPCW venues other than the World Forum.

The Secretariat contact for registration is the Protocol and Visa Branch.

### **3. Credentials**

The credentials of each representative and the names of the persons constituting the State Party's delegation shall be submitted to the Director-General no later than Monday, 25 November 2013.

For the credentials to be considered by the Credentials Committee, delegations may choose to deliver them in person to the Credentials Officer in the External Relations Division (ERD) office in the World Forum either on Sunday, 1 December between 14:30 and 17:00, or ultimately on Monday, 2 December between 10:00 and 13:00.

Credentials are required only of the representative of each State Party, and not of additional members of the delegation.

The Secretariat contact for credentials is Mr Rutger van den Hoven, Head of the Protocol and Visa Branch.

## **II. Session-related information**

### **1. Participation of delegates in the proceedings of the Eighteenth Session**

Delegations of all States Parties to the Chemical Weapons Convention are entitled to take part in all the proceedings of the Conference, including the adoption of decisions, and to deliver statements.

The delegations of Signatory States are entitled, subject to prior written notification to the Director-General, to participate, without taking part in the adoption of decisions, whether by consensus or by vote, in the deliberations of the Conference, to appoint observers to attend plenary meetings of the Conference other than those designated as private, to deliver statements at these meetings, to receive the documents of the Conference, and to submit their views in writing to other delegations.

Non-Signatory States may apply to the Director-General for observer status, which may be accorded to them by a decision of the Conference. Any such State shall be entitled

to appoint an observer to attend and participate without the right to vote in plenary meetings of the Conference other than designated private meetings and to receive documents of the CSP-18.

The Secretary-General of the United Nations (UN) or his representative, and the representatives of the specialised agencies are entitled to attend and participate without vote in sessions of the Conference on matters of common interest between them and the OPCW, in accordance with their respective relationship agreements or subject to the approval of the Conference.

Representatives of other International Organisations are entitled to attend and participate without vote in plenary meetings of the Conference on matters in which they share an interest with the OPCW, in accordance with their respective relationship agreements or subject to the approval of the Conference.

## **2. Participation non-governmental organisations**

Representatives of non-governmental organisations (NGOs) that have an interest in the activities of the OPCW and wish to attend the CSP-18 should apply to the Secretariat's Media and Public Affairs Branch, before Monday 14 October 2013. Subject to a decision of the Conference, they may be invited to attend plenary meetings.

Before the Conference begins, the Secretariat will post an advisory note for NGOs on the website ([www.opcw.org](http://www.opcw.org)) explaining how to apply to attend the Conference.

## **3. List of participants**

A draft list of participants will be distributed during the course of the session.

## **4. Meetings & Journal**

The programme of the meetings will be published daily in the Conference Journal. Unless otherwise decided by the Conference, morning meetings will commence at 10:00 and afternoon meetings at 15:00. A daily programme of meetings, events and announcements will be available at the Registration Desk and at the Documentation Counter.

## **5. Organisation of the Eighteenth Session**

The main business of the Eighteenth Session will be conducted in the plenary meetings and, if required, in meetings of the Committee of the Whole in the World Forum Theatre. Separate rooms, without interpretation facilities, will be available for bilateral meetings and meetings of the various regional groups.

Regional coordinators are requested to inform Ms Anna Morath, Conference Services Officer, of the times and locations of their regional group meetings. These will be listed in the Conference Journal.

## **6. Seating arrangements**

A drawing by lot is held to determine the order of seating for delegations. The delegation of the State Party whose name is thus drawn is seated on the extreme left of the front row in the World Forum Theatre.

Other registered delegations are seated in English alphabetical order, starting with the seats next to those for the State Party whose name was drawn, and moving from left to right in each row.

Four designated seats, two of which will be at a table, will be provided to the delegation of each State Party.

The delegations of Signatory States, Non-Signatory States, and representatives of intergovernmental organisations, NGOs and specialised agencies will be provided designated seats.

## **7. Interpretation**

Simultaneous interpretation into the six official languages of the OPCW (Arabic, Chinese, English, French, Russian and Spanish) will be provided at plenary meetings and meetings of the Committee of the Whole only.

Delegations may deliver statements in a language other than an official language of the OPCW. In such cases, the delegations concerned will be required to provide interpretation into one of the six official languages, and to give advance notice to Mr Mechislav Remishevski, Head of the Language Services Branch, for required technical arrangements.



## **8. Statements in the general debate**

Requests for inscription on the list of speakers in the general debate should be made in advance to the Secretariat for the Policy-Making Organs by e-mail at [ContactPMO@opcw.org](mailto:ContactPMO@opcw.org), indicating the preferred date and time. Speakers will be inscribed on the list on a first-come, first-served basis. Signatory States will be called upon to speak after the last State Party has spoken. Given the large number of delegations wishing to take the floor under this agenda item, a time limit of 5 to 7 minutes per statement should be observed.

To facilitate the interpretation of statements to be delivered during the general debate, delegations should provide 10 copies of each such statement to Ms Anna Morath, Conference Services Officer, well in advance of delivery, or 300 copies of any statement they also wish to be distributed to other delegations.

At the request of the State Party, statements will be made available on the OPCW website. Such requests should be sent by e-mail to the Media and Public Affairs Branch at [media@opcw.org](mailto:media@opcw.org).

All statements made during the general debate will be webcast. States Parties that do not wish to have their statements webcast are requested to communicate this to the Media and Public Affairs Branch at [media@opcw.org](mailto:media@opcw.org), in advance of delivery.

## **9. Availability of Session documents**

One set of Session documents will be provided to each delegation in the World Forum Theatre at the World Forum. Additional copies may be requested in person at the Documentation Counter opposite the World Forum Theatre.

## **10. Side events and exhibitions**

States Parties are requested to communicate their wish to organise side events and exhibitions to Conference Services by submitting a form detailing the event requirements. This form will be available at the Documentation Counter at the OPCW. Please

note that side events and exhibitions are organised at no cost to the Organisation. As space is limited, it is recommended that States Parties inform Conference Services of events or exhibitions as soon as possible, and no later than Monday, 18 November 2013.

### **11. Submission of documents**

Delegates who are submitting draft decisions, national papers or other documents to the CSP-18 are requested to provide these as early as possible to Mr Konstantin Gavrilov, Secretary to the Policy-Making Organs, by e-mail to [ContactPMO@opcw.org](mailto:ContactPMO@opcw.org).

### **12. Social events**

Those wishing to organise receptions or other similar events during the Conference are requested to contact Mr Rutger van den Hoven, Head of the Protocol and Visa Branch.

## **III. Catering**

Throughout the Eighteenth Session of the Conference, lunches for delegates will be available between 12:00 and 15:00 at the OPCW cafeteria, located in the Headquarters building on the first floor. Snacks and beverages will be available in the ground floor Delegates' Lounge when Conference meetings are being held in the Headquarters building.

In addition, a coffee corner serving hot and cold beverages and snacks will be located in the Oceania Foyer of the World Forum. The World Forum also has a café and restaurant on either side of the main reception area.

## **IV. Media accreditation and website**

Media organisations wishing to report from the Conference must accredit their representatives. One month before the Eighteenth Session opens, the Secretariat will issue a media advisory note setting out the procedures for accreditation. Completed accreditation forms, together with copies of the press and identity cards of the representatives, are to be submitted to the Media and Public Affairs Branch before the Conference.

## **V. Security**

### **1. Security screening and other measures**

Delegates attending the CSP-18 are advised that for the security of all participants, all delegates will be screened each time they enter the World Forum. It is recommended that delegates allot extra time to clear security screening prior to scheduled meetings, particularly on the first morning of the conference.

The use of cellular telephones, radio transmitters, recording devices, and cameras may be restricted in certain areas of the World Forum and other venues. Any such restrictions will be clearly posted. Delegates are advised not to leave briefcases or any valuable items unattended in the meeting rooms. The OPCW will not be responsible for any lost items.

The Secretariat point of contact for security arrangements throughout the Conference is Mr Chris Stretton, Head, Office of Confidentiality and Security.

### **2. Emergencies and security situations**

The main number to call in case of emergency (police, fire, ambulance) is 112. For non-urgent matters, the police can be reached at 0900-8844.

For non-emergency security situations in any of the venues for the Conference, delegates should contact the security staff on duty at the venue or call the OPCW Security Control Centre at +31 (0)70 416 3315.

For emergencies in the World Forum, delegates should notify the security staff on duty or dial 9 from any of the courtesy telephones in the meeting rooms. An on-site security office on the first floor of the World Forum will attend to any emergencies and security situations at that venue during the Conference.

For emergencies at OPCW Headquarters, delegates should call the OPCW Security Control Centre's emergency number, +31 (0)70 416 3333.

### **3. Medical service**

Should medical first aid be required, security personnel may be contacted at any time. For participants with a non-acute medical problem that requires attention, the Secretariat's doctor can be contacted via the Registration Desk.

Nearest hospital - Rode Kruis Haga Ziekenhuis (Red Cross Hospital), Sportlaan 600, 2566 MJ Den Haag. Phone: 070 312 6200 / 070 361 4761.

Alternate hospital – Bronovo Hospital, Bronovolaan 5, 2597 AX Den Haag. Phone: 070 3124141.

## **VI. Facilities at the World Forum and OPCW**

### **1. Disabled access**

Both the World Forum and the OPCW headquarters building have good disabled access with lifts to all floors and disabled toilet facilities available on every floor.

Arrangements can be made to accommodate wheelchairs in the World Forum Theatre upon advance request. Please contact Ms Anna Morath, Conference Services Officer, in this regard. The World Forum Theatre is equipped with an induction loop for the hearing impaired.

### **2. Telephone and Internet facilities**

Telephone booths can be found in the World Forum lobby. Telephone cards may be purchased from the Reception Desk for five or ten Euros each.

If you are calling from outside the Netherlands to The Hague, add the country code (31) and the city code (70) to the telephone number. From within the Netherlands, calls to The Hague should be preceded by 070. Calls within the city do not require a city code. The city code for Amsterdam and Schiphol Airport is 020.

Directory assistance for numbers within the Netherlands: 0900 8008. For international numbers: 0900 8418. Internet computers for participants will be located in the Oceania Foyer (the Delegates' Lounge) of the World Forum. A business computer and printer will also be available in

this area. Wireless Internet access will be available, at no charge, for participants with their own WiFi-ready devices in the World Forum Theatre, the Oceania Foyer (the Delegates' Lounge), and the World Forum Café.

### **3. Cloakroom**

A cloakroom will be located at the entrance of the conference area after entering through the security screening, to the right. This is a staffed, free of charge service. However, items are left at owner's risk.

### **4. Parking**

Paid parking is available in the underground garage at the World Forum. The cost is 3.50 Euros per hour. After four hours you will be charged a day rate, which costs 13.00 Euros. Tickets may be purchased via machines at the garage entrance. Payment should be made at the ground level before returning to your car.

### **5. Banking and currency exchange**

There is a cash dispenser to the left of the main entrance at the World Forum and an ABN-AMRO cash dispenser located on the 1st floor of the OPCW building. However, currency exchange facilities are in the city centre and at the railway stations.

## **VII. Contact information**

### **1. Coordination unit**

#### **a) Overall coordination Policy-Making Organs (PMO)**

##### ***PMO coordination, list of speakers and documents control***

Mr Konstantin Gavrilov

Secretary to the Policy-Making Organs (Director)

Tel: +31 (0)70 416 3786

Email: [konstantin.gavrilov@opcw.org](mailto:konstantin.gavrilov@opcw.org)

##### ***Language services***

Mr Mechislav Remishevski

Head, Language Services Branch

Tel: +31 (0)70 416 3810

Email: [mechislav.remishevski@opcw.org](mailto:mechislav.remishevski@opcw.org)

***Conference-room services, OPCW Journal, and distribution of documents***

Ms Anna Morath

Conference Services Officer

Tel: +31 (0)70 416 3852

Email: [anna.morath@opcw.org](mailto:anna.morath@opcw.org)

**b) External Relations**

***ERD coordination***

Mr Jun Wang

Director, External Relations Division

Tel.: +31 (0)70 416 3736, Mob: +31 653 896 471

Fax: +31 (0)70 416 3280

Email: [jun.wang@opcw.org](mailto:jun.wang@opcw.org)

***Protocol, registration of States Parties, credentials and social events***

Mr Rutger van den Hoven

Head, Protocol and Visa Branch

Tel: +31 (0)70 416 3772 Mob: +31 652 749 887

Fax: +31 (0)70 416 3044

Email: [rutger.vandenhoven@opcw.org](mailto:rutger.vandenhoven@opcw.org) &  
[protocol@opcw.org](mailto:protocol@opcw.org)

***Visas***

Ms Esther Borst-Kadijk, Ms Matilda Brugman and Mr  
Kees van Leeuwen

Visa Assistant

Tel: +31 (0)70 416 3777, +31 (0)70 416 3820

Fax: +31 (0)70 416 3044

Email: [visa@opcw.org](mailto:visa@opcw.org)

***International organisations, Signatory States,  
Non-Signatory States***

Ms Vera Hanus

Acting Head, Government Relations and Political Affairs

Tel.: +31 (0)70 416 3023

Fax: +31 (0)70 416 3280

Email: [vera.hanus@opcw.org](mailto:vera.hanus@opcw.org) & [GRBranch@opcw.org](mailto:GRBranch@opcw.org)

***Industry, NGOs, and media***

Mr Michael Luhan

Head, Media and Public Affairs Branch

Tel: +31 (0)70 416 3710 Mob: +31 653 568 512

Fax: +31 (0)70 416 3044

Email: michael.luhan@opcw.org & media@opcw.org

**b) Confidentiality and security matters**

Mr Chris Stretton

Head, Office of Confidentiality and Security

Tel: +31 (0)70 416 3291

Fax: +31 (0)70 416 3010

Email: christopher.stretton@opcw.org

**2. Other contact numbers**

**OPCW Technical Secretariat**

Johan de Wittlaan 32

2517 JR The Hague, the Netherlands

Tel: +31 (0)70 416 3300

Fax: +31 (0)70 306 3535

**The Netherlands Ministry of Foreign Affairs**

Tel: +31 (0)70 348 6486

**Schiphol Airport**

General information, and flight arrivals and departures

Tel: 0900 503 4050 (from within the Netherlands only)

**KLM Royal Dutch Airlines**

Reservations and travel information

Tel: +31 (0)20 474 7747

**KLM VIP lounge**

Tel: +31 (0)20 601 2180 or 0215

**Emergency services**

Police, fire brigade, and ambulance

Tel: 112 (from within the Netherlands only)

**Non-emergency number for the Dutch police**

Tel: 0900 8844 (from within the Netherlands only)

**Netherlands directory information**

Tel: 0900 8008 (from within the Netherlands only)

**International directory information**

Tel: 0900 8418 (from within the Netherlands only)

**Taxi services in The Hague**

**Haagsche City Taxi**

Tel: +31 (0)70 383 0830

**HTMC (Taxi)**

Tel: +31 (0)70 390 7722

**Hospitals in The Hague**

**Bronovo Hospital**

Tel: +31 (0)70 312 4141

**Rode Kruis Haga Ziekenhuis (Red Cross Hospital)**

Tel: +31 (0)70 312 6200 +31 (0)70 361 4761

**MCH Westeinde Hospital**

Tel: +31 (0)70 330 2000



## Annex A

### Countries whose nationals are required to obtain a visa to enter the Netherlands

Afghanistan	Ghana
Algeria	Grenada
Angola	Guinea
Armenia	Guinea-Bissau
Azerbaijan	Guyana
Bahrain	Haiti
Bangladesh	India
Belarus	Indonesia**
Belize	Iran (Islamic Republic of)
Benin	Iraq
Bhutan	Jamaica**
Bolivia**	Jordan
Botswana	Kazakhstan
Burkina Faso	Kenya
Burundi	Kiribati
Cambodia	Kosovo
Cameroon	Kuwait
Cape Verde	Kyrgyzstan
Central African Republic	Lao People's Democratic
Chad*	Republic
China	Lebanon
Colombia	Lesotho
Comoros	Liberia
Congo	Libya
Cook Islands	Madagascar
Côte d'Ivoire	Malawi**
Cuba	Maldives
Democratic Republic of the	Mali
Congo	Marshall Islands
Democratic People's	Mauritania
Republic of Korea	Micronesia
Djibouti	Mongolia
Dominica	Morocco
Dominican Republic	Mozambique
Ecuador**	Myanmar
Egypt	Namibia
Equatorial Guinea	Nauru
Eritrea	Nepal
Ethiopia	Niger
Fiji Islands	Nigeria
Gabon	Oman
The Gambia	Pakistan*
Georgia*	Palau

Papua New Guinea	Tajikistan
Peru**	Tanzania
Philippines	Thailand**
Qatar	Timor-Leste
Republic of Moldova**	Togo
Russian Federation*	Tonga
Rwanda	Trinidad and Tobago
Saint Lucia	Tunisia**
Saint Vincent and the Grenadines	Turkey**
Samoa	Turkmenistan
Sao Tome and Principe	Tuvalu
Saudi Arabia	Uganda
Senegal*	Ukraine*
Sierra Leone	United Arab Emirates**
Solomon Islands	Uzbekistan
Somalia	Vanuatu
South Africa	Viet Nam
South Sudan	Yemen
Sri Lanka	Zambia
Sudan	Zimbabwe
Suriname	
Swaziland	
Syria	

\* Holders of diplomatic passports from these countries are exempt from visa requirements.

\*\* Holders of diplomatic, official, and service passports from these countries are exempt from visa requirements.

\*\*\* Holders of biometric normal, official and service passports from these countries are exempt from visa requirements.

For a list of Dutch Embassies and Consulates, please visit [www.mfa.nl/en](http://www.mfa.nl/en). The visa application form can be downloaded from the website of the relevant Dutch Embassy.

## Annex B

### Countries whose nationals are not required to obtain a visa to enter the Netherlands\*

Albania	Mexico
Andorra	Monaco
Antigua and Barbuda	Montenegro
Argentina	New Zealand
Australia	Nicaragua
Bahamas	Panama
Barbados	Paraguay
Bosnia and Herzegovina	Republic of Korea
Brazil	Romania
Brunei Darussalam	Saint Kitts and Nevis
Bulgaria	San Marino
Canada	Serbia
Chile	Seychelles
Costa Rica	Singapore
Croatia	The former Yugoslav
Cyprus	Republic of Macedonia
El Salvador	United Kingdom of Great
Guatemala	Britain and Northern
Holy See	Ireland
Honduras	United States of America
Israel	Uruguay
Japan	Venezuela
Malaysia	
Mauritius	

\* In addition, nationals of the Schengen countries (Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland) and of member states of the European Union do not require a visa for entry into the Netherlands.

## Annex C

### Sample form for Credentials

#### REPRESENTATIVE TO THE EIGHTEENTH SESSION OF THE CONFERENCE OF THE STATES PARTIES

WHEREAS .....(State Party)..... desires to be represented at the Eighteenth Session of the Conference of the States Parties, to be held in The Hague, the Netherlands, from 2-6 December 2013.

NOW THEREFORE we .....(name and title)  
..... have appointed and by these presents do confirm as representative of ..... (State Party)..... to the Eighteenth Session of the Conference of the States Parties:

(His)(Her) Excellency .....  
(name).....  
(title).....

The representative has full powers to act and take decisions on behalf of the Government of ..... (State Party).....

IN FAITH WHEREOF we have signed these presents at .....on .....

Signature .....

Title .....

(Head of State or Head of Government or Minister of Foreign Affairs, or any other authority acting on his or her behalf)

## Annex D

### Sample Registration Form

Please fill in one registration form for each member of your delegation and return it marked to the attention of: Protocol and Visa Branch, External Relations Division, OPCW.

Fax: +31 (0)70 416 3044

Email: [protocol@opcw.org](mailto:protocol@opcw.org)

Name: Mr/Mrs/Ms .....

Title / Position / Organisation: .....

Delegation of: .....

Position within the delegation (please circle one):

For the State Party:	Representative
	Alternate
	Adviser

For the Signatory States and Non-Signatory States:	Head of Delegation
	Alternate
	Adviser

Permanent official address:.....

Official telephone number:.....

Official fax number:.....

## Annex E

### Accommodation and transport

#### 1. Accommodation

The OPCW Technical Secretariat does not subsidise transport or accommodation of delegates. Bilateral sponsorship may apply.

All participants are solely responsible for the reservations and payments of hotel rooms. Hotel information can be found at [www.denhaag.com/tourism/gb](http://www.denhaag.com/tourism/gb). It is advisable to make reservations as soon as possible due to limited availability.

The names and contact numbers of some hotels in The Hague are listed below for the convenience of attendees.

#### **Hilton The Hague (\*\*\*\*\*)**

Zeestraat 35, 2518 AA  
<http://www1.hilton.com>  
 Tel: +31 70 710 7000

#### **City Hotel (\*\*\*)**

[www.cityhotel-scheveningen.com](http://www.cityhotel-scheveningen.com)  
 Tel: +31 (0)70 355 7966  
 Fax: +31 (0)70 354 0503

#### **Atlantic Hotel (\*\*\*\*)**

[www.atlantichotel.nl](http://www.atlantichotel.nl)  
 Tel: +31 (0)70 448 2482  
 Fax: +31 (0)70 368 6721

#### **Des Indes Inter-Continental (\*\*\*\*\*)**

[www.hoteldesindes.com](http://www.hoteldesindes.com)  
 Tel: +31 (0)70 361 2345  
 Fax: +31 (0)70 361 2350

#### **Badhotel (\*\*\*)**

[www.badhotelscheveningen.nl](http://www.badhotelscheveningen.nl)  
 Tel: +31 (0)70 351 2221  
 Fax: +31 (0)70 355 5870

#### **Dorint Hotel Novotel (\*\*\*\*)**

[www.dorint.com](http://www.dorint.com)  
 Tel: +31 (0)70 416 9111  
 Fax: +31 (0)70 416 9100

#### **Carlton Ambassador Hotel (\*\*\*\*\*)**

[www.carlton.nl/ambassador](http://www.carlton.nl/ambassador)  
 Tel: +31 (0)70 363 0363  
 Fax: +31 (0)70 360 0535  
[info@ambassador.carlton.nl](mailto:info@ambassador.carlton.nl)

#### **Maurits Hotel (\*\*\*)**

[www.esquire-hotel.nl](http://www.esquire-hotel.nl)  
 Tel: +31 (0)70 352 2341  
 Fax: +31 (0)70 306 3366

#### **Carlton Beach Hotel (\*\*\*\*)**

[www.carlton.nl/beach](http://www.carlton.nl/beach)  
 Tel: +31 (0)70 354 1414  
 Fax: +31 (0)70 352 0020

#### **Worldhotel Bel Air (\*\*\*\*)**

[www.worldhotelbelair.com](http://www.worldhotelbelair.com)  
 Tel: +31 (0)70 352 5354  
 Fax: +31 (0)70 352 5353  
[reservations@worldhotelbelair.com](mailto:reservations@worldhotelbelair.com)

**Crowne Plaza Promenade  
(\*\*\*\*\*)**

www.crowneplazadenhaag.nl  
Tel: +31 (0)70 352 5161  
Fax: +31 (0)70 354 1046

**Novotel Hotel (\*\*\*\*)**

www.novotel.nl  
Tel: +31 (0)70 364 8846  
Fax: +31 (0)70 356 2889

**Kurhaus (\*\*\*\*\*)**

www.kurhaus.nl  
Tel: +31 (0)70 416 2636  
Fax: +31 (0)70 416 2646

**Eden Babylon Hotel (\*\*\*\*\*)**

www.edenbabylonhotel.com  
Tel: +31 (0)70 381 4901  
Fax: +31 (0)70 382 5927

**Mercure Central (\*\*\*\*)**

www.accorhotels.com  
Tel: +31 (0)70 363 6700  
Fax: +31 (0)70 363 9398

## **2. Transport within the Netherlands**

Delegations will be required to make their own local transport arrangements, at their own expense, both from the airport to their hotels, and for the duration of their stay in The Hague.

Taxis and limousines are readily available at Schiphol Airport (Amsterdam). There is also a frequent and reliable train service between Schiphol and the two main railway stations in The Hague: Hollands Spoor and Centraal Station. Cars can be rented on a daily or weekly basis.

Participants are advised to only use licensed taxis which have blue number plates. When ordering a taxi, please indicate that special OPCW rates are available to you when you use taxis from the company The Hague City Tax (tel: +31 (0)800 383 0830 free number and +31 070 383 0830).

## **3. Car-rental companies**

The names and contact numbers of some of the major car-rental companies in The Hague are listed below for the convenience of attendees.

**Avis Car Rental**

www.avis.nl  
Tel: +31 (0)70 385 0698  
Fax: +31 (0)70 347 1763

**Budget Car Rental**

www.budget.nl  
Tel: +31 (0)70 382 0609  
Fax: +31 (0)70 347 8906

**Hertz Autoverhuur Den Haag    Köhler Car Rental Auto Rent**

www.hertz.com

www.kohler.nl

Tel: +31 (0)70 381 8989

Tel: +31 (0)70 380 9094

Fax: +31 (0)70 385 4033

Fax: +31 (0)70 380 9967

**4. Public transportation**

The World Forum can be reached by trams #1, #10 (limited hours) or #17, or by bus #21.

Public transport in The Hague region is provided by transit company HTM ([www.htm.net](http://www.htm.net)). On the website the Lijnennetkaart (route map) provides a good overview of all routes, timetables, street names, and public and tourist locations.

**Single-journey ticket**

Single-journey bus or tram tickets may be purchased with cash from the bus or tram driver. Buying a single ticket is easy but always more expensive than travelling with the “OV-chipkaart” card.

**Multiple-journey card (“OV-chipkaart”)**

The OV-chipkaart, valid for travel on buses, trains and trams, may be purchased from the main reception desk at the World Forum or from tobacco shops, newsstands, post offices or the HTM ticket office at major train stations (where HTM staff will assist you with adding credit to the OV-chipkaart).



## Annex F

### Route Description

#### By public transport

##### **From The Hague Centraal Station (CS)**

Take tram #17 and alight at the Statenplein stop.

##### **From The Hague Hollands Spoor Station (HS)**

Take tram #17 and alight at the “Statenplein” stop, or take tram #1 and alight at the “World Forum” stop.

##### **From Scheveningen**

Take #21 and alight at “World Forum” stop.

#### By car

##### **From Utrecht/Amsterdam**

Follow the A12 to Den Haag. The A12 changes to the Utrechtsebaan. At the end, turn left at the traffic lights to the Zuid Hollandlaan. Turn right at the next traffic lights to the Koningskade, which changes to the Raamweg. After passing under the fly-over, immediately take the first right. Follow the bend to the Hubertus Viaduct and continue straight along the Prof B.M. Teldersweg which changes to the Johan de Wittlaan. Follow the signs to World Forum Convention Center.

##### **From Amsterdam/Leiden**

Follow the A44, in the direction of Centrum Den Haag/Scheveningen. The A44 changes successively to the N44, the Benoordenhoutseweg and the Zuid Hollandlaan. Further, as mentioned above.

##### **From Rotterdam**

Coming from the A13, follow at traffic intersection Ypenburg the signs in the direction of Amsterdam (A4). At the Prins Clausplein, follow the signs Den Haag/Voorburg. Pass over the viaduct, follow the signs to Den Haag and continue on the Utrechtsebaan. Further, as mentioned above.

## Parking facilities

The World Forum has a private underground carpark (see VI, Parking).

## World Forum Contact Information

Churchillplein 10

P.O. Box 82000

2508 EA The Hague

www.worldforum.nl; info@worldforum.nl

Tel: +31 (70) 306 63 66

Fax: +31 (70) 306 64 43

