

SEMINAR INFORMATION NOTE

DATES, VENUES AND FORMAT OF THE SEMINAR

The Seminar will take place in the Houses of Parliament, Westminster from Monday 3 – Wednesday 5 November 2014. It is hoped that up to 100 participants will take part in the Seminar, including Parliamentary Delegates, Guest Speakers, UK Parliamentarians, Civil Society representatives and academics.

The Seminar Programme will commence at 13.00 on Monday 3 November with Registration of Delegates and the Opening Session. The Programme will continue with a series of plenary, workshop and panel sessions, until the afternoon of Wednesday 5 November for the Closing Session.

All panels and sessions will be interactive, with ample time for debate after the initial presentations. Participants should make every effort to avoid reading formal statements. Instead, they are invited to ask questions and participate in the debate by making brief statements and comments. No formal list of speakers will be drawn up in advance, with the order of interventions and questions to be decided by the Chair or Moderator.

SEMINAR WEBPAGE

Information regarding the Seminar will be made available and regularly updated on a dedicated page on the BGIPU Website; <http://www.bgipu.org/our-work/bgipu-parliamentary-seminar-on-the-arms-trade-treaty/>

DELEGATES AND REGISTRATION

Member Parliaments may register up to two Delegates for the Seminar, preferably with experience and an interest in this issue. This can include an advisor and/or secretary.

The Registration Form, included along with this note should be completed and returned to the BGIPU Secretariat as soon as possible and no later 1 July 2014.

You can return the form by email to bgipuseminar@parliament.uk, by fax +442072198780 or by post to BGIPU, Palace of Westminster, SW1A 0AA.

LANGUAGES

The Seminar will be conducted in English with French interpretation. Dependent upon demand the BGIPU will endeavour to provide interpretation in other languages.

If you would desire interpretation in other languages, please indicate this clearly on the Registration Form and the BGIPU will take such preferences into account, although can, unfortunately, not offer any guarantee.

BGIPU Seminar Secretariat

Palace of Westminster | London | SW1A 0AA

Tel: +44 207 219 3011 | Fax: +44 207 219 8780 | E-mail: bgipuseminar@parliament.uk | Website: www.bgipu.org

EXPENSES

Please note that, there will be hospitality offered to registered delegates during the Seminar programme, Member Parliaments/Participants are responsible for covering the travel, accommodation and living expenses of their participants during the Seminar.

HOTELS AND LOCAL TRANSPORT

Delegates will be responsible for making their own travel arrangements from the airport to their hotel. Information on travel options to and from the airport can be provided to delegates on request by the BGIPU or alternatively Delegates may wish to contact their diplomatic representation in London or assistance.

Details of the official Seminar hotel, where a pre-reservation will be made for Delegates, will be made available in due course on the Seminar webpage on the BGIPU Website.

Transfers will be provided between the Seminar Hotel and Seminar venues for the duration of the Programme.

VISAS

Delegates should ascertain whether they will require an entry visa for the United Kingdom prior to travelling. Information regarding UK Visa requirements can be found here; <https://www.gov.uk/visas-immigration>

Please note that the BGIPU is not able to provide assistance in obtaining visas and that Delegates are encouraged to make the necessary arrangements at their earliest opportunity.

FURTHER INFORMATION

Should you require further information regarding any aspect of the Seminar, please contact the BGIPU Secretariat;

BGIPU Seminar Secretariat	Tel:	+44 207 219 3011
British Group Inter-Parliamentary Union	Fax:	+44 207 219 8780
Palace of Westminster	Email:	bgipuseminar@parliament.uk
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