

## **Guidelines for visitors to the OSCE Permanent Council / Forum for Security Co-operation**

*Group leaders are kindly asked to ensure all group members are aware of these guidelines, which aim to ensure that the diplomats at the meeting are not disturbed. As the Neuer Saal has no separate observation gallery, visitors are highly visible.*

1. **All group members must bring a photo ID to exchange for a visitor's pass at the OSCE security desk located in a container left of the OSCE entrance. Please wear the visitor's passes visibly.**
2. Please arrive punctually. Late arrival could result in parts of the programme being cancelled.
3. Leave coats, umbrellas, large bags etc by the coat rack or in the assigned briefing room. Do not leave valuables in bags.
4. Please make sure all participants wear business attire.
5. Visitors should not bring food or drinks into the Neuer Saal.
6. Groups should sit only in the assigned area and enter/leave the Neuer Saal only by the designated door.
7. Mobile telephones **must** be switched off in the Neuer Saal. Group members should not talk while observing the meeting and take care not to disturb proceedings.
8. Photography, video and sound recordings are not permitted while the Permanent Council is in session.
9. Simultaneous interpretation is normally available in the six official OSCE languages: English, French, German, Italian, Russian and Spanish. Receivers and headphones are located on each seat.
10. Groups should leave the Neuer Saal together, taking care not to disturb the meeting.
11. The Hofburg is a non-smoking area. A smoking lounge is available on the 3<sup>rd</sup> floor.
12. Once the programme is over, please immediately leave the building.  
Remember to return the visiting passes and pick up your IDs.
13. **The OSCE reserves the right to exclude visitors who violate these guidelines.**

*Please note that it is not allowed for buses to park at Heldenplatz. Buses can bring and drop off passengers closer to the OSCE entrance and must leave immediately afterwards. Finding a parking area outside of Heldenplatz is the driver's responsibility.*