



## **GENERAL INFORMATION**

*OSCE - Mediterranean Partner Countries' Civil Society  
Conference - Ahead of the 2011 Vilnius Ministerial Council*

*Electoral Good Practice, Political Participation, Justice and Legal Reform*

**Vilnius, Lithuania, 4-5 December 2011**

## INFORMATION CONCERNING THE CIVIL SOCIETY CONFERENCE

For all questions and any additional information, please contact the staff listed below:

General email address:

[Medcivilsociety2011@odihr.pl](mailto:Medcivilsociety2011@odihr.pl)

OR

Barbara Matusiewicz-Protas

[Barbara.matusiewicz-protas@odihr.pl](mailto:Barbara.matusiewicz-protas@odihr.pl)

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Rita Stafejeva

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Tel: +48 5200 732

### VENUE OF THE CONFERENCE

The conference will take place at:

Vilnius Crown Plaza Hotel

M. K. Ciurlionio 84

LT03100

Vilnius, Lithuania

For more information about the conference venue, its location, and facilities please visit:

<http://www.cpvilnius.com/about-us>

### HOTELS AND ACCOMMODATION

The participants will be accommodated at the Vilnius Crown Plaza Hotel or the Holiday Inn. The hotel accommodation for the participants of the Conference will be booked and paid for by the organizers. Please note that beyond accommodation and breakfast, **no other expenses at the hotel will be covered by the organizers.**

Vilnius Crown Plaza Hotel

M. K. Ciurlionio 84

LT03100

Vilnius, Lithuania

OR

Holiday Inn Vilnius

Seimyniskiu str. 1, Vilnius

## **REGISTRATION**

Participants are kindly requested to contact the Conference Registration Desk and to register by 8:30 on Sunday 4 December, before the opening Plenary Session.

## **TRAVEL TO VILNIUS**

Individual travel arrangements will be made by ODIHR and sent to you by email. **Vilnius International Airport (VNO)** is the main airport and located 5.9 km south of Vilnius.

## **SPECIAL NEEDS**

Please inform the above contacts at ODIHR if you have any special needs in order to make the necessary transportation and other arrangements in advance.

## **BORDER CONTROL AND CUSTOMS**

All participants will need to clear passport control upon arrival to Vilnius and upon departure. For customs regulations on items imported into Lithuania see the website of the Lithuania Customs: <http://www.cust.lt/web/guest/keleiviams/atvykstantistreciuju#en>

## **VISAS**

Citizens of European Union countries, Schengen countries, and countries with a visa exemption agreement with Lithuania do not need a visa. Other countries' nationals need a visa to visit Lithuania. It is the responsibility of participants to apply for visas at the relevant diplomatic mission. It is strongly recommended that visa applications are presented to the correct diplomatic mission well ahead of the Conference. Please see the last page for information on where to apply for a visa.

The ODIHR will assist participants by informing the diplomatic missions of which participants will be applying for visas. The ODIHR will cover/reimburse any visa fees if necessary.

## **TRANSPORTATION DURING THE CONFERENCE**

There will be a minibus shuttle going from/to the airport to both hotels at regular intervals. Please look for the ODIHR-MED Conference sign when you arrive. You may also choose to take a taxi, if the shuttle times are inconvenient for you, but this will be at your own expense.

You can also find more information on how to get to the center of Vilnius from the airport on the website: <http://www.vilnius-airport.lt/en/tips-for-passangers/arriving-to-airport/>

If you use the taxi services, please be informed that a taxi should cost approximately 15 EUR (around 50 Lithuanian Lita) to get from the airport to the center of Vilnius.

No other transportation will be provided during the conference.

## **INTERPRETATION**

During the sessions, simultaneous interpretation will be provided in English and Arabic. Consecutive interpretation into Russian will be provided upon request.

## **INSURANCE**

Personal and medical insurance is the responsibility of the individual participant. The OSCE/ODIHR will not be responsible for any loss of luggage, currency, or personal effects, or any medical costs incurred during the travel to or stay in Vilnius.

## **DRESS CODE**

Business attire is required, keeping in mind the cold winter conditions.

## **MEDICAL FACILITIES**

Illness requiring medical treatment or hospitalization is the responsibility of the individual. Participants taking medicine should bring enough to cover their needs, take a copy of the prescriptions with them, and ensure that they have adequate health insurance. Participants should not forget to bring their health insurance card or documents.

## **CATERING**

The food provided will not include any pork products. There will also be vegetarian options.

There will be dinner receptions on:

December 4: 19.00  
Restaurant "Horizontas"  
Top floor, Hotel Crown Plaza

December 5: 19.00  
City Hall, Didzioji 31 (Old Town).

No transportation will be provided to these receptions – therefore please kindly arrange your own.

## **CLIMATE**

December in Vilnius is cold and normally below freezing. The average temperature in Vilnius in early December is between -1°C / 31°F (high) and -5°C / 23°F (low), with potential of snowfall. While most activities will take place indoors, participants are encouraged to bring appropriate winter clothing, including a good-quality winter coat, proper footwear, and a scarf, hat, and gloves.

## **TIME**

Vilnius standard time zone is GMT + 2 hours.

## **CURRENCY**

The Lithuanian Litas is the currency of Lithuania. It is the only currency acceptable for payment. All major credit cards are accepted in the hotels, restaurants, and cafes. Cash can be obtained from ATMs or at the nearest bank (November 2, 2011: 1 US\$ = 2.50 LTL; 1 EUR = 3.45 LTL)

## **BANKING SERVICES**

Working hours of banks in Vilnius are from 9.00 to 19.00 from Monday to Friday, from 9.00 to 14.00 on Saturdays. Please note that banks are closed on Sundays. Money can also be exchanged at the hotels and at the official exchange offices.

## **ELECTRICITY**

The voltage in Lithuania is 220-240V and European style two-pin sockets are used.

## **TELECOMMUNICATIONS**

The international code for Lithuania is +370. There will be internet and fax available for the participants of the Conference.

## **SMOKING**

Please note that the hotel and conference venues will be no-smoking areas.

## **CITY INFORMATION**

The following websites contain tourist and practical information about the city of Vilnius, including restaurants:

<http://www.inyourpocket.com/lithuania/vilnius>

<http://www.vilnius.lt>

<http://www.vilnius.com/cmarter.asp?doc=728>

## OBTAINING SCHENGEN VISAS TO ENTER LITHUANIA

Country	Where to apply for a visa
<b>ALGERIA</b>	<p><b>There is no Embassy of Lithuania. To obtain Lithuanian visas, please contact:</b></p> <p><b>EMBASSY OF THE FEDERAL REPUBLIC OF GERMANY</b>            Consulate General            165, Chemin Sfindja (ex. Laperlier)            BP 664 Alger 16000            Tel:            213 21 74 19 41            213 21 74 19 56            213 21 74 20 47.            021- 74 12 98</p> <p>For more information:  <a href="http://www.algier.diplo.de/Vertretung/algier/fr/02/Oeffnungszeiten/Oeffnungszeiten.html">http://www.algier.diplo.de/Vertretung/algier/fr/02/Oeffnungszeiten/Oeffnungszeiten.html</a></p>
<b>EGYPT</b>	<p><b>EMBASSY OF THE REPUBLIC OF LITHUANIA</b>            Consular Section            Embassy of the Republic of Lithuania            23 Muhammad Mazhar Str.,            5th floor, Zamalek,            Cairo,            Arab Republic of Egypt</p> <p>Email: <a href="mailto:amb.eg@urm.lt">amb.eg@urm.lt</a></p> <p>The Consular section of the Embassy is open for the submission of visa applications Monday to Thursday from 09.00 hrs to 11.00 hrs.</p> <p>For visa application and appointment at the Consular Section of the Embassy of the Republic of Lithuania in Cairo, please call +20 22 736 6461 Monday to Thursday from 13:00 to 15:00.</p> <p>For more information: <a href="http://eg.mfa.lt/index.php?1416011252">http://eg.mfa.lt/index.php?1416011252</a></p>
<b>ISRAEL</b>	<p><b>PLEASE NOTE:</b> Citizens of Israel do not require a visa to enter Lithuania – for more information see: <a href="http://www.urm.lt/index.php?1210410095">http://www.urm.lt/index.php?1210410095</a></p> <p><b>EMBASSY OF THE REPUBLIC OF LITHUANIA</b>            8 Shaul Hameleh Blvd.            Amot Mishpat Bldg.,            Tel Aviv 64733            ISRAEL            Tel.:+972 3 6958 685; Fax.:+972 3 6958 691            E-mail: <a href="mailto:lrambizr@netvision.net.il">lrambizr@netvision.net.il</a> ; <a href="mailto:amb.il@urm.lt">amb.il@urm.lt</a></p> <p>For more information, see <a href="http://il.mfa.lt/index.php?1071467715">http://il.mfa.lt/index.php?1071467715</a></p>
<b>JORDAN</b>	<p><b>There is no Embassy of Lithuania. To obtain Lithuanian visas, please contact:</b></p> <p><b>EMBASSY OF THE FEDERAL REPUBLIC OF GERMANY</b>            Benghasi Street 25, Jabal Amman            Amman 11118</p>

	<p>Jordan</p> <p>Tel: +962-6-5901230  <a href="mailto:info@amman.diplo.de">info@amman.diplo.de</a></p> <p><a href="http://www.amman.diplo.de/Vertretung/amman/de/02/Oeffnungszeiten/Oeffnungszeiten.html">http://www.amman.diplo.de/Vertretung/amman/de/02/Oeffnungszeiten/Oeffnungszeiten.html</a></p>
<b>MOROCCO</b>	<p><b>There is no Embassy of Lithuania. To obtain Lithuanian visas, please contact:</b></p> <p><b>EMBASSY OF THE FEDERAL REPUBLIC OF GERMANY</b>  Ambassade de la République fédérale d'Allemagne  7, Zankat Madnine  B.P. 235  10 000 RABAT</p> <p>Telephone: 0537-21 86 00  <a href="mailto:info@rabat.diplo.de">info@rabat.diplo.de</a></p> <p><a href="http://www.rabat.diplo.de/Vertretung/rabat/fr/02/Oeffnungszeiten/Oeffnungszeiten.html">http://www.rabat.diplo.de/Vertretung/rabat/fr/02/Oeffnungszeiten/Oeffnungszeiten.html</a></p>
<b>TUNISIA</b>	<p><b>There is no Embassy of Lithuania. To obtain Lithuanian visas, please contact:</b></p> <p><b>EMBASSY OF THE FEDERAL REPUBLIC OF GERMANY</b>  Ambassade de la République fédérale d'Allemagne  1, Rue el Hamra, B.P. 35  1002 Tunis - Mutuelleville</p> <p>Téléphone:  (00216)-71.14.32.00 (standard)  (00216)-71.14.32.00, - extension 3 (visa information)</p> <p>(00216)-71.84.48.86 (visa service)</p> <p><a href="http://www.tunis.diplo.de/Vertretung/tunis/fr/02/Oeffnungszeiten/Oeffnungszeiten.html">http://www.tunis.diplo.de/Vertretung/tunis/fr/02/Oeffnungszeiten/Oeffnungszeiten.html</a></p>