



Organization for Security and Co-operation in Europe

**Office of the Co-ordinator of OSCE
Economic and Environmental Activities**

Vienna, 16 February 2009

To: All OSCE Delegations
Partners for Co-operation
Mediterranean Partners for Co-operation

Subject: Second Preparatory Conference for the 17th OSCE Economic and Environmental Forum, Tirana, 16 -17 March 2009 – Logistical Modalities

Attached herewith is a document consisting of the **Logistical Modalities** (including visa information) **for the Second Preparatory Conference for the 17th OSCE Economic and Environmental Forum**, on “Migration management and its linkages with economic, social and environmental policies to the benefit of stability and security in the OSCE region”, in Tirana, on 16 – 17 March 2009.



**Organization for Security and Co-operation in Europe
The Secretariat**

Office of the Co-ordinator of OSCE Economic and
Environmental Activities

Vienna, 16 February 2009

**The 17th OSCE Economic and Environmental Forum
Second Preparatory Conference**

**“Migration management and its linkages with economic, social and environmental policies to the
benefit of stability and security in the OSCE region”**

Tirana, 16-17 March 2009

Logistical Modalities

1. VENUE	Tirana International Hotel Sheshi Skenderbej, 3 Tirana, Albania Tel: +355 4 2234 185 Fax: +355 4 2232 526, +355 4 2234 188 Mob: +355 68 20 70 200 E-mail: julian.zhuka@hoteltirana.com.al Website: www.hoteltirana.com.al
2. PARTICIPANTS’ INFORMATION	<p>The conference is open to representatives of the OSCE participating States, of relevant international organizations, non-governmental organizations as well as to expert academics and business representatives with relevant experience in the area under discussion.</p> <p>The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Asian Partners for Co-operation (Afghanistan, Japan, the Republic of Korea, Mongolia and Thailand) are invited to participate in the Preparatory Conference.</p>
3. WORKING MODUS OF THE SESSIONS	The Plenary Sessions will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed.
4. WRITTEN CONTRIBUTIONS AND DOCUMENT DISTRIBUTION	<p>Participants are welcome to submit written contributions reflecting their view on the issues discussed at the Forum and/or in a specific Session of their interest. An <i>English version</i> should ideally be added to presentations submitted in another language.</p> <p>We thank you for sending an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Mr. Gabriel Leonte, E-mail: gabriel.leonte@osce.org; Fax. + 43 1 514 36 62 51; Tel. + 43 1 514 36 6776) to enable a timely distribution to the participants.</p> <p>All documents will be published on the Conference website: http://www.osce.org/conferences/eef17_prep2.html A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Document Distribution Desk.</p>

5. INTERPRETATION	Simultaneous interpretation will be provided into English and Russian
6. INTERNET WORKING AREA	<p><u>PC working stations & Internet access</u> will be available in a separate Internet Area.</p> <p>Access to international telephone lines (at own costs) will be provided at the “business-center” of the Tirana International Hotel.</p>
7. TECHNICAL SUPPORT	<p>Speakers should address <i>well in advance</i> their request for technical support and contact: the Office of the Co-ordinator of OSCE Economic and Environmental Activities in Vienna (Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org; Fax + 43 1 514 36 6251; Tel. + 43 1 514 36 6675).</p> <p>Speakers are kindly requested to take an electronic copy of their presentation (on a USB stick) <i>as back-up</i>, when travelling to the Conference.</p>
8. DEADLINE	<p>We thank the participants for paying attention to the <u>deadline of 3 March 2009</u> for:</p> <ul style="list-style-type: none"> - Visa application (in case of Option B: via Consulate of Albania in Vienna) - Hotel booking in Tirana - Registration to the conference
9. REGISTRATION	<p>DEADLINE 3 MARCH 2009</p> <p><u>Each participant</u> is requested <u>to send a registration form</u>, preferably <u>by e-mail</u>, completed with all necessary details to:</p> <p>Ms. Andrea Gredler, Office of the Co-ordinator of OSCE Economic and Environmental Activities</p> <p>E-mail: andrea.gredler@osce.org</p> <p>Fax + 43 1 514 36 6251</p> <p>Tel. + 43 1 514 36 6675.</p> <p>PLEASE CONTACT Ms. Gredler to receive this registration form.</p>
10. ACCREDITATION	<p>The accreditation to the conference will take place at:</p> <p>Tirana International Hotel Sheshi Skenderbej, 3, Tirana, Albania</p> <p style="text-align: center;">Sunday, 15 March, 18:30 - 20:00 Monday, 16 March, 8.00 - end of meeting Tuesday, 17 March, 9.00 - end of meeting</p> <p>The presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall.</p> <p><u>Press representatives</u> can, as deemed appropriate, be admitted to the Conference Hall during <i>the opening and the closing</i> sessions of the Preparatory Conference of the OSCE Economic and Environmental Forum.</p>
11. VISA !	<p>Participants, if stipulated under the Albanian law, are asked to make their own arrangements for securing a visa for entry into Albania.</p> <p>1. Annex 2a: List of countries <u>requiring a visa for Albania</u> and the countries/cities in which the respective Albanian Embassies/consulates in charge are located.</p> <p>2. Annex 2b: List of countries <u>not requiring a visa to enter Albania</u>.</p> <p>3. Annex: A visa form is attached <u>or can also be downloaded</u> from the MFA Albania website: http://www.mfa.gov.al/ .</p> <p>4. Documents to be submitted for the visa application:</p> <ul style="list-style-type: none"> a. the valid passport b. the visa application form, duly filled out and signed (in annex) c. the invitation for the Conference issued by OSCE or the registration form to the conference

	<p>d. 2 photographs (format 4x6cm)</p> <p>5. Visa procedures: to receive a visa free of charge, participants have to apply to the consular section of the Albanian Embassy according to the procedures (option A or B) described below.</p> <ul style="list-style-type: none"> ➤ <u>OPTION A: at an Albanian Embassy/Consulate in the country of residence (see Annex 2a)</u> Countries: Egypt, Russia* and Serbia* (* Holders of diplomatic or service passport can enter the Republic of Albania without a visa). ➤ <u>OPTION B: ONLY IF there is no diplomatic representation of Albania in the country of residence, the visa application can be submitted to Vienna, Austria. (see Annex 2 a)</u> Countries: Afghanistan, Algeria, Armenia*, Azerbaijan, Belarus, Bosnia and Herzegovina*, Georgia, Jordan, Kazakhstan, Kyrgyzstan, Moldova*, Mongolia, Morocco, Tajikistan, Thailand, Tunisia, Turkmenistan, Ukraine*, Uzbekistan. (* Holders of diplomatic or service passport can enter the Republic of Albania without a visa). <p><u>DEADLINE for applicaton: 3 March 2009 ! (receipt date of the documents !)</u></p> <p>The documents have to be sent via DHL or registered/secure mail to: OSCE Secretariat Office of the Co-ordinator of OSCE Economic and Environmental Activities Att. to: Ms. Andrea Gredler Wallnerstrasse, 6 1010 Vienna, Austria email: andrea.gredler@osce.org (please send a short email to announce the mailing of your passport) Tel: +43 1 51436 6675.</p> <p><u>Please clearly indicate the postal address to which the passport has to be returned to.</u></p> <p>In case of visa problems, please contact: Mr. Gazmend Turdiu Director General Department of Legal, International and Consular Affairs Ministry for Foreign Affairs of Albania, E-mail: gturdiu@mfa.gov.al phone: +355 4 23 64 685 mobile: +355 69 40 98 347 fax: +355 4 23 62 084/085</p>
<p>12. TRAVEL:</p> <p>TRANSPORTATION IN TIRANA</p>	<p>Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.</p> <p>The Organizers are considering to provide shuttle transfers from the airport to the hotels at arrival. More information will be provided at a later stage.</p> <p>Transfers from the airport to the city:</p> <p>By Taxi:</p> <ul style="list-style-type: none"> ▪ Taxi service available at all times, taxi fares mounting to approximately EUR 20.00 <p>By Bus:</p> <ul style="list-style-type: none"> ▪ Bus shuttle bus service to the centre of town is provided by the Tirana Rinas Express, running between Skanderbeg Square and Mother Theresa Airport. ▪ Shuttle buses depart every hour at the top of the hour, with an approximate cost of

	<p>EUR 2.00. (approx. 250.00 LEK) Airport : Tel: + 355 4 379 063 / 4 Lost & Found: +355 69 20 666 26 E-mail: info@tirana-airport.com Website: www.tirana-airport.com.al All international air arrivals enter through "Mother Theresa International Airport", located 25 km northwest of Tirana.</p> <p>More information on Tirana can be found at: http://www.albaniantourism.com/</p>
<p>13. HOTELS IN TIRANA</p>	<p>Participants are kindly requested to make their own accommodation arrangements, which will not be paid for by the OSCE or the host country.</p> <p>The Organizers pre-booked rooms at preferential rates for the conference participants at the below listed hotels. DEADLINE for bookings: 3 March 2009. The Organizers cannot guarantee availability of rooms in these hotels or in Tirana after the deadline.</p> <p>A) TIRANA INTERNATIONAL HOTEL **** <u>and Conference venue</u> Booking to be addressed to: Ms. Mirjana Bardhosi Email: mirjana.bardhoshi@hoteltirana.com.al <u>Please use the Hotel booking form in Annex 3 a</u> Address: Sheshi Skenderbej, 3, Tirana, Albania Tel: +355 4 2234 185 - Mob: +355 68 20 63 502 Fax: +355 4 2232 526 or +355 4 2234 188 Website: www.hoteltirana.com.al Room rates including local taxes and breakfast: Single Standard: 96 EUR / Double Standard: 123 EUR / Executive Suite: 218 EUR / De Luxe Room: 180 EUR / De Luxe Executive Room: 190 EUR / De Luxe Suite: 248 EUR. Payment modus: in EUR, cash or with credit card (Master, VISA, AMEX) Cancellation fee: 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.</p> <p>B) HOTEL ROGNER EUROPAPARK***** Address: Bulevardi Deshmoret e Kombit, Tirana, Albania Tel. +355 (4) 2235035 Fax +355 (4) 2235050 Bookings to be addressed to: Ms.Glenda Pashko Email: glendapashko@albania-experience.al Room rates including local taxes and breakfast: Single Standard: 145 EUR / Double Standard: 185 EUR Payment modus: in EUR, in cash or by credit card (Master, VISA, AMEX)</p> <p>C) HOTEL ARBER *** Booking request should be sent to the e-mail: reservation@hotelarber.com <u>Please use the Hotel booking form in Annex 3 b</u> Address: Rruga Bardhok Biba, 64, Tirana, Albania Phone: + 355 4 27 38 11/27 38 12 Fax: + 355 4 27 38 13 Web site: www.hotelarber.com Room rates including local taxes and breakfast: Single Standard or Double Standard (incl. Single occupancy): 70 EUR Payment modus: in EUR, cash or with credit card (Master, VISA, AMEX) Cancellation fee: 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.</p> <p>Further information on hotels in Tirana can be found on the website:</p>

	<p>http://www.tirana.gov.al/?cid=1,17 Practical information about Tirana can be found at: http://www.albaniantourism.com/ - ALBANIAN TOURISM BOARD http://www.tirana.gov.al - MUNICIPALITY OF TIRANA http://www.tirana.gov.al/common/images/Harta_3.pdf - CITY MAP of TIRANA</p>
14. LUNCHES & Coffee/tea breaks	Lunches and Coffee/tea breaks will be provided (free of charge) to the participants on both days of the conference
15. SOCIAL EVENTS	<p>Sunday, 15 March 2009, 14:00 – 18:00: <u>Cultural Tour to the City of Kruja</u> (Annex 4) Please register for the Tour on the “Registration form” for the Conference.</p> <p>Monday, 16 March 2009, 19:00: <u>Reception</u> hosted by the Government of Albania</p>
16. GENERAL INFORMATION	<p>Currency: The Albanian monetary unit is called "Leke", sometimes indicated as "ALL". Current exchange rate is about 123 Leke =1 EUR.</p> <p>Exchange offices: There is no exchange facility at the Hotel Tirana International itself, but many exchange offices and banks are located in a few minutes walking distance of the hotel. Please check opening hours. Please note that in markets, small cafes, etc, traders still refer to “old leke” which are 10 times the “new Leke”, so please remain aware of the value of the money you are buying items with.</p> <p>Climate: Temperature to be expected mid March: 10-15C</p> <p>Electric current: the standard voltage throughout Albania is 220V.</p> <p>Medical help: first aid will be provided at the conference venue and the medical centre of the Ministry of Interior in case of emergency.</p> <p>Lost and Found: please contact the hotel desk for any lost objects.</p> <p>Time: Tirana (Albania) time differs from Greenwich time by + 1 hour (GMT+1)</p> <p>Important notice - insurance: To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.</p>
17. CONTACTS	<p>OSCE SECRETARIAT, Vienna</p> <p><i>For substantial issues:</i> Mr. Gabriel Leonte, Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251, Email: Gabriel.Leonte@osce.org <i>For logistical queries:</i> Ms. Andrea Gredler, Tel: +43 1 514 36 6675, Fax: +43 1 514 36 6251, Email: Andrea.Gredler@osce.org</p>

Updated information regarding social events and last logistical issues for the 2nd Preparatory Conference for the Seventeenth Economic and Environmental Forum, as well as updated versions of the Conference agenda will be published on the Conference Web site: http://www.osce.org/conferences/eef17_prep2.html

Annex to the section on Visa procedures outlined in paragraph 11.

Citizens of countries needing visa to enter Albania and location of Embassies of Albania in charge	
State	The city to apply for a visa to enter the Republic of Albania (**)
Afghanistan	Ankara, Istanbul
Algeria	Paris
Armenia *	Moscow
Azerbaijan	Ankara, Moscow
Belarus	Moscow, Warsaw
Bosnia Herzegovina *	Zagreb, Podgorica
Egypt	Cairo
Georgia	Ankara, Istanbul
Jordan	Cairo
Kazakhstan	Ankara, Moscow
Kyrgyzstan	Ankara, Moscow
Moldova *	Bucharest, Sophie
Mongolia	Bucharest, Sophie, Peking
Morocco	Bucharest, Paris
Russia *	Moscow
Serbia *	Beograd
Tajikistan	Ankara, Moscow
Thailand	Rome, Kuala Lumpur
Tunisia	Athens, Paris, Rome
Turkmenistan	Ankara
Ukraine *	Moscow, Warsaw, Skopje
Uzbekistan	Moscow

** Holders of diplomatic or service passport can enter the Republic of Albania without a visa
 (**) We strongly recommend to countries not having an Albanian Embassy in their country of residence to apply via OSCE Secretariat as indicated in the visa section (paragraph 11)*

ADDRESSES OF EMBASSIES/CONSULATES OF ALBANIA

Please consult the website of the Ministry of Foreign Affairs of Albania:

<http://www.mfa.gov.al>

<http://mfa.gov.al/web/DIPLOMATIC REPRESENTATIV OF ALBANIA 60 2.php>

Citizens of countries entering Albania without visa

- Austria
- Belgium
- Bulgaria
- Canada
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- Former Yugoslav Republic of Macedonia
- France
- Germany
- Great Britain
- Greece
- Holland
- Holy See
- Hungary
- Ireland
- Island
- Israel
- Italy
- Japan
- Latvia
- Lichtenstein
- Lithuania
- Luxemburg
- Malta
- Monaco
- Montenegro
- Norway
- Poland
- Portugal
- Romania
- San Marino
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- United States



Second Preparatory Conference to the 17th OSCE Economic and Environmental Forum
Tirana, 16-17 March 2009

TIRANA INTERNATIONAL HOTEL (Conference Venue)

HOTEL BOOKING FORM

(this is not the registration form for the conference!)

Booking deadline: 3 March 2009

Please return this hotel booking form by e-mail mirjana.bardhoshi@hoteltirana.com.al
or by Fax:+355 4 2232 526 or +355 4 2234 188 to the Hotel

First Name:

Last Name:

Organization:.....

Address:.....

Email:.....

Fax:.....

Tel:.....

Arrival date: time:.....Flight number:.....

Departure date:.....time:.....Flight number:.....

In order to guarantee your reservation the hotel will need your credit card information:

Credit card holder name:

Credit card number:..... The card expiry date:

Address:

Sheshi Skenderbej, 3 -Tirana, Albania

Tel: +355 4 2235 18

Fax: +355 4 2232 526 or +355 4 2234 188

Mob: +355 68 20 70 200

E-mail: mirjana.bardhoshi@hoteltirana.com.al Website: www.hoteltirana.com.al

Room category and price (incl. taxes and breakfast)

Room category	Rate in EUR	<i>Please tick on room category</i>
Single standard	96	
Double standard	123	
Executive Suite	218	
De Luxe Room	180	
De Luxe Executive Room	190	
De Luxe Suite	248	

Payment modus: in EUR, cash or with credit card (Master, VISA, AMEX)

Cancellation fee: An individual reservation can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.



Second Preparatory Conference
to the Seventeenth OSCE Economic and Environmental Forum
Tirana, 16-17 March 2009

HOTEL ARBER ***

HOTEL BOOKING FORM

(this is not the registration form for the conference!)

Booking deadline: 3 March 2009

**Please return this hotel booking form by e-mail reservation@hotelarber.com
or by Fax +355 4 27 38 13**

First Name:

Last Name:

Organization:.....

Address:.....

Email:.....

Fax:.....

Tel:.....

Arrival date: time:.....Flight number:.....

Departure date:.....time:.....Flight number:.....

Address:

Rruga Bardhok Biba, 64, Tirana – 5 min. walking distance of the Hotel Tirana International/conference venue and from the main square.

Phone: +355 4 27 38 11 / 27 38 12

Fax: +355 4 27 38 13

Web site: www.hotelarber.com

Thank you for booking via email: reservation@hotelarber.com

Room category and price (incl. taxes and breakfast)

Room category	Rate in EUR	<i>Please tick on room category</i>
Single standard	70	
Double of single occupancy	70	

Payment modus: in EUR, cash or with credit card (Master Card/Euro card, VISA, AMEX)

Cancellation fee: An individual reservation can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.

CULTURAL TOUR to the City of KRUJA

Sunday, 15 March 2009, 14:00 – 18:00

The Ministry of Interior of Albania is pleased to invite all participants to join the Cultural Tour to the medieval City of Kruja, 32 km north to Tirana. The programme foresees a guided visit of the Gjergj Kastrioti Ethnographic Museum and time to enjoy the famous bazaar of the city. The visit is free of charge.

Sunday, 15 March 2009

Departure of the bus: at 14:00 (sharp) in front of the Hotel Tirana International

Departure from Kruja: at 18:00

Participants are kindly requested to register to the tour on the conference registration form !

Background information on the City of Kruja:

Kruja is a medieval city and is 32 km north to Tirana. It has a population of about 20,000. It was mentioned for the first time as an episcopal centre in 879. The Ottoman Turks invaded it twice in 1396 and in 1415. After the national hero Skanderbeg returned from Turkey in 1443, Kruja became the symbol of the popular resistance against the ottoman occupation. It was then that Kruja got known to all Europe.

Kruja is best known as the hometown of Albania's national hero, Skanderberg from where the Ottomans were successfully resisted for nearly 35 years from 1443 until 1478. The castle of Kruja was successfully defended in four sieges conducted by Ottoman forces before final capitulation shortly after the death of Albania's greatest national hero Gjergj Kastrioti (Skanderbeg).

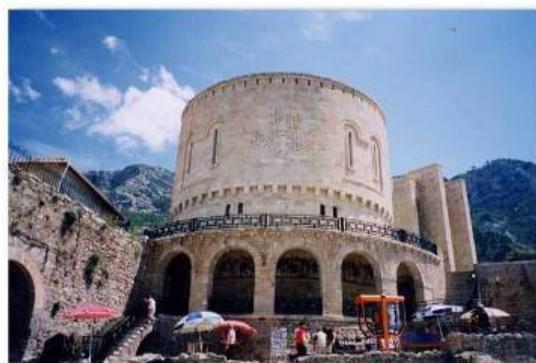
Kruja is situated 560 upon the sea level, by the side of a mountain from where visitors may admire the beautiful horizon of the Adriatic sea. Kruja's fortress was built during the 5-th and 6-th century. It has an elliptical shape with a surface of 2,25 hectares. The surrounding walls were fortified by 9 towers used for surveying and warning during war times. Still today, there are some dwellings inside the walls of the fortress. Also, there is Gjergj Kastrioti Ethnographic Museum, dedicated to his 25 years fighting to defend his country from the ottoman occupation. You can find a lot of documents and architectonical elements which give a particular atmosphere to the museum.

While reaching the fortress you can find the medieval bazaar of Kruja. Its peculiarities are the cobblestone street and the wooden shops. Here tourists may be interested in a lot of souvenirs, like filigree, wooden or alabaster handy crafts, silverware, copperware, woolen carpets, antiques, etc.

For more information: <http://www.albanian-tourism.com/index.php>



Kruja bazaar



Kruja's fortress