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ENGLISH only



Organization for Security and Co-operation in Europe

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

Vienna, 12 November 2007

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

Subject: Logistical modalities for the Sixteenth OSCE Economic and
Environmental Forum – Part 1, Vienna, 28 - 29 January 2008

Attached herewith are the logistical modalities for the Sixteenth OSCE Economic and Environmental Forum Part 1, taking place in Vienna, 28 - 29 January 2008, on “Maritime and inland waterways co-operation in the OSCE area: Increasing security and protecting the environment” .



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 12 November 2007

The 16th OSCE Economic and Environmental Forum

Part 1 / Vienna, 28 - 29 January 2008

“Maritime and inland waterways co-operation in the OSCE area: Increasing security and protecting the environment”

Logistical Modalities

1. VENUE

OSCE Congress Center, Hofburg, Heldenplatz, 1010 Vienna, Neuer Saal, 2nd Floor

2. PARTICIPANTS' INFORMATION

The OSCE participating States are encouraged to be represented at a high level, by senior officials responsible for shaping international economic and environmental policy in the OSCE area.

As in previous years, the format of the Economic and Environmental Forum will provide for the active involvement of relevant international organizations who will be invited to participate in the Meeting. Upon request by a delegation of an OSCE participating State, regional groupings or expert academics and business representatives may also be invited, as appropriate, to participate in the Forum.

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 Forum.

Subject to the provisions contained in Chapter IV, paragraphs 15 and 16, of the Helsinki Document 1992, the representatives of non-governmental organizations with relevant experience in the area under discussion are also invited to participate in the Forum.

3. WRITTEN CONTRIBUTIONS

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. 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. Please note that all documents will be published on the OSCE conference website created for that purpose.

4. REGISTRATION – DEADLINE 16 JANUARY 2008

In order to allow a timely accreditation, the organizers kindly request each participant to send the attached registration form (Annex 1), preferably by e-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 531 37 392).

The Delegations are kindly requested to notify the ranking and the title of their members by sending a list of their members attending the Forum, additionally to the registration forms.

5. ACCREDITATION

Accreditation will take place at the Segmentgalerie (Groundfloor), Congress Center Hofburg, Heldenplatz, 1010 Vienna on:

Sunday, 27 January, 11.00 - 18.00
Monday, 28 January, 8.00 - end of meeting
Tuesday, 29 January, 9.00 - end of meeting

Presentation of a valid ID is required for accreditation. Please note that a badge will be required to access the Conference Hall.

Advanced registration is recommended in order to avoid delays in issuing the badges before the opening of the Forum, on 28 January 2008.

Press representatives can, as deemed appropriate, be admitted to the Conference Hall during the opening and the closing of the Economic and Environmental Forum. We kindly request that a Press ID be presented at the registration counter.

6. VISA

Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmaa.gv.at. In case a letter of confirmation of participation for visa requirements is needed, please refer to elke.lidarik@osce.org.

7. TRANSPORTATION AND ACCOMMODATION

Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

7.1. TRANSPORTATION FROM THE AIRPORT TO VIENNA CITY:

Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.

7.1.1. Taxis: taxi - for a pick up at the airport - can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: € 27 one way).

7.1.2. Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line 3 and 4) and taxis:

www.cityairporttrain.at

Price: € 8 one way; € 15 return

Schedule: every ½ hours: Airport-Vienna 5/35 min. after full hour; Vienna-Airport 8/38min. after full hour.

Trip: 16 min. non-stop.

b) Schnellbahn (S1, S2 or S7) – to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Line 3 and 4) and taxis.

Price: € 3

Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).

7.1.3. Bus Services Vienna Airport Lines (2 lines)

Price :€ 6 one way; € 11 return

Busses go either to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus.

Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour;

Schwedenplatz- Airport: every 00/30 min. after full hour

Trip: 20 min.

www.postbus.at – Tel: +43 (1) 7007-32300

7.2. HOTELS

For your convenience, a list of hotels in Vienna is attached hereto (Annex 2).

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

8. SOCIAL EVENTS

Information on the social events will be circulated at a later stage.

9. LOGISTIC FACILITIES AT THE CONFERENCE VENUE

9.1. INTERPRETATION

Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish).

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9.2. COMMUNICATION – INTERNET WORKING AREA

Several working areas with IT facilities & Internet access will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the groundfloor/Segmentgalerie and at the 5th floor/ Ratsaal).

Telephones in the meeting area can be used free-of-charge only for local telephone calls within Vienna. Participants will be charged for international phone calls (please contact the document distribution desk).

Updated information regarding social events and last logistical issues for the Sixteenth Economic and Environmental Forum – Part I as well as the Forum’s agenda will be published on the Web site www.osce.org/eea.



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 12 November 2007

Sixteenth OSCE Economic and Environmental Forum

Vienna, 28 - 29 January 2008

REGISTRATION FORM

Deadline: 16 January 2008

Please send this registration form to Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 531 37 392. (Please use capital letters)

Country/Delegation:		
<input type="checkbox"/> Delegation (*) (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Business <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> OSCE (Secretariat or Field Presence)		
Title(Amb, Mr, Ms, Dr)	First Name	Family Name
Organization & Department:		
Position:		
Postal Address:		
Phone (with country code):	Fax:	E-Mail:
Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title:		
Arrival Date & Time & Flight Number:		
Departure Date & Time & Flight Number:		
Hotel in Vienna:		

POINTS TO REMEMBER

(*) **Delegations:** are kindly requested to add to the registrations of their members (above form) a notification clearly indicating the special ranking and title of their members and possibly submit it electronically.

Transportation and Accommodation: Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

Visa Information: Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further information are available at www.bmaa.gv.at. For assistance (letter of confirmation of participation for visa requirements) please refer to elke.lidarik@osce.org.

Conference Venue: OSCE Hofburg Congress Center, Heldenplatz, 1010 Vienna, Tel: +43 1 53137

Further Information: Office of the Co-ordinator of OSCE Economic and Environmental Activities, Wallnerstrasse 6, 1010 Vienna (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 575 or 6675, Fax: +51436 6251) or www.osce.org/eea.

HOTELS IN VIENNA

Hotel	Address	Tel/Fax (+43-1)	

ROYAL	Singerstraße 3	1010 Vienna	Tel: 515 68-96 Fax: 513 96 98
KAISERHOF	Frankenberggasse 10	1040 Vienna	Tel: 505 17 01-81 Fax: 505 88 75 88
TIGRA	Tiefer Graben 14	1010 Vienna	Tel: 533 96 41 Fax: 533 9645
AMADEUS	Wildpretmarkt 5	1010 Vienna	Tel: 533 87 38 Fax: 533 87 38/38
NOVOTEL AIRPORT			Tel: 701 07-2134 Fax: 707 32 39

WANDL	Petersplatz 9	1010 Vienna	Tel: 534 550 Fax: 534 55 77
CARLTON OPERA	Schikanedergasse 4	1040 Vienna	Tel: 587 53 02-0 Fax: 581 25 11
ASTRON Suite Hotel „Mariahilf“	Mariahilferstraße 32-34	1070 Vienna	Tel: 521 72-0 Fax: 521 72-15
ASTRON Suite Hotel „Atterseehaus“	Mariahilferstraße 78	1070 Vienna	Tel: 524 56 00-0 Fax: 524 56 00-15
DREI KRONEN	Schleifmühlgaße 25	1040 Vienna	Tel: 587 32 89-0 Fax: 587 32 89-11
AUSTRIA	Wolfengasse 3	1010 Vienna	Tel: 515 23 Fax: 515 23-506
KÄRNTNERHOF	Grashofgasse 4	1011 Vienna	Tel: 512 19 23 Fax: 513 22 28/33
POST	Fleischmarkt 24	1010 Vienna	Tel: 515 83/0 Fax: 515 83/808
SCHWEIZERHOF	Bauernmarkt 22	1010 Vienna	Tel: 533 19 31 Fax: 533 02 14
WIENER STAATSOPER	Krugerstraße 11	1010 Vienna	Tel: 513 12 74 Fax: 513 12 74-15
Pension NOSSEK	Graben 17	1010 Vienna	Tel: 533 70 41 Fax: 535 36 46
CORDIAL	Kostlergasse 5	1060 Vienna	Tel: 0676 403 44 80 Fax: 587 43 72-88
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RATHAUS	Lange Gasse 13	1080 Vienna	Tel: 406 43 02 Fax: 408 42 72