

ENGLISH only

Organization for Security and Co-operation in Europe The Secretariat

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

Vienna, 9 April 2010

18th OSCE Economic and Environmental Forum

"Promoting good governance at border crossings, improving the security of land transportation and facilitating international transport by road and rail in the OSCE region"

Part 2 / Prague, 24 - 26 May 2010

Logistical Modalities

1. VENUE	Czernin Palace Ministry for Foreign Affairs of the Czech Republic Loretánské nám. 5 118 00 Prague 1
2. PARTICIPANTS' INFORMATION	Representatives from the OSCE participating States, OSCE Partners for Cooperation, OSCE institutions and field presences, representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the Forum as stipulated by the Decision of the OSCE Permanent Council (PC.DEC/898/09, dated 30 July 2009). No fee for participation is requested.
3. WORKING MODUS OF THE FORUM	The Forum should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. Written materials may be submitted in advance for circulation by the OSCE Secretariat. 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	Participants are welcome to submit written contributions reflecting their views 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 and Mr. Roel Janssens, Email: roel.janssens@osce.org Fax. + 43 1 514 36 62 51; Tel. + 43 1 514 36 6776) to enable a timely distribution to the participants.
5. DOCUMENT DISTRIBUTION	All documents will be published on the OSCE Forum conference website: http://www.osce.org/conferences/18_eef_part2.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 (lobby in front of the Plenary Hall).
	Request for the distribution of documents during the Forum should be addressed to the Document Distribution Desk. Documents should possibly be provided to this Desk in electronic format (documents@osce.org).
6. TECHNICAL SUPPORT FOR SPEAKERS	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). Speakers are kindly requested to send their presentations well in advance as indicated in par.5. and to take an electronic copy of their presentation (on a USB stick) <i>as back-up</i> , when travelling to the Forum.
7. Interpretation	Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish)
8. DEADLINES	We thank the participants for paying attention to the below deadlines: - Visa application for the Czech Republic: - Hotel booking in Prague: depending on the hotel: (after this deadline you may still book at the same moderate rate, depending on availability of rooms at the respective hotel) - Registration to the Forum: 11 May 2010
9. REGISTRATION TO THE FORUM (Annex 1)	Deadline: 11 May 2010 Each participant is requested to send the attached registration form (Annex 1), preferably by e-mail, completed with all necessary details to the OSCE Prague Office (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org, tel. +420-233 085 473, fax +420-233 085 487).
	The Delegations are kindly requested to notify the ranking and the title of their members by adding a list of their members attending the Forum to the individual registration forms.
10. ACCREDITATION AT THE CONFERENCE	Accreditation will take place at the main entrance to the Czernin Palace (Czech MFA), on Monday, 24 May 2010, from 10 a.m. to 6 p.m., on Tuesday, 25 May 2010 and Wednesday, 26 May 2010, starting at 9 a.m.
VENUE	The presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall. <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 OSCE Economic and Environmental Forum.
	EMENTS requested to make their own travel, visa and accommodation arrangements, which will OSCE (except in the case of selected sponsorships)
11. VISA!	Recommended deadline: 10 May 2010 Participants, if stipulated under the Czech law, are asked to make their own arrangements for securing a visa for entry into the Czech Republic.
	The OSCE Prague Office (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org , tel: +420/233 085 473, fax: +420/233 085 487) stands ready to support delegations. It is recommended to cross check the most recent visa regulations at the Czech

	Embassy/Consulate in your country or on the MFA website. Contacts of Czech Missions abroad, as well as visa form, can be found via the official Czech Foreign Ministry web-site: www.mzv.cz (English), Section: Information for Aliens.			
12.HOTEL BOOKING preferential rates	The OSCE Prague Office made special rate agreements with the following hotels. Please use the attached hotel forms for the booking at the hotel Crowne Plaza or the hotel Savoy (Annexes 2-3).			
(Annexes 2 and 3)	HOTEL CROWNE PLAZA PRAGUE CASTLE Booking deadline: 14 April 2010 (Booking form in Annex 2) www.crowneplaza.com/praguestrabhao (5 min walking distance from the conference venue)			
	Tel: +420 226 080 100, Fax; +420 226 080 507 Email: reservations@cpcastle.com Rates: Standard single room 125 €, Standard double room 140 € (incl. breakfast and city tax, excl. VAT) Transfers from/to Airport: 660,- CZK (cca 25,- EUR)			
	HOTEL SAVOY Booking deadline: 15 April 2010 (Booking form in Annex 3)			
	www.hotel-savoy.cz (5 min walking distance from the conference venue) Tel: +420 224 302 115, Fax: +420 224 302 128 Email: group@savoyhotel.cz Contact: Ms. Ilona Müllerová, Reservation Agent Rates: Deluxe room 135 € and Executive room 150 € (double or double for single use; incl.breakfast, VAT) Transfers from/to Airport: 800,- CZK (cca 32,- EUR) Transfers from/to train station 370,- CZK (cca 15,- EUR)			
	HOTEL ADALBERT (at the Brevnov Monastery - 4 tram stops from the Cerznin Palace, walking distance 30 minutes, the hotel) Booking code: 18th OSCE Economic and Environmental Forum Markétská 28/1, 169 00 Praha 6 www.hoteladalbert.cz Tel.: +420 220 406 180, Fax.: +420 220 406 190			
	Email:recepce@hoteladalbert.cz Rates: Single room 60,- EUR; Double room 80,- EUR (includes breakfast and VAT) Transfer from/to the airport, rate per 1 car 650,- CZK (app. 25,- EUR)			
	Please find all necessary hotel information in the order form of the respective hotel attached in Annexes 2-3. Please note that the special room rates may still be available after these deadlines.			
	For your convenience, a list of hotels in vicinity of the Czernin Palace (Czech MFA and Forum venue) in Prague is attached (Annex 4)			
	For information on other hotels, please consult following website addresses: www.hotel-net.cz; www.allsuites.cz; www.abaka.com Due to the time period of the conference which is considered high tourist season in Prague, early booking is highly advisable.			
13. PUBLIC TRANSPORTS IN	Getting to Prague city by public transfers:			
PRAGUE	FROM THE AIRPORT: a) By bus and metro: bus Nr. 100 or bus Nr. 119 provide transfers to the nearest metro stations			

from which the city centre can be reached (fare 26,- CZK, tickets can be bought from vending machines in the airport and in newspaper kiosks):

Bus 100 - Terminal North 1 – Terminal north 2 – ZLIČIN (change to metro line B) – journey time 15 min to the closest metro station.

Bus 119 – Terminal North 1 – Terminal North 2 – Divoká Šárka – DEJVICKA (change to metro line A) – journey time 20 min. to the closest metro station.

Further information on the transfers Prague Ruzyne Airport – Prague City can be found on http://www.prg.aero/en/site/klient/sluzby_kontakty/doprava_na_letiste/do_mhd.htm

b) By taxi: we recommend to inquire at the Information desk of the <u>airport</u> for the best available transfer options by taxi.

You may contact the taxi companies: PROFI TAXI +420 261 314 151 or AAA +420 221 111 111

<u>c) Booking a transfer through your hotel</u>: please note that guests of the below listed hotels can arrange transfers from airport/railway station through their respective hotel (see par.12 on hotel bookings).

Further information on the transfers Prague Ruzyne Airport – Prague City can be found on http://www.prg.aero/en/site/klient/sluzby kontakty/doprava na letiste/do mhd.htm

FROM THE RAILWAY:

Getting from the Railway Station in Prague to your hotel:

You may contact the taxi companies: PROFI TAXI +420 261 314 151

or AAA +420 221 111 111

or arrange a transfer through your hotel (see par. 12 on hotel bookings)

Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the conference venue.

CONFERENCE FACILITIES

14.MEETING AREAS

On the 1st Floor:

(Annex 5)

Plenary Hall: "Velký sál" all plenary sessions

Mirror Hall: "Zrcadlový" side events, informal ad hoc meetings

Gallery Hall: "Galerie" side events

Oriental Hall: "Orientální" OSCE Chairmanship Office

Golden Hall: "Zlatý": Office of the Co-ordinator of OSCE Economic and

Environmental Activities – Meeting Assistance

Blue Hall: "Modrý": OSCE Prague Office, Language Services

Musical Hall: "Hudební" Delegates Working Area

Please find a floor map attached (Annex 5)

15. INTERNET WORKING AREA AND TECHNICAL SUPPORT

A special <u>working area with IT facilities & Internet access</u> is available in the lobby in front of the plenary hall

<u>Telephones</u> in the meeting area can be used free-of-charge for local telephone calls within Prague. In case of international calls, please contact the OSCE Prague Office

An <u>Document Distribution Desk</u> next to the plenary hall will provide assistance to speakers and participants for document registration and distribution, copying of documents and handle request for technical support.

<u>Technical equipment for presentation</u> of audio-video materials will be provided upon advance request (PowerPoint, flip chart). Any request on a short notice can be addressed to the Document Distribution Desk as well.

	Coffee/tea breaks will be provided to the participants during the Forum.				
16. COFFEE BREAK & LUNCH	Lunches: Participants will have access to the Cafeteria of the Ministry of Foreign Affairs. The lunch tickets will be sold at the Document Distribution Desk. Various restaurants are located in vicinity of the Czernin Palace.				
17. SOCIAL EVENTS	Monday, 24 May 2010: Reception, at 18:30, location to be confirmed Tuesday, 25 May 2010: Reception, at 18:30, location to be confirmed				
	Thank you for registering for the social events on the "Registration form" for the Conference (Annex 1/line Nr.11)				
18. GENERAL INFORMATION	A map of Prague can be found on the Internet: http://www.mapa-prahy.com/				
	Vehicle access and parking: Very limited parking area located in front of the Czernin Palace will be at delegates' disposal. Special parking stickers will be provided at the accreditation desk.				
	Currency : The national currency is Czech Crowns 1 EUR is 25,45 Czech Crowns as of March 2010. Several exchange offices are located nearby the Czernin Palace, as well as in hotels.				
	Electric current : the standard voltage throughout the Czech Republic is 220V.				
	Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.				
	Time : Prague time differs from Greenwich time by + 1 hours.				
	Important notice – Liability - 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.				
19. CONTACTS	OSCE Secretariat, Vienna Office of the Co-ordinator of OSCE Economic and Environmental Activities				
	For substantial issues: Mr. Gabriel Leonte, Head of the Economic and Environmental Forum Unit Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251, Email:gabriel.leonte@osce.org Mr. Roel Janssens, Economic and Environmental Advisor Tel: +43 1 514 36 6220, Fax: +43 1 514 36 6251, Email: roel.janssens@osce.org				
	For logistical queries: Ms. Andrea Gredler, Tel: +43 1 514 36 6675, Fax: +43 1 514 36 6251, Email: Andrea.Gredler@osce.org				
	OSCE Office in Prague: For visa issues and registration/accreditation: Ms. Iveta Dzúriková, Tel: +420 233 085 473, Fax: +20 233 085 487, Email: Iveta.Dzurikova@osce.org				
	Updated information regarding the agenda, the social events and last logistical issues for the 18 th OSCE Economic and Environmental Forum will be circulated at a later stage and published on the OSCE Forum website: http://www.osce.org/conferences/18_eef_part2.html				



Organization for Security and Co-operation in Europe The Secretariat

Vienna, 9 April 2010

18th OSCE Economic and Environmental Forum Part 2 / Prague, 24 - 26 May 2010

REGISTRATION FORM Deadline: 11 May 2010

Please send this registration form to Ms. Iveta Dzurikova, OSCE Prague Office, email: iveta.dzurikova@osce.org, FAX: +420-233 085 487, Tel: +420-233 085 473 (Please use capital letters)

1.Country:			
	☐ OSCE Delegation (in Vienna)	Government Official: ☐ MFA ☐ other Ministry or public Institution ☐ Embassy in Prague	
2. (Please indicate the	☐ International Organization	☐ OSCE Field Presence	
category you register in ☑)	☐ Non Governmental Organizati	on ☐ OSCE Institution	
,	☐ Academic Community	☐ OSCE Secretariat	
	☐ Business Community		
	□ Mr. □ Ms.:		
3. First Name			
4. Family/Last Name			
5. Position/Title:			
6. Organization			
7. Department			
8. Postal Address:			
9. Email			
10. Phone: Mobile:		Fax:	
11. Social events:		ption on Monday, 24 May 10, 18:30 h	Yes No
12. TRAVEL INFORMATIO	1	ption on Tuesday, 25 May 10, 18:30 h	Yes No
Arrival to Prague	Date: Time	: Flight Number: Train	:
Departure from Prague	Date: Time	: Flight Number: Train	•
Hotel in Prague:	4	4	
13. You have participated in the 1 st Preparatory Conference/18 th EEF, Astana, 12-13 October 2009? Yes □ No □ You have participated in the 18 th Economic&Environmental Forum, Vienna, 1-2 February 2010 Yes □ No □			
You have participated in the 18 th Economic&Environmental Forum, Vienna, 1-2 February 2010 You have participated in the 2nd Preparatory Conference/18 th EEF, Minsk, 15-16 March 2010? Yes □ No □ You have participated in the 2nd Preparatory Conference/18 th EEF, Minsk, 15-16 March 2010?			

^{(*) &}lt;u>Delegations:</u> 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.



OSCE

24th - 26th May 2010

HOTEL RESERVATION FORM - BOOKING DEADLINE: 14 APRIL 2010

OSCE has reserved rooms at the Hotel Crowne Plaza Prague Castle for the nights of $24^{th} - 26^{th}$ May 2010

Please email / fax completed form directly to the hotel (Include YOUR email address / fax below to receive confirmation letter)

First Name & Family Name:				
Address:				
City:		State:		
Telephone:		Fax/Email		
Passport No:		Exp date	Place of is	sue:
Accommodations	- Please reserve th	e following accommodati	on: Arrival:	
EUR 125	Superior Single	Smoking / Non Smokin	g Departure: _	
EUR 140	Superior Double	Smoking / Non Smokin	g	
Airport Transfer required YES / NO Price: CZK 660,- (one car for max 3 persons / one way) (please circle)				
,	If yes,	specify: Flight number:	Arriv	ring time:
Room Policies Reservation will not be considered confirmed until the hotel has received a credit card number valid at least until May 2010 (which should be indicated below). Late arrivals must be guaranteed. Official check-in time is 15:00 hours. The Hotel will provide a luggage room for early arrivals - use name tags to identify your luggage.				
Official check-out time is 12:00 a.m Requests for late check out will be subject to availability.				
Card name (Please	e circle one): AMEX	X VISA EUF	RO/MASTER CARD	DINERS CLUB
Number:			Expiration Date:	
Signature:				
responsible for sett Crowne Plaza Prag received by the ho	icludes buffet breal ing their own bills in gue Castle hotel wil otel <u>later than 4 p.</u>	full direction with the hot I charge penalty (of all bm. 7 days prior to sche	el prior to departure. ooked nights) of case eduled arrival. Early c	10 % VAT. Delegates are of no-shows or cancellations leparture fee of EUR 100 is o.m. 7 days prior to schedule

Please fax/send this completed form to the hotel until April 14, 2010 at latest. Due to the highest season, the hotel will be sold out during the time of your event. We strongly recommend that you make your reservation very soon to guarantee rate and space availability.

Attention: Hotel Crowne Plaza Prague Castle Phone: +420 226 080 100

Strahovská 128 Fax +420 226 080 507

118 00 Praha 1 e-mail: reservations@cpcastle.com

Czech Republic

Hotel Confirmation Number: Confirmed by:



Hotel Savoy – E.I.H., a.s., Keplerova ul. 6, 118 00 Praha 1, Czech Republic, tel.n: + 420 224 302 115, fax.: + 420 224 302 128, e-mail: group@savoyhotel.cz

Contact person: Ilona Müllerová, Reservation Agent

BOOKING FORM - 18h OSCE Economic and Environmental Forum

Please fill in this form and send it back to the hotel Savoy by fax or by e-mail (listed above)

Booking deadline: April 15th, 2010

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible **till May 4th, 2008**. In case of late cancellation or no-show there will be a charge of one night stay. The agreed special rate of 135,- EUR/Deluxe room/night and 150,- EUR/Executive room/night (incl. breakfast and 10%VAT) is valid for reservations made **by April 15th 2010**. After this date, this rate may no longer be available. In order for us to confirm your reservation, it is neccessary to provide your credit card number. Without credit card number, reservation can not be guaranteed and confirmed.

□ Mr.		□ Mrs./Ms.		
Sure name:		First name:		
Arrival date:		Departure date:		
Room type: Deluxe room (double or double for single use) Executive room (double or double for single use)		Rate: 135,- EUR per Deluxe room/night; 150,- EUR per Executive room/night rate includes breakfast and VAT		
		4,- EUR	per person porterage in/out	
Credit card details	(mandatory):			
□ VISA		□ Diner's		
□ American Express		□ JCB		
□ Eurocard/Mastercard Expi		Expiry date:		
CC number:				
Contact details (also possibility to arrange express check-in upon arrival): Home/Office address:				
Phone/Mobil:		Fax:/E-mail:		
Date of birth:		Passport No.:		
Transportation:				
□ No, I do not want to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from.				
☐ Yes I would like to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from:				
□ International airport Ruzyně		□ Main train statio	on □ Holešovice train station	
Flight number:		Train Number:		
Landing time:		Arrival time:		
Flying from:		Arriving from:		
Rate per 1 car:	800,- CZK (approx. 32,- EUR)	Rate per 1 car :	370,- CZK (approx. 15,- EUR)	
Our hotel driver will be waiting for you under all circumstances, e.g. flight time-delay or luggage delay.				

Our hotel driver will be waiting for you under all circumstances, e.g. flight time-delay or luggage delay. Will you kindly contact the hotel concierge desk at +420 224 302 106 if you do not recognise or meet the driver. Please note, that in case you will use another transportation without contacting the concierge, you will be responsible for the hotel car's charge.

HOTELS IN VICINITY OF CZERNIN PALACE

HOTEL	ADDRESS	WEBSITE	E-mail/tel
Aria Hotel	Tržistě 9, Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Dům u červeného lva	Nerudova 41, Praha 1	www.hotelredlion.com	rezervace@ok.cz +420 257 533 832
Biskupský dům	Dražického nám. 6, Praha 1	www.hotelbishopshouse.com	rezervace@ok.cz +420 2 57532320
U páva	U lužického semináře 32 Praha 1	www.romantichotels.cz	upava@romantichotels.cz +420 257 533 360
U krále Karla	Nerudova – Úvoz 4 Praha 1	www.romantichotels.cz	ukralekarla@romantichotels.cz +420 257 533 594
Golden Well Hotel	U Zlate Studně 166/4 Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
Hotel Pyramida	Bělohorská 24 Praha 6	www.hotelpyramida.cz	rezervace@hotelpyramida.cz +420 233 102 273
Hotel Neruda	Nerudova 44 Praha 1	www.hotelneruda.cz	<u>info@hotelneruda.cz</u> +420 257 535 557
Hotel Constans	Břetislavova 309 Praha 1	www.hotelconstans.cz	hotel@constans.cz +420 234 091 818
Hotel U raka	Černínská 10 Praha 1	www.romantikhotel-uraka.cz	info@romantikhotel-uraka.cz +420 220 511 100
Domus Henrici	Loretánská 11 Praha 1	www.hidden-places.com	henrici@hidden-places.com +420 220 511 369
Domus Balthasar	Mostecká 5 Praha 1	www.hidden-places.com	balthasar@hidden-places.com +420 257 199 499
Hotel U kříže	Újezd 20 Praha 1	www.ukrize.com	hotel@ukrize.com +420 257 313 272
Hotel Kamila	Vodňanského 1184/1 Praha 6	www.hotelkamila.cz	hotelkamila@seznam.cz +420 233 354 549
Hotel Wilhelm	Hošťálkova 499/4 Praha 6	www.hotelwilhelm.cz	hotel.wilhelm@volny.cz +420 220 513 706
Hotel Hormeda	Na Zástřelu 422/15 Praha 6	www.hormeda.cz	hormeda@hormeda.cz +420 220 513 604
U Zlatého koníčka	Úvoz 8 Praha 1	www.goldenhorse.cz	<u>alexx@email.cz</u> +420 603 841 790

