

EEF.INF/3/08
19 March 2008

ENGLISH only



Organization for Security and Co-operation in Europe

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

Vienna, 18 March 2008

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

Subject: **Sixteenth OSCE Economic and Environmental Forum – Part 2,
Prague, 19 - 21 May 2008**

Attached herewith is a document consisting of the **Logistical Information** (including the registration form, hotel booking forms) for the Sixteenth OSCE Economic and Environmental Forum – Part 2: “Maritime and inland waterways co-operation in the OSCE area: Increasing security and protecting the environment”, to be held in Prague from 19 to 21 May 2008.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 18 March 2008

The Sixteenth OSCE Economic and Environmental Forum

Part 2 / Prague, 19 - 21 May 2007

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

Logistical Information

1. VENUE

The Host country will make premises available in the building of the Ministry for Foreign Affairs of the Czech Republic.

Address: Czernin Palace
Loretánské nám. 5
118 00 Prague 1.

2. WRITTEN CONTRIBUTIONS

Participants are welcome to submit a written contribution reflecting their view on the issues discussed at the Forum and/or in a specific Working 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 (Ms. Andrea Gredler, email: andrea.gredler@osce.org, fax. 0043 1 514 36 62 51, tel. 0043 1 514 36 6675) to enable a timely distribution to the participants.

3. REGISTRATION - Deadline: 11 May 2008.

In order to allow a timely accreditation, the organizers kindly request each participant to send the attached registration form (Annex 1), possibly electronically, 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 sending a list, additionally to the registration forms, of their members attending the Forum.

4. ACCREDITATION

Accreditation will take place at the main entrance to the Czernin Palace, beginning on Sunday, 18 May 2008, from 3 p.m. to 6 p.m., as well as on Monday, 19 May 2008, from 10 a.m. to 6 p.m., and on Tuesday, 20 May 2008 and Wednesday, 21 May 2008, starting at 9 a.m.

The accreditation of businesses, NGOs, Academic Community and Press representatives will take place at the accreditation desk on the ground floor upon presentation of a Press and/or ID-card.

Press representatives can, as appropriate, be admitted to the Plenary hall during the opening and the closing of the Forum. We kindly request that a Press ID be presented at the registration counter.

5. PARTICIPANTS' INFORMATION

The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Partners for Co-operation (Afghanistan, Japan, Mongolia, Republic of Korea and Thailand) are invited to participate in the Forum.

International organizations will be invited in line with the procedure established in PC.DEC/798/07, dated 21 June 2007.

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 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 Meeting.

6. VISA

Participants, if required under the Czech law, are asked to make their own arrangements for securing a visa for entry into the Czech Republic. Further details, 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: Travel and Living Abroad. 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.

7. TRANSPORTATION AND ACCOMMODATION

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

7.1. Getting from the Airport to the city by public transfers:

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.

By taxi: we recommend to enquire at the Information desk of the airport for the best available transfer options by taxi.

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

Booking a transfer through your hotel: please note that guests of the below listed hotels can arrange transfers from airport/railway station through their respective hotel (price indicated below).

7.2. The OSCE Prague Office made special rate agreements with the following hotels.

Please use the attached hotel forms for the booking (Annexes 2-3).

- Hotel Savoy (Annex 2) - booking deadline: 25 April 2008

www.hotel-savoy.cz (5 min walking distance from the conference venue)

Deluxe room 175 €; Executive room 190 € (double or double for single use; incl. breakfast, VAT)

Transfers from/to Airport: 790,- CZK (cca 30,- EUR)

Transfers from/to train station 500,- CZK (cca 19,- EUR)

- Hotel Crowne Plaza Prague Castle (Annex 3) – booking deadline: 1 April 2008

www.crowneplaza.com/praguestrabhao (5 min walking distance from the conference venue)

Standard single room 135 €, Standard double room 145 € (incl. breakfast and city tax)

Transfers from/to Airport: 660,- CZK (cca 25,- EUR)

Please find all necessary hotel information in the order form of the respective hotel attached in Annexes 2-3. Hotels will not guarantee the special rate after the booking deadline.

For your convenience, a list of hotels 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 Economic and Environmental Forum, which is considered high tourist season in Prague, early booking is highly advisable.

8. SOCIAL EVENTS

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

9. LOGISTIC FACILITIES AT THE CONFERENCE VENUE:

9.1. VEHICLE ACCESS AND PARKING

The 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.

9.2. MEETING AREA

The plenary meetings in the Plenary hall on the first floor of the Czernin Palace. The room will be equipped for simultaneous interpretation into the six OSCE languages. Additional rooms will be available for informal meetings.

9.3. IT FACILITIES & INTERNET

A special working area with IT facilities & Internet access will be reserved for the participants. Telephones in the meeting area can be used free-of-charge for local telephone calls within Prague. Within the conference premises, seven lines (including fax) will be made available for international calls. The use of those lines will be possible against subsequent payment.

9.4. BANK OFFICE

A Bank will be available at the Czernin Palace located on the ground floor next to the entrance hall.

10. CONTACTS:

OSCE SECRETARIAT, Vienna

For substantial issues: Mr. Gabriel Leonte, Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251, Email: Gabriel.Leonte@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 Prague Office

Amb. Jaromír Kvapil, Tel: +420 233 085 472, Fax: +420 233 085 487, Email: Jaromir.Kvapil@osce.org

Ms. Iveta Džuríková, 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 Sixteenth Economic and Environmental Forum/ Part 2 will be circulated at a later stage and published on the Website www.osce.org/conferences/eef_2008_2.html



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, February 2008

Sixteenth OSCE Economic and Environmental Forum

Part 2 / Prague, 19 - 21 May 2008

REGISTRATION FORM

Deadline: 11 May 2008

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)

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

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.

Accommodation and transfers: Participants are kindly requested to *make their own travel, accommodation and transfer arrangements*, which will not be paid for by the OSCE. Please note that transfers airport/railway station-hotel can be arranged through your respective hotel.

Visa Information: Participants, if required under the Czech law, are requested to make their own arrangements for securing a visa for entry into the Czech Republic. The OSCE Prague Office stands ready to support delegations. Further information on visas can be obtained through the official Czech Foreign Ministry web-site: www.mzv.cz (English) Section: Travel and Living Abroad.

Conference Venue: Ministry for Foreign Affairs of the Czech Republic, Czernin Palace, Loretánské nám. 5, 118 00 Prague 1.

Further Information: Office of the Co-ordinator of OSCE Economic and Environmental Activities, Wallnerstrasse 6, 1010 Vienna, Austria (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 6675, Fax: +51436 6251) or www.osce.org/conferences/eef_2007_2.html



Hotel Savoy – E.I.H., a.s., Keplerova ul. 6, 118 00 Praha 1, Czech Republic,
tel.n: + 420 224 302 123, fax.: + 420 224 302 128, e-mail: group@savoyhotel.cz

Contact person: Vladimír Málek, Sales coordinator - leisure

BOOKING FORM - Room block for 16th OSCE Economic Forum

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

by April 25th, 2008

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 180,- EUR/Deluxe room/night and 190,- EUR/Executive room/night (incl. breakfast and 9%VAT) is valid for reservations made **by April 25 th 2008**. After this date, this rate may no longer be available. In order for us to confirm your reservation, it is necessary to provide your credit card number. Without credit card number, reservation can not be guaranteed and confirmed.

<input type="checkbox"/> Mr.		<input type="checkbox"/> 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: 180,- EUR per Deluxe room/night; 190,- EUR per Executive room/night rate includes breakfast and VAT	
4,- EUR per person portorage in/out			
Credit card details (mandatory):			
<input type="checkbox"/> VISA		<input type="checkbox"/> Diner's	
<input type="checkbox"/> American Express		<input type="checkbox"/> JCB	
<input type="checkbox"/> Eurocard/Mastercard		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:			
<input type="checkbox"/> No, I do not want to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from.			
<input type="checkbox"/> Yes I would like to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from:			
<input type="checkbox"/> International airport Ruzyně		<input type="checkbox"/> Main train station	<input type="checkbox"/> Holešovice train station
Flight number:		Train Number:	
Landing time:		Arrival time:	
Flying from:		Arriving from:	
Rate per 1 car:	790,- CZK (approx. 30,- EUR)	Rate per 1 car :	500,- CZK (approx. 19,- EUR)
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.			

Organization for Security and Co-operation in Europe
19 MAY – 21 MAY 2008 - PRAGUE, CZECH REPUBLIC
HOTEL CROWNE PLAZA PRAGUE CASTLE
BOOKING GUARANTEE FORM

1/ Fax this form **by April 1st, 2008 at latest** to hotel **CROWNE PLAZA PRAGUE CASTLE**, +420 226 080 507 or e-mail to cp.castle@keyhotels.cz

More info about the hotel can be found at : www.crowneplaza.com/praguestrabhao

2/ The credit card is **IMPERATIVE** to guarantee your room. **No** provisional fee will be charged! Payments for the rooms will be made by the participants when leaving the hotel.

PERSONAL DETAILS

Mr. Mrs.

Name _____ 1st Name _____

Company _____

Address _____

Postal code/City _____ **Country** _____

Phone Number _____ Fax number _____

E-mail _____

HOTEL CROWNE PLAZA PRAGUE CASTLE – Breakfast and city tax are included

Standard single room **135 EUR**

Standard double room **145 EUR**

Single use Double use Smoking Non smoking

Arrival Date _____ Departure Date _____ i.e. #nights: _____

Any cancellation later than 48 hours prior arrival or no-show will result in cancellation charge at the contracted room rate and length of stay to individual credit cards

CREDIT CARD PAYEMENT

Eurocard Mastercard Visa Diners American Express

This is a company / private card on name of:

- Company name: _____

- Name cardholder: Mr. Mrs. _____

- Card Number: _____ Expiry date: _____

The cardholder's signature is required: _____

The above rates exclude VAT (current rate 5%), which is the statutorily applicable VAT as of the day of the signature of this Contract. If the statutory VAT changes, the above mentioned rates will increase or decrease accordingly and automatically as of the day of effectiveness of the new statutory VAT.

Alternatively we can offer also limousine airport pick-up

Airport pick up service required: YES / NO

If yes, please fill in:

Flight number :

Arrival time to Prague

Price: CZK 660.00 (one car / one way)

HOTEL CROWNE PLAZA PRAGUE CASTLE – HOTEL CONFIRMATION

Reservation number

Confirmed by

HOTELS IN PRAGUE

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	info@hotelneruda.cz +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
Hotel U žluté boty	Jánský vršek 11 Praha 1	www.zlutabota.cz	hotel@zlutabota.cz +420 257 532 269
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 Zástřelů 422/15 Praha 6	www.hormeda.cz	hormeda@hormeda.cz +420 220 513 604
U Zlatého koníčka	Úvoz 8 Praha 1	www.goldenhorse.cz	alex@email.cz +420 603 841 790