



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

Vienna, 23 January 2020

28th OSCE Economic and Environmental Forum

“Promoting security, stability and economic growth in the OSCE area by preventing and combating corruption through innovation, increased transparency and digitalization”

**FIRST PREPARATORY MEETING
Vienna, 17-18 February 2020**

LOGISTICAL MODALITIES

VENUE

OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna (map Annex 1) Neuer Saal, 2nd floor.

PARTICIPANTS' INFORMATION

PARTICIPANTS' PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate.

Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1358/19).

The OSCE is committed to gender equality. To this end, the OSCE encourages participating States to also identify female experts to participate in the First Preparatory Meeting/28th Economic and Environmental Forum.

No fee for participation is requested.

WORKING MODUS of PLENARY SESSIONS

The meeting is structured in plenary sessions, which should stimulate a free-flowing discussion in view of resulting in recommendations and guidance for the future work of the OSCE's Economic and Environmental Dimension.

The PLENARY SESSIONS (Neuer Saal, 2nd floor) will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates.

DOCUMENT DISTRIBUTION

Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions. Written materials may be submitted in advance for circulation by the OSCE Secretariat.

Please send an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. **Brigitte Krech**, E-mail: brigitte.krech@osce.org Tel. + 43 1 514 36 6619 or Mr. Gafgaz Adigozalov, E-Mail: Gafgaz.adigozalov@osce.org Tel. + 43 1 514 36 6688) to enable a timely distribution to the participants.

All speakers' presentations and documents will be published on the Delegate's website, as well as on the Forum website: http://www.osce.org/event/28th_eef_prep1.

In view of meeting sustainability standards, the Organizers aim at a *paperless event* by digitalizing the document distribution. Hard copies of the documents will only be made available at request through the **Document Distribution Desk**. Documents submitted during the Meeting should be provided to this Desk in electronic format (documents@osce.org).

TECHNICAL SUPPORT FOR SPEAKERS

Speakers are kindly requested to send a **short bio** (with photo) and an **electronic copy of their presentation in advance** to the Office of the Co-ordinator of OSCE Economic and Environmental Activities **no later than by Friday, 30 January 2020** (Ms. **Brigitte Krech**, E-mail: brigitte.krech@osce.org; Tel. + 43 1 514 36 6619 or Mr. Gafgaz Adigozalov, E-Mail: Gafgaz.adigozalov@osce.org Tel. + 43 1 514 36 6688) and to take an electronic copy of their presentation (on a USB stick) *as back-up* to the Meeting.

Requests for technical support should be addressed **well in advance** to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org;).

The Plenary Hall "Neuer Saal" at the venue is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors, and laptops. Presentations may be sent well in advance to elke.lidarik@osce.org for uploading to the presentation equipment. Speakers having their presentations on USB stick are kindly requested to refer to the technician present during the meeting in the meeting room.

INTERPRETATION

Simultaneous interpretation will be provided in English and Russian.

REGISTRATION & ACCREDITATION

DEADLINE: WEDNESDAY, 5 FEBRUARY 2020

REGISTRATIONS: *only registered participants will be grant access to the venue.*

In case of interest please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Email: andrea.gredler@osce.org).

ACCREDITATION will take place at the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010 Vienna), at the accreditation counter located in a temporary structure to the left of the entrance on Heldenplatz, on:

Monday, 17 February 2020, as of 8.30 am until the end of the meeting

Tuesday, 18 February 2020, as of 9.00 am until the end of the meeting

Advanced registration is kindly requested in order to avoid delays in issuing the badges. Presentation of a valid ID is required for accreditation. The badge will be required to access the Conference Hall.

TECHNICAL INFORMATION

PC WORKING STATIONS & INTERNET ACCESS (Wifi)

will be available for the participants (lobby in front of the Neuer Saal).

Telephones in the meeting area can be used free-of-charge only for local telephone calls within Vienna.

COFFEE/ TEA BREAKS will be provided in the Foyer next to “Neuer Saal” throughout the duration of the conference.

Several restaurants are located in walking distance of the conference venue.

SOCIAL EVENT

Participants are invited to the reception hosted by the Albania 2020 OSCE Chairmanship, on Monday, 17 February 2020, *venue and time tbc*.

VISA

Participants, if stipulated 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.bmeia.gv.at.

Request for visa support needs to be indicated during the registration process. The necessary data has to be filled and passport copy needs to be uploaded. A visa support letter will be sent within 5 working days after having filed the visa support request.

HOTELS IN VIENNA

Please consult the list of hotels in Vienna in Annex 2. Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

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

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

GENERAL INFORMATION

Currency: Euro

Electric current: The standard voltage throughout Austria is 220V.

Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.

Medical help: A first aid room is located on the ground floor of the Hofburg/conference venue.

Time: Vienna time differs from Greenwich time by + 1 hour.

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.

Please be aware that photographs and video/audio-recording of this event may be taken and used by the OSCE for publication purposes.

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

Wallnerstrasse, 6, 1010 Vienna, Fax. + 43 1 514 36 62 51

For substantial issues:

Mr. Lorenzo Rilasciati

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Head of the Economic and Environmental Forum Unit

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Ms. Brigitte Krech

Economic and Environmental Affairs Adviser

Economic and Environmental Forum Unit

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Mr. Gafgaz Adigozalov

Economic and Environmental Officer

Economic and Environmental Forum Unit

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For logistical queries:

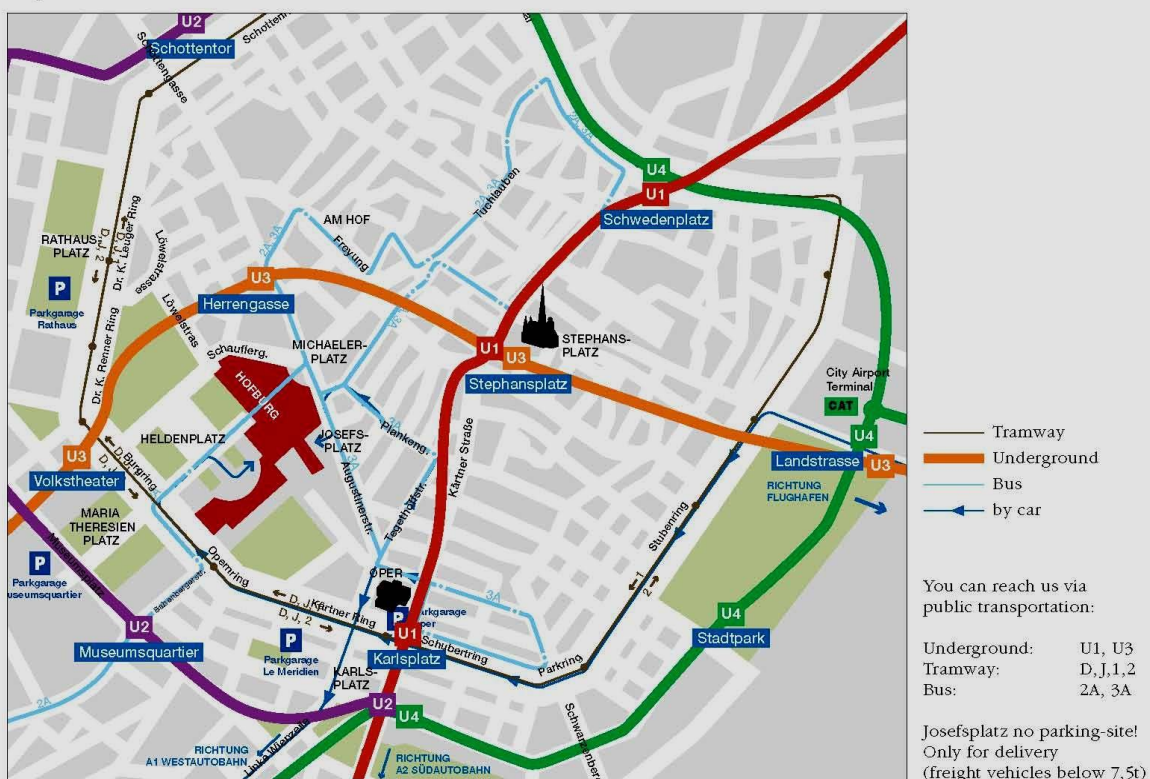
Ms. Andrea Gredler

Economic and Environmental Forum Unit

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HOFBURG LOCATION MAP

Map A - Overview



Hofburg Kongresszentrum & Redoutensäle Wien
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: <http://www.hofburg.com>

HOTELS IN VIENNA

Vienna	Hotel BRISTOL	www.bristolvienna.com reservations.imperialvienna@ luxurycollection.com	€ 235 breakfast € 37
Vienna	Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com	€ 88-119/€ 126-163 incl breakfast
Vienna	Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick- hotels.com	€ 88-119/€ 126-163 incl breakfast
Vienna	NH BELVEDERE	www.nh-hotels.com	€ 89/€ 103 incl breakfast
Vienna	NH DANUBE CITY	www.nh-hotels.com	€ 89/€ 103 incl breakfast
Vienna	Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick- hotels.com	€ 104-141/€ 141-186 incl breakfast
Vienna	Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick- hotels.com	€ 106-149/€ 156-204 incl breakfast
Vienna	Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com	€ 121-163/€ 176-226 incl breakfast
Vienna	Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at/wien code: CORP2017 reservation@hotel- kaiserhof.at	€ 131/€ 176, business € 151/196 incl breakfast
Vienna	Hotel HERRENHOF	www.herrenhof- wien.steigenberger.at reservation@herrenhof- wien.steigenberger.at booking code: CINDFL	superior € 158/183 deluxe € 178/203 incl breakfast
Vienna	Hotel GRAND FERDINAND	www.grandferdinand.com reservations.weitzer.com	€ 120-150 breakfast € 20
Vienna	Hotel RADISSON BLU STYLE	www.radissonblu.com/en/styl ehotel-vienna	€ 175.00/€ 195.00 incl breakfast
Vienna	Hotel AM SCHOTTENFELD	www.falkensteiner.com reservations.vienna@falkenst einer.com	€ 95.00/€ 115.00 incl breakfast
Vienna	Hotel WIEN MARGARETEN	www.falkensteiner.com reservations.vienna@falkenst einer.com	€ 105.00/€ 127.00 incl breakfast
Vienna	Hotel AM KONZERTHAUS	www.accorhotels.com H1276@accor.com	€ 121.00/€ 135.00 incl breakfast
Vienna	Hotel ibis WIEN HAUPTBAHNHOF	www.accorhotels.com H8564@accor.com	€ 81.00/€ 93.00 incl breakfast
Vienna	Hotel ibis WIEN MARIAHILF	www.accorhotels.com H0796@accor.com	€ 79.00/€ 90.00 incl breakfast
Vienna	Hotel mercure BIEDERMEIER	www.accorhotels.com H5357@accor.com	€ 121.00/€ 130.00 incl breakfast
Vienna	Hotel mercure RAPHAEL	www.accorhotels.com HAOQ7@accor.com	€ 92.00/€ 103.00 incl breakfast
Vienna	Hotel mercure VIENNA FIRST	www.accorhotels.com H9959@accor.com	€ 145.00/€ 163.00 incl breakfast
Vienna	Hotel mercure WIEN CITY	www.accorhotels.com H1568@accor.com	€ 130.00/€ 146.00 incl breakfast

Vienna	Hotel mercure WIEN ZENTRUM	www.accorhotels.com H0781@accor.com	€ 134.00/€ 149.00 incl breakfast
Vienna	Hotel JOSEFSHOF am Rathausplatz		€ 109.00/€ 138.00 incl breakfast
Vienna	NOVOTEL SUITES WIEN CITY DONAU	www.accorhotels.com H3720@accor.com	€ 100.00/€ 114.00 incl breakfast
Vienna	Hotel NOVOTEL WIEN CITY	www.accorhotels.com H6154@accor.com	€ 134.00/€ 150.00 incl breakfast
Vienna	Hotel SOFITEL VIENNA STEPHANSDOM	www.accorhotels.com H6599@accor.com	€ 180.00/€ 212.00 incl breakfast
Vienna	Hotel ADAGIO VIENNA CITY	www.adagio-city.com H7216@adagio-city.com	€ 84 for 2 persons breakfast € 14.00
Vienna	Hotel ANATOL	www.austria-trend.at reservierung.anatol@austria-trend.at	€ 94.00/€ 110.00 incl breakfast
Vienna	Hotel ASTORIA	www.austria-trend.at reservierung.astoria@austria-trend.at	€ 138.00/€ 155.00 incl breakfast
Vienna	Hotel EUROPA WIEN	www.austria-trend.at reservierung.europa.wien@austria-trend.at	€ 138.00/€ 155.00 incl breakfast
Vienna	Hotel RATHAUSPARK	www.austria-trend.at reservierung.rathauspark@austria-trend.at	€ 120.00/€ 136.00 incl breakfast
Vienna	Hotel SAVOYEN VIENNA	www.austria-trend.at reservierung.savoyen@austria-trend.at	€ 137.00/€ 160.00 incl breakfast
Vienna	Hotel ANANAS	www.austria-trend.at reservierung.ananas@austria-trend.at	€ 92.00/€ 118.00 incl breakfast
Vienna	Hotel BEIM THERESIANUM	www.austria-trend.at reservierung.theresianum@austria-trend.at	€ 92.00/€ 106.00 incl breakfast
Vienna	Hotel DOPPIO	www.austria-trend.at reservierung.doppio@austria-trend.at	€ 90.00/€ 106.00 incl breakfast
Vienna	Hotel MESSE PRATER WIEN	www.austria-trend.at reservierung.doppio@austria-trend.at	€ 93.00/€ 109.00 incl breakfast
Vienna	Arcotel KAISERWASSER	www.arcotelhotels.com reservation.vienna@arcohotels.com	€ 97.00/€ 112.00 incl breakfast
Vienna	Arcotel DONAUZENTRUM	www.arcotelhotels.com reservation.vienna@arcohotels.com	€ 87.00/€ 99.00 incl breakfast
Vienna	Arcotel WIMBERGER	www.arcotelhotels.com reservation.vienna@arcohotels.com	€ 65.00/€ 80.00 incl breakfast
Vienna	Hotel MARRIOTT	www.viennamarriott.com vienna.reservations@marriott.com	€ 186, breakfast € 22