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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, 3 September 2008

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

Subject: **First Preparatory Conference for the 17th OSCE Economic and
Environmental Forum**, “Migration management and its linkages with
economic, social and environmental policies to the benefit of stability and
security in the OSCE region”, **Prague, 16 - 17 October 2008**

Attached herewith is a document consisting of the **Logistical Information** (including the registration form, hotel booking forms) for the **First Preparatory Conference for the 17th OSCE Economic and Environmental Forum**, “Migration management and its linkages with economic, social and environmental policies to the benefit of stability and security in the OSCE region”, **Prague, 16 - 17 October 2008**.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 1 September 2008

17TH OSCE ECONOMIC AND ENVIRONMENTAL FORUM

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

FIRST PREPARATORY CONFERENCE

Prague, 16 - 17 October 2008

Logistical Information

CONFERENCE VENUE

Ministry for Foreign Affairs of the Czech Republic

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

1) PARTICIPATION

Representatives from the OSCE participating States, Partners for Co-operation, OSCE institutions and field presences, representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the conference.

The Conference 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. **No fee for participation is requested.**

2) WORKING MODUS OF THE SESSIONS

The plenary sessions will have presentations of expert speakers followed by discussions. A moderator will facilitate the discussion and a rapporteur will summarize the key issues discussed.

3) MEETING AREAS:

Ministerial Hall “Předsálí”: all plenary sessions

Mirror Hall: informal ad hoc meetings

Blue Hall “Modrý”: Office of the Co-ordinator of OSCE Economic and Environmental Activities – (conference secretariat)

Golden Hall “Zlatý”: OSCE Prague Office (logistical support)

4) REGISTRATION TO THE CONFERENCE (ANNEX 1): Deadline 3 October 2008

Please return 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) completed with your precise arrival and departure time.

5) ACCREDITATION AT THE CONFERENCE VENUE:

Accreditation will take place:

- at the main entrance to the Czernin Palace
- from Wednesday, 15 October 2008, from 4 p.m. to 6 p.m., on Thursday, 16 October 2008, 8:00 - 17:00 as well as on Friday, 17 October 2008, 8:00 – 12:00.

The accreditation of the participants and the Press 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.

6) TRANSLATION SERVICES

Simultaneous translation will be provided during the conference sessions in English and Russian.

7) LUNCHES

Participants will have access to the Cafeteria of the Ministry of Foreign Affairs. The lunchtickets will be sold at the document distribution desk. Various restaurants are located in vicinity of the Czernin Palace.

8) TECHNICAL SUPPORT (INTERNET AREA)

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

Telephones 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 Information Desk in the lobby 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.

Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint, overhead projector, flip chart).

9) WRITTEN CONTRIBUTIONS AND DOCUMENT DISTRIBUTION/WEBSITE

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 Coordinator 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.

Please note that all documents will be published on the OSCE conference website created for that purpose (www.osce.org/eea).

10) 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.

11) TRANSPORTATION

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

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 inquire at the Information desk of the airport for the best available transfer options by taxi.

In case of arrival at the railway station of Prague, we recommend to pre-book a taxi transfer through your hotel to ensure a more moderate price.

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).

12) HOTEL BOOKING

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: 22 September 2008**

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

Deluxe room 187 €; Executive room 197 € (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: 15 September 2008**

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

Standard single room 140 €, Standard double room 150 € (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 conference which is considered high tourist season in Prague, early booking is highly advisable.

13) SOCIAL EVENTS

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

14) GENERAL INFORMATION:

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 24.53 Czech Crowns as of August 2008. 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.

15) 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 Džuriková, 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 First Preparatory Conference for the 17th Economic and Environmental Forum will be circulated at a later stage and published on the Website www.osce.org/eea.



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 Referent

BOOKING FORM – First Preparatory Conference of the 17th 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 by September 22th, 2008

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible **till October 1st, 2008**. In case of late cancellation or no-show there will be a charge of one night stay. The agreed special rate of 187,- EUR/Deluxe room/night and 197,- EUR/Executive room/night (incl. breakfast and 9%VAT) is valid for reservations made **by September 22th 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: 187,- EUR per Deluxe room/night; 197,- 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 September 10th, 2008 at latest** to hotel **CROWNE PLAZA PRAGUE CASTLE**,
+420 226 080 507 or e-mail to reservations@cpcastle.com

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

2/ The credit card is **MANDATORY** 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 140 EUR

Standard double room 150 EUR

Single use

Double use

Smoking

Non smoking

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

Any cancellation later than 72 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 9%), 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 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	alex@email.cz +420 603 841