



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

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

Vienna, 11 July 2016

24th OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Strengthening stability and security through co-operation on good governance”

Concluding Meeting

Prague, 14 - 16 September 2016

Logistical Modalities

1. VENUE	The meeting will take place at Czernin Palace Ministry for Foreign Affairs of the Czech Republic Loretánské nám. 5 118 00 Prague 1
2. PROFILE OF PARTICIPANTS	Representatives from the OSCE participating States, OSCE Partners for Co-operation, OSCE Parliamentary Assembly, OSCE Institutions and Field Operations, Representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the Forum according to the Decision of the OSCE Permanent Council (PC.DEC/1176/15). Press representatives can, as deemed appropriate, be admitted to the Conference Hall during the Opening and Closing Sessions. The participation is free of charge.
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. The Forum builds up on the recommendations that resulted from the 1 st Preparatory Meeting (Vienna, 25-26 January 2016, http://www.osce.org/event/24th_eef_prep1) and the 2 nd Preparatory Meeting (Berlin, 19 - 20 May 2016, http://www.osce.org/event/24th_eef_prep2). The Panel Debates and the Plenary Sessions will have presentations of panelist/expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the OSCE Forum website: http://www.osce.org/event/24th_eef_2016 after the event.
4. DEADLINES	We thank the participants for paying attention to the <u>following deadlines</u>: ⇒ REGISTRATION to the Forum: as early as possible and <u>at the latest by Friday, 2 September 2016</u>

	<p>⇒ VISA APPLICATION for the Czech Republic: NOT LATER THAN 15 DAYS prior to the date of the travel to Prague</p> <p>⇒ HOTEL BOOKING in Prague: <i>depending on the hotel (item 12):</i></p> <p> a) Lindner Hotel Prague Castle: 15 August 2016</p> <p> b) Hotel Savoy Prague: 29 July 2016</p> <p>(After this deadline, the reservation may be confirmed upon availability of the respective hotel)</p>
5. REGISTRATION TO THE FORUM	<p>Deadline: Friday, 2 September 2016</p> <p>Each participant is requested to send a <u>registration form</u>, preferably by e-mail, completed with all necessary details to the OSCE Documentation Centre in Prague (Ms. Iveta Dzurikova: email: iveta.dzurikova@osce.org; tel. +420-224 186 450, fax +420-224 186 440).</p> <p>⇒ To receive the required REGISTRATION FORM for the OSCE Economic and Environmental Forum Meeting, please contact andrea.gredler@osce.org</p> <p>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.</p>
6. ACCREDITATION AT THE CONFERENCE VENUE	<p>Accreditation will take place at the main entrance to the Czernin Palace (Czech MFA),</p> <ul style="list-style-type: none"> - Wednesday, 14 September 2016, from 9 a.m. to 6 p.m. - Thursday, 15 September 2016, starting at 8:30 a.m. - Friday, 16 September 2016, starting at 8:30 a.m. <p>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 Sessions</i> of the OSCE Economic and Environmental Forum.</p>
7. VISA	<p>Deadline: NO LATER THAN 15 DAYS PRIOR TO THE DATE OF TRAVEL</p> <p>Participants, if stipulated under the Czech law, are asked to make their own arrangements for securing a Schengen (short-term) visa for entry into the Czech Republic.</p> <p>The OSCE Documentation Centre in Prague (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org; tel: +420 224 186 450, fax +420 224 186 440) stands ready to support Delegations.</p> <p>It is recommended to cross-check the <u>most recent visa regulations</u> at the Czech Embassy/Consulate in your country or on the MFA website.</p> <p>Contacts of Czech Missions abroad, as well as visa form, can be found on the official Czech Foreign Ministry website (English): http://www.mzv.cz/jnp/en/information_for_alien/index.html Section: Entry & Residence</p>
8. WRITTEN CONTRIBUTIONS	<p>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.</p> <p>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, e-mail: andrea.gredler@osce.org; fax. + 43 1 514 36 62 51; tel. + 43 1 514 36 6675) to enable a timely distribution to the participants.</p>

<p>9. DOCUMENT DISTRIBUTION</p>	<p>All documents will be published on the OSCE Forum conference website: http://www.osce.org/event/24th_eef_2016</p> <p>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).</p> <p>Request for the distribution of documents <i>during</i> the Forum Meeting should be addressed to the Document Distribution Desk. Documents should be provided to this Desk in an electronic format (email: documents@osce.org).</p>
<p>10. SPEAKERS' INSTRUCTIONS</p>	<p>Speakers are kindly requested to send</p> <ul style="list-style-type: none"> → a short CV (with photo) → and an electronic copy of their presentation in advance <p>to the Office of the Co-ordinator of OSCE Economic and Environmental Activities possibly no later than 25 August 2016 to Ms. Brigitte Krech, email: brigitte.krech@osce.org, with a copy to (cc.) email: andrea.gredler@osce.org and to take <u>an electronic copy of their presentation</u> (on a USB stick) as back-up to the Meeting.</p> <p>The Conference Hall is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops.</p> <p>Speakers should address their request for technical support well in advance to Ms. Andrea Gredler, OSCE OCEEA (email: andrea.gredler@osce.org; fax + 43 1 51436 6251 tel. + 43 1 51436 6675). It is highly recommended to the speakers to <i>contact the technician</i> in the Plenary Hall, well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.</p> <p>A Co-ordination Meeting for Moderators and Speakers will take place on 14 September 2016, at 10:00 at the Czernin Palace, Mirror Hall, 1st floor.</p>
<p>11. INTERPRETATION</p>	<p>Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish)</p>
<p>TRAVEL ARRANGEMENTS</p> <p>Participants are kindly requested to make their own travel, visa, accommodation and transfer arrangements, which will not be paid for by the OSCE (except in case of selected sponsorships)</p>	
<p>12. HOTEL BOOKING</p> <p><i>preferential rates</i></p> <p>(Booking forms in Annexes 3 and 4)</p>	<p>The OSCE Documentation Centre in Prague made special rate agreements with the following hotels. <i>Please use the attached hotel forms for the booking at the Lindner Hotel Prague Castle or at the Hotel Savoy Prague (Annexes 3-4).</i></p> <p>Due to the limited number of rooms available, we recommend <u>early bookings</u>.</p> <p><u>LINDNER HOTEL PRAGUE CASTLE</u></p> <ul style="list-style-type: none"> ⇒ Booking deadline: 15 August 2016 (Booking form in Annex 3) <p>www.linderhotels.com (5 min walking distance from the conference venue) Tel: +420 226 080 100 Fax: +420 226 080 507 Email: reservation.prague@linderhotels.com Rates: Standard room for 1 person: 139 €, Standard room for 2 persons 154 € (buffet breakfast, internet access, access to sauna & fitness and VAT incl.) Single Business room 159 €, double Business room 164 € (incl. buffet breakfast,</p>

	<p>Internet connection, access to Sauna & Fitness and VAT incl.) Transfers from/to Airport: 22 €/car/one way transfer</p> <p><u>HOTEL SAVOY PRAGUE</u> ⇒ Booking deadline: 29 July 2016 (Booking form in Annex 4) www.hotelsavoyprague.com (5 min walking distance from the conference venue) Tel: +420 224 302 115, Fax: +420 224 302 128 Email: group.reservation@hotelsavoyprague.com</p> <p>Contact: Ms. Ilona Müllerova, Reservation Agent</p> <p>Rates: Deluxe room 129 € and Executive room: 159 € (incl. breakfast, VAT; double occupancy surcharge 25 €per person/night) Transfers from/to Airport: 46 €car Transfers from/to Main train station 18.50 €car Transfers from/to Holešovice train station 30 €car</p> <p>Please find all necessary hotel information in the order form of the respective hotel attached in Annexes (3 and 4).</p> <p>For your convenience, a list of hotels in vicinity of the Czernin Palace (Czech MFA and Forum Venue) in Prague is attached (Annex 2)</p> <p>For information on other hotels, please consult following website addresses: http://www.hotel.cz/praha/accommodation/ http://www.a-praha.com/ http://www.book-travel-prague.com/?locale=en_GB <u>Due to the time period of the conference which is considered high tourist season in Prague, early booking is highly advisable.</u></p>
<p>13. PUBLIC TRANSPORTS IN PRAGUE</p>	<p><u>Getting to Prague city by public transfers:</u></p> <p>FROM THE AIRPORT:</p> <p>a) <u>By public bus:</u></p> <ul style="list-style-type: none"> • 119: Prague Airport - Nádraží Veleslavín (metro line A) - 15 min • 100: Prague Airport - Zličín (metro line B) - 18 min • Airport express: Prague Airport - Prague Main Train Station (metro line C and connection to SC, EC, IC and EN trains) - 35 min <p>Bus stop: Terminál 1; Terminál 2 – in front of the Arrival hall</p> <p>Public Transport Ticket Sale</p> <ul style="list-style-type: none"> • Public Transport counters in Arrival Halls of Terminals 1 & 2 (from 7 am to 10 pm), • Automats placed at bus stops (cash required), • From a bus driver (cash required). <p>Regular shuttle buses to the centre of Prague: Everyday scheduled operation, 30-minute intervals http://www.cedaz.cz/public-shuttle-bus-from-airport-to-prague-centre.php</p> <p>Detailed information on the transfers Prague Ruzyne Airport – Prague City can be found: www.prg.aero/en/parking-transport/transport/public-transit</p> <p>Actual public transportation fares available here: http://www.dpp.cz/en/fares-in-prague/</p>

	<p>b) <u>By taxi:</u></p> <p>Contact counters of taxi operators are located at the arriving hall of Terminal 1 and 2. Departure points are displayed in front of arriving halls. Taxi services at guaranteed tariffs prices, according to the number of kilometers passed: AAA RADIOTAXI +420 222 333 222 www.aaaradiotaxi.cz FIX TAXI +420 220 113 892 fix@airportcars.cz www.airportcars.cz</p> <p>c) <u>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).</p> <p>FROM THE RAILWAY STATION: Getting from the Railway Station in Prague to your hotel: a) By metro (metro line C) b) By taxi you may contact the taxi companies: PROFI TAXI +420 261 314 151 or AAA RADIOTAXI +420 222 333 222 c) or arrange a transfer through your hotel (as indicated on the hotel booking form)</p> <p>Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the conference venue.</p>														
CONFERENCE FACILITIES															
14. MEETING AREAS (Annex 5)	<p><u>On the 1st Floor:</u></p> <table border="0"> <tr> <td>Plenary Hall: “Velký sál”</td> <td>All plenary sessions</td> </tr> <tr> <td>Mirror Hall: “Zrcadlový”</td> <td>Side events, informal ad hoc meetings</td> </tr> <tr> <td>Gallery Hall: “Galerie”</td> <td>Side events – <i>in case scheduled</i></td> </tr> <tr> <td>Oriental Hall: “Orientální”</td> <td>OSCE Chairmanship Office</td> </tr> <tr> <td>Golden Hall: “Zlatý”:</td> <td>Office of the Co-ordinator of OSCE Economic and Environmental Activities – Meeting Assistance</td> </tr> <tr> <td>Blue Hall: “Modrý”:</td> <td>OSCE Documentation Centre in Prague, Language Services</td> </tr> <tr> <td>Musical Hall: “Hudební”</td> <td>Delegates Working Area</td> </tr> </table> <p>Please find a floor map attached (Annex 5)</p>	Plenary Hall: “Velký sál”	All plenary sessions	Mirror Hall: “Zrcadlový”	Side events, informal ad hoc meetings	Gallery Hall: “Galerie”	Side events – <i>in case scheduled</i>	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 Documentation Centre in Prague, Language Services	Musical Hall: “Hudební”	Delegates Working Area
Plenary Hall: “Velký sál”	All plenary sessions														
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Blue Hall: “Modrý”:	OSCE Documentation Centre in Prague, Language Services														
Musical Hall: “Hudební”	Delegates Working Area														
15. INTERNET WORKING AREA AND TECHNICAL SUPPORT	<p>A <u>working area with IT facilities & Internet access</u> is available in “Musical Hall “Hudební” near the plenary hall</p> <p><u>Telephones</u> in the meeting area can be used free-of-charge for local telephone calls. In case of international calls, please contact the OSCE Documentation Centre in Prague.</p> <p>A <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.</p> <p><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.</p>														
16. COFFEE BREAK & LUNCH	<p>Coffee/tea breaks will be provided to the participants during the Forum.</p> <p>Lunches: Various restaurants are located in vicinity of the Czernin Palace.</p>														

17. SOCIAL EVENTS	<p>Wednesday, 14 September 2016: Reception hosted by the 2016 German OSCE Chairmanship, at 18:00, location tbc</p> <p>Thursday, 15 September 2016: Reception hosted by the Co-ordinator of OSCE Economic and Environmental Activities, at 18:00, Gardens of the Czernin Palace</p> <p>Please register for the social events on the “Registration form” for the Forum Meeting (Annex 1/line Nr.11)</p>		
18. GENERAL INFORMATION	<p>A map of Prague can be found on the Internet: www.mapsofprague.com</p> <p>Currency: The national currency is Czech Crown. 1 EUR is 27,44 Czech Crown (rate of June 2016). Several exchange offices and cash machines are located nearby the Czernin Palace, as well as in the hotels.</p> <p>Electric current: the standard voltage throughout the Czech Republic is 220V.</p> <p>Time: CET Prague time differs from Greenwich time by + 1 hour.</p>		
19. CONTACTS	<p>OSCE Secretariat, Vienna Office of the Co-ordinator of OSCE Economic and Environmental Activities</p> <p style="text-align: center;"><i>For substantial issues:</i></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Mr. Lorenzo Rilasciati Senior Economic and Environmental Officer Head of the Economic and Environmental Forum Unit Email: lorenzo.rilasciati@osce.org Tel: +43 1 514 36 6776</p> </td> <td style="vertical-align: top; width: 50%;"> <p>Ms. Brigitte Krech Economic and Environmental Affairs Adviser Economic and Environmental Forum Unit E-mail: Brigitte.krech@osce.org Tel: +43 1 51436 6619</p> </td> </tr> </table> <p><i>For logistical queries:</i></p> <p>Ms. Andrea Gredler Economic and Environmental Forum Unit Email: andrea.gredler@osce.org Tel: +43 1 514 36 6675,</p> <p><i>For visa issues and registration/accreditation:</i></p> <p>OSCE Documentation Centre in Prague Ms. Iveta Džuriková Email: iveta.dzurikova@osce.org Tel: +420 224 186 450, Fax +420-224 186 440,</p> <p>Updated information regarding the agenda, the social events and last logistical issues for the Concluding Meeting of the 24th OSCE Economic and Environmental Forum will be circulated at a later stage and published on the <u>OSCE Forum website: http://www.osce.org/event/24th_eef_2016</u></p>	<p>Mr. Lorenzo Rilasciati Senior Economic and Environmental Officer Head of the Economic and Environmental Forum Unit Email: lorenzo.rilasciati@osce.org Tel: +43 1 514 36 6776</p>	<p>Ms. Brigitte Krech Economic and Environmental Affairs Adviser Economic and Environmental Forum Unit E-mail: Brigitte.krech@osce.org Tel: +43 1 51436 6619</p>
<p>Mr. Lorenzo Rilasciati Senior Economic and Environmental Officer Head of the Economic and Environmental Forum Unit Email: lorenzo.rilasciati@osce.org Tel: +43 1 514 36 6776</p>	<p>Ms. Brigitte Krech Economic and Environmental Affairs Adviser Economic and Environmental Forum Unit E-mail: Brigitte.krech@osce.org Tel: +43 1 51436 6619</p>		

⇒ **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.

HOTELS IN VICINITY OF CZERNIN PALACE

HOTEL	ADDRESS	WEBSITE	E-mail/tel
***** STARS HOTELS			
Aria Hotel	Tržistě 9 Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Golden Well Hotel	U Zlaté Studně 166/4 Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
**** STARS HOTELS			
Hotel Questenberk	Úvoz 15/155 Praha 1	www.hotelq.cz	hotel@questenberk.cz +420 220 407 600
Hotel Monastery	Strahovské nádvoří 13 Praha 1	www.hotelmonastery.cz	monastery@avehotels.cz +420 – 233 090 200
Dům u červeného lva	Nerudova 41 Praha 1	www.hotelredlion.cz	redlion@avehotels.cz +420 257 533 832
Biskupský dům	Dražického nám. 6, Praha 1	www.hotelbishopshouse.cz	bh@avehotels.cz +420 257532 320
U páva	U lužického semináře 32 Praha 1	www.hotel-upava.cz	rezervace@hotel-upava.cz +420 257 533 360
U krále Karla	Nerudova – Úvoz 4 Praha 1	http://www.ukralekarla.com/	reservation@ukralekarla.cz +420 257 531 211
Hotel Pyramida	Bělohorská 24 Praha 6	www.hotelpyramida.cz	rezervace@hotelpyramida.cz +420 233 102 273
Hotel Constans	Břetislavova 309 Praha 1	www.hotelconstans.cz	www.hotelconstans.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 Tří Pštrošů	Dražického nám. 76/12 Praha 1	www.hotelutripstrosu.cz	reservation@hotelutripstrosu.cz +420 257 288 288
*** STARS HOTELS			
Hotel Jelení dvůr	Jelení 197/7 Praha 1	www.hoteljelenidvur.cz	jelenidvur@eahotels.cz +420 233 028 333
Hotel Adalbert	Markétská 1 Praha 6	www.hoteladalbert.cz	recepce@hoteladalbert.cz
Hotel U kříže	Újezd 20 Praha 1	www.ukrize.com	hotel@ukrize.com +420 257 313 272
Hotel Hormeda	Na Zástřelě 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

RESERVATION FORM



Dear Guest,

thank you very much for choosing Lindner Hotel Prague Castle as your residence during the „Concluding Meeting of the 24rd OSCE Economic and Environmental Forum“.
The event takes place between 14th - 16th September 2016.

Name:			
Address:		City:	
Post code:		Country	
Telephone:		Email:	
Companion:			
Arrival date:		Departure date:	

- Standard room for 1 person € 139,-/room/night, Buffet breakfast, Wifi internet, Access to Sauna & Fitness incl.
- Standard room for 2 persons € 154,-/room/night, Buffet breakfast, Wifi internet, Access to Sauna & Fitness incl.

- Business room for 1 person € 159,-/room/night, Buffet breakfast, Wifi internet, Access to Sauna & Fitness incl.
- Business room for 2 persons € 174,-/room/night, Buffet breakfast, Wifi internet, Access to Sauna & Fitness incl.

The Business room provides a nice view either to the courtyard in front of the hotel or to the hotel's inner atrium. Calm atmosphere guaranteed.
Check-In time: 15:00, Check-Out time: 12:00. The rates include 15% VAT.

Transfer Airport - Hotel Flight no.: Arrival time:

€ 22,-/car/one way transfer. The driver will be standing with a sign with your name in the arrival hall.

The deadline for reservation is 15/08/2016. After this date the reservation will be confirmed upon availability.

Cancellation policy:

Total or partial cancellation of reservation between 01/09/2016 and 07/09/2016 will result in a cancellation fee equal to 50% of expected room revenue.
Total or partial cancellation of reservation after 07/09/2016 will result in a cancellation fee equal to 100% of the total booking value.

Payment:

Credit card type:		Credit card holder:	
Credit card no.:		Expiration date:	CVV/CVC code: <input style="width: 50px;" type="text"/>

I hereby authorize the Lindner Hotel Prague Castle to charge my credit card with the total amount for the accommodation.

Lindner Hotel Prague Castle hotel reserves a right not to confirm the reservation if the booking form is not completed or not completed correctly.
Lindner Hotel Plaza Prague Castle hotel reserves a right not to confirm the reservation if it is not prepaid or guaranteed by a credit card.

Confirmation number:

I hereby confirm the reservation

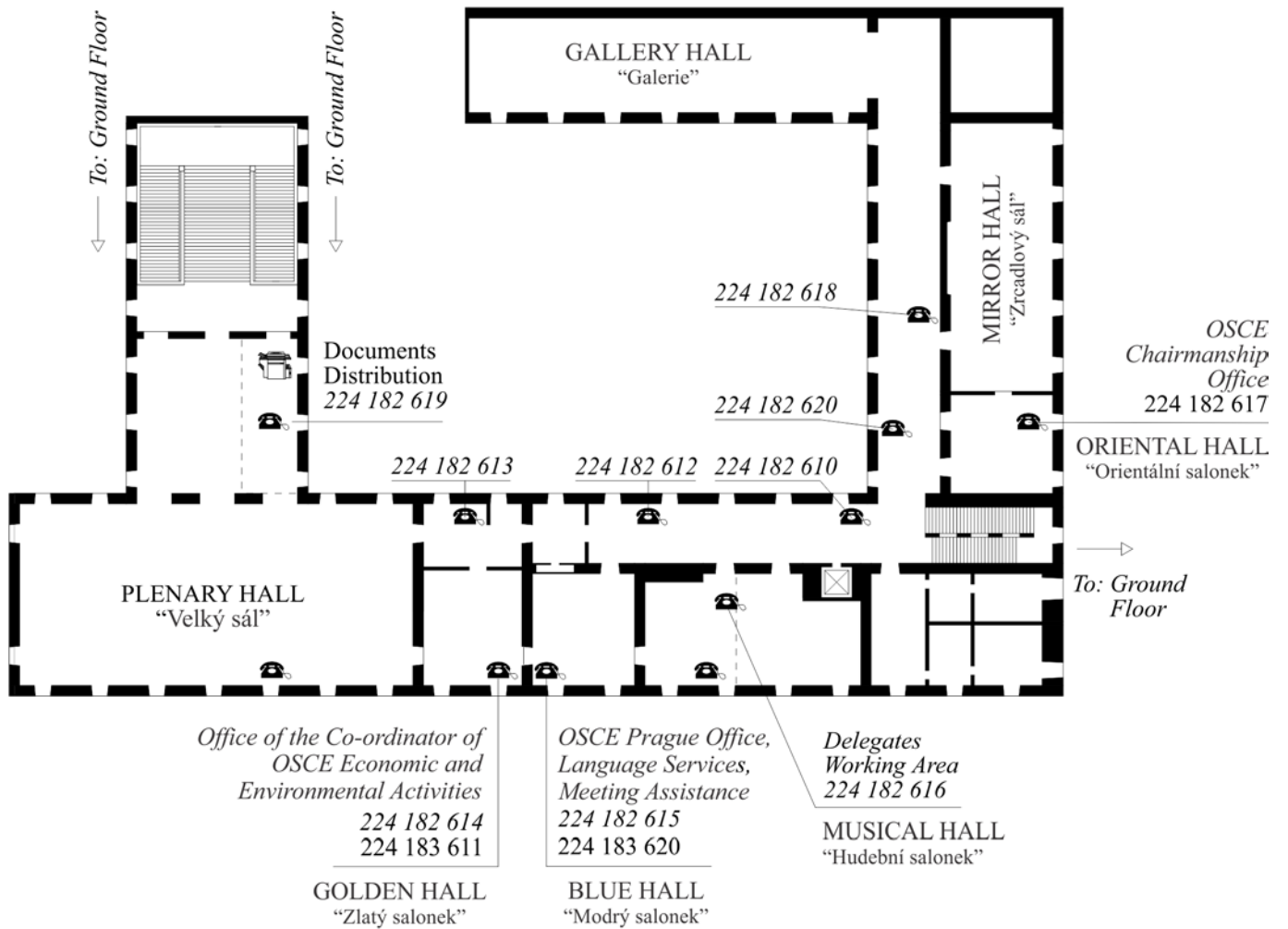
.....
Guest's signature

Please return a signed form to FAX: +420 226 080 507 or Email: reservation.prague@lindnerhotels.com
For further information please contact us at TEL: +420 226 080 100

We are looking forward to welcome you at the Lindner Hotel Prague Castle!

Lindner Hotel Prague Castle - Strahovská 128 - Praha 1 - Czech Republic - www.lindnerhotels.com

FIRST FLOOR



GROUND FLOOR

