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Organization for Security and Co-operation in Europe

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

Vienna, 24 November 2008

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

Subject: Logistical modalities for the 17th OSCE Economic and Environmental
Forum – Part 1, Vienna, 19 - 20 January 2009

Attached herewith are the **logistical modalities for the 17th OSCE Economic and Environmental Forum Part 1**, taking place in Vienna, 19 - 20 January 2009, on “Migration management and its linkages with economic, social and environmental policies to the benefit of stability and security in the OSCE region.”



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

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

Vienna, 24 November 2008

The 17th OSCE Economic and Environmental Forum

Part 1 / Vienna, 19 - 20 January 2009

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

Logistical Modalities

VENUE	OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna, Neuer Saal, 2 nd Floor
PARTICIPANTS' INFORMATION	<p>The OSCE participating States are encouraged to be represented at a high level, by senior officials responsible for shaping international economic and environmental policy in the OSCE area.</p> <p>As in previous years, the format of the Economic and Environmental Forum will provide for the active involvement of relevant international organizations who will be 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 Forum.</p> <p>The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Asian Partners for Co-operation (Afghanistan, Japan, the Republic of Korea, Mongolia and Thailand) are invited to participate in the Forum.</p> <p>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 Forum</p>
WRITTEN CONTRIBUTIONS	<p>Participants are welcome to submit written contributions reflecting their view 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</p>

	<p>Activities (Mr. Gabriel Leonte, E-mail: gabriel.leonte@osce.org; Fax. + 43 1 514 36 62 51; Tel. + 43 1 514 36 6776) to enable a timely distribution to the participants.</p>
DOCUMENT DISTRIBUTION	<p>All documents will be published on the Forum conference website (www.osce.org).</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.</p>
REGISTRATION	<p>DEADLINE 12 JANUARY 2009</p> <p>Each participant is requested to send the attached registration form (Annex 1), preferably by e-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 531 37 392).</p> <p>In addition to the registration forms, the <u>Delegations</u> are kindly requested to notify the ranking and the title of their members by adding a list of their members attending the Forum.</p>
ACCREDITATION AT THE FORUM	<p>Accreditation will take place at: the Segmentalerie (Groundfloor), Congress Centre Hofburg, Heldenplatz, 1010 Vienna on:</p> <p style="text-align: center;">Monday, 19 January, 8.00 - end of meeting Tuesday, 20 January, 9.00 - end of meeting</p> <p>Presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall.</p> <p>Advanced registration is recommended in order to avoid delays in issuing the badges before the opening of the Forum, on 19 January 2009.</p> <p><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 Economic and Environmental Forum. The presentation of a Press ID is required at the registration counter.</p>
VISA	<p>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.bmaa.gv.at. In case a letter of confirmation of participation for visa requirements is needed, please refer to elke.lidarik@osce.org.</p>
TRAVEL: TRANSPORTATION IN VIENNA	<p>Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.</p> <p><u>Reaching Vienna Centre from the Airport:</u> Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.</p>

	<p><u>Taxis:</u> for a pick up at the airport - can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: €29 one way).</p> <p><u>Trains:</u> a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line 3 and 4) and taxis: www.cityairporttrain.com Price: €8 one way; €15 return Schedule: every ½ hours: Airport-Vienna 5/35 min. after full hour; Vienna-Airport 8/38min. after full hour. Trip: 16 min. non-stop. b) <u>Schnellbahn</u> (S1, S2 or S7) – to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Line 3 and 4) and taxis. http://www.schnellbahn-wien.at/netz/s7.htm Price: €3,40 one way. Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).</p> <p><u>Bus Services Vienna Airport Lines (2 lines)</u> Price :€6 one way; €11 return Busses go either to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus. Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour; Schwedenplatz- Airport: every 00/30 min. after full hour Trip: 20 min. www.postbus.at – Tel: +43 (1) 7007-32300</p>
<p>HOTELS IN VIENNA</p>	<p>Please consult the list of hotels in Vienna in Annex 2</p> <p>Practical information about Vienna can be found at: http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm.</p> <p>City map with address finder: http://www.wien.gv.at/stadtplan/suche.asp?lang=en</p>
<p>LUNCHES</p>	<p>Several restaurants are located in walking distance of the conference venue.</p>
<p>INTERPRETATION</p>	<p>Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish)</p>
<p>TELEPHONES – INTERNET WORKING AREA</p>	<p><u>PC working stations & Internet access</u> will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the groundfloor/Segmentgalerie and at the 5th floor/ Ratsaal).</p> <p><u>Telephones</u> in the meeting area can be used free-of-charge only for <u>local telephone</u> calls within Vienna. Participants will be charged for <u>international phone calls</u> (please contact the document distribution desk).</p>

TECHNICAL SUPPORT	Speakers should address well in advance their request for technical support and contact: the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org ; Fax + 43 1 531 37 577; Tel. + 43 1 531 37 392).
GENERAL INFORMATION	<p>Vehicle access and parking: Very limited parking area located in front of the Hofburg will be at delegates' disposal. Special parking stickers will be provided at the accreditation desk</p> <p>Currency: Euro</p> <p>Electric current: the standard voltage throughout the Austria is 220V.</p> <p>Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p>Medical help: a first aid room is located on the ground floor of the Hofburg/conference venue.</p> <p>Time: Vienna time differs from Greenwich time by + 1 hour.</p>
CONTACTS	<p>OSCE SECRETARIAT, Vienna</p> <p><i>For substantial issues:</i> Mr. Gabriel Leonte, Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251 Email: Gabriel.Leonte@osce.org</p> <p><i>For logistical queries:</i> Ms. Andrea Gredler, Tel: +43 1 514 36 6675, Fax: +43 1 514 36 6251 Email: Andrea.Gredler@osce.org</p>

Updated information regarding social events and last logistical issues for the Seventeenth Economic and Environmental Forum – Part I as well as the Forum's agenda will be published on the Web site www.osce.org/eea.



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

Vienna, 24 November 2008

**Seventeenth OSCE Economic and Environmental Forum
Vienna, 19 - 20 January 2009**

**REGISTRATION FORM
Deadline: 12 January 2009**

Please send this registration form to Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 531 37 392. (Please fill in using capital letters)

Country: (in case of representation)			
(Please indicate the category you register in <input checked="" type="checkbox"/>)	<input type="checkbox"/> OSCE Delegation (Vienna)	Government Official:	
	<input type="checkbox"/> International Organization	<input type="checkbox"/> MFA	
<input type="checkbox"/> Non Governmental Organization	<input type="checkbox"/> other Ministry or public Institution		<input type="checkbox"/> OSCE Field Presence
<input type="checkbox"/> Academic Community	<input type="checkbox"/> OSCE Institution		<input type="checkbox"/> OSCE Secretariat
<input type="checkbox"/> Business Community			
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :		
First Name	Family/Last Name:		
Position:			
Organization			
Department			
Postal Address:			
Email			
Phone:			Fax:
Mobile:			
Written Contribution:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title:			
TRAVEL INFORMATION: please note that no transfer airport-city centre will be provided by the Organizers			
Arrival to Vienna	Date:	Time:	Flight Number:
Departure from Vienna	Date:	Time:	Flight Number:
Hotel in Vienna			
You have participated in the 1 st Preparatory Conference/17 th EEF, Prague, 16-17 October 08? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Conference Venue: OSCE Hofburg Congress Center, Heldenplatz, 1010 Vienna, Tel: +43 1 53137-0

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

HOTELS IN VIENNA

Please note that participants are required to proceed for their own hotel booking.

(distance to the conference venue)

Price sgl/dbl

Hotel (453 rooms)	Johannesgasse 28	1037 Vienna	tel: 711 22-126	€125/
INTERCONT	vienna@ichotelsgroup.com		fax: 713 44 89	€125
www.vienna.intercontinental.com	(20 min. walk)			(OSCE rate)

Hotel	Am Stadtpark	1030 Vienna	tel: 717 00-20000	€169/
HILTON	sales_vienna@hilton.com		fax: 713 06 91	(OSCE rate)
www.hilton.com	(20 min. walk)			

Hotel (247 rooms)	Parkring 16	1010 Vienna	tel: 515 17-0	
RADISSON SAS	sales.vienna@radissonsas.com		fax: 512 22 16	
www.vienna.radissonsas.com	(15 min walk)			

Hotel (218 rooms)	Schottenring 11	1010 Vienna	tel: 313 90-0	
VIENNA PLAZA	info.vienna-plaza@hilton.com		fax: 313 90-22009	
www.hilton.com	(20 min. walk)			

Hotel (313 rooms)	Parkring 12a	1010 Vienna	tel: 515 18-53	
MARRIOTT	res.code: OSXC		fax: 515 18-6736	
vienna.marriott.info@marriott-hotels.com	(pref.no: 036545)			
www.viennamarriott.com	(15 min. walk)			

Hotel (152 rooms)	Philharmonikerstr. 4	1010 Vienna	tel: 514 56-897	€191/
SACHER	wien@sacher.com		fax: 514 56-810	€191
www.sacher.com	(10 min.walk)			(OSCE rate)

Price sgl/dbl

Hotel (41 rooms)	Dorotheergasse 3	1010 Vienna	tel: 512 15 31	€77/
GRABEN	graben@kremslehnerhotels.at		fax: 512 15 31-20	€107
www.kremslehnerhotels.at	(7 min.walk)			(OSCE rate)

Hotel (87 rooms)	Singerstraße 3	1010 Vienna	tel: 515 68-70	€77/
ROYAL	royal@kremslehnerhotels.at		fax: 513 96 98	€107
www.kremslehnerhotels.at	(10 min. walk)			(OSCE rate)

Hotel (158 rooms)	Kärntner Straße 18	1010 Wien	tel: 51594	€169/199
EUROPA	europa.wien@austria-trend.at		fax:51594620	
	(7 min.walk)			

Hotel (85 rooms)	Frankenberggasse 10	1040 Vienna	tel: 505 17 01-81	€105/
KAISERHOF	wien@hotel-kaiserhof.at		fax: 505 88 75 88	€142
www.hotel-kaiserhof.at	(20 min.walk)			

Hotel (30 rooms)	Mariahilferstraße 15	1060 Wien	tel: 587 54 15	
DAS TYROL	reception@das-tyrol.at		fax: 587 54 15 9	
www.das-tyrol.at	(10 min. walk)			

nH (114 rooms)	Rennweg 12a	1030 Wien	tel: 206 11-0	€95/
BELVEDERE	nhbelvedere@nh-hotels.com		fax: 206 11-15	€110
www.nh-hotels.com	(20 min. walk)			(OSCE rate)

nH Vienna Airport www.nh-hotels.com	Hotelstraße 1-3 nhviennaairport@nh-hotels.com	1300 Wien	tel: 701 51-0 fax: 701 51-9571	€95/ €110 (OSCE rate)
nH WIEN (106 rooms) www.nh-hotels.com	Mariahilferstraße 32-34 nhwien@nh-hotels.com (15 min. walk)	1070 Vienna	tel: 521 72-0 fax: 521 72-15	€95/ €110 (OSCE rate)
Hotel (118 rooms) ASTORIA www.austria-trend.at/asw	Kärntnerstraße 32-34 astoria@austria-trend.at (10 min. walk)	1015 Vienna	tel: 515 77-0 fax: 515 77-582	
Hotel (51 rooms) JOHANN STRAUSS www.hotel-johann-strauss.at	Favoritenstraße 12 info@hotel-johann-strauss.at (20 min. walk)	1040 Vienna	tel: 505 76 24 fax: 505 76 28	€86/ €123
Hotel (79 rooms) TIGRA www.hotel-tigra.at	Tiefer Graben 14-20 info@hotel-tigra.at (15 min. walk)	1010 Vienna	tel: 533 96 41 fax: 533 96 45	
Hotel (30 rooms) AMADEUS www.hotel-amadeus.at	Wildpretmarkt 5 office@hotel-amadeus.at (15 min. walk)	1010 Vienna	tel: 533 87 38 fax: 533 87 38-38	
Hotel (40 rooms) MAILBERGERHOF www.mailbergerhof.at	Annagasse 7 reception@mailbergerhof.at (10 min. walk)	1010 Vienna	tel: 512 06 41 fax: 512 06 41-10	
Hotel (70 rooms) MERCURE SECESSION www.mercure.com	Getreidemarkt 5 (10 min. walk)	1060 Vienna	tel: 588 38-0 fax: 588 38-212	€90/ €116 (OSCE rate)

				Price	sgl/dbl
Hotel (138 rooms) off WANDL www.hotel-wandl.com	Petersplatz 9 reservation@hotel-wandl.com (7 min. walk)	1010 Vienna	tel: 534 550 fax: 534 55 77		10%
Hotel (52 rooms) CARLTON OPERA www.carlton.at	Schikanedergasse 4 carlton@eunet.at (20 min. walk)	1040 Vienna	tel: 587 53 02-0 fax: 581 25 11		
Hotel (41 rooms) DREI KRONEN www.hotel3kronen.at	Schleifmühlgasse 25 office@hotel3kronen.at (25 min. walk)	1040 Vienna	tel: 587 32 89-0 fax: 587 32 89-11		
Hotel CLIMA CITYHOTEL (36 rooms)	Theresianumgasse 21a	1040 Vienna	tel: 505 16 96 fax: 504 35 52		
Hotel (78 rooms) NORDBAHN www.hotel-nordbahn.at	Praterstraße 72 info@hotel-nordbahn.at	1020 Vienna	tel: 211 30-0 fax: 211 30-72		
Hotel (46 rooms) AUSTRIA www.hotelaustria-wien.at	Wolfengasse 3 info@hotelaustria-wien.at (20 min. walk)	1010 Vienna	tel: 515 23 fax: 515 23-506		

Hotel (44 rooms) Grashofgasse 4 1011 Vienna tel: 512 19 23
KÄRNTNERHOF info@kartnerhof.at fax: 513 22 28-33
www.kartnerhof.com (20 min. walk)

Hotel (104 rooms) Fleischmarkt 24 1010 Vienna tel: 515 83-0
POST office@hotel-post-wien.at fax: 515 83-808
www.hotel-post-wien.at (15 min. walk)

Hotel (55 rooms) Bauernmarkt 22 1010 Vienna tel: 533 19 31
SCHWEIZERHOF office@schweizerhof.at fax: 533 02 14
www.schweizerhof.at (15 min. walk)

Hotel zur (22 rooms) Krugerstraße 11 1010 Vienna tel: 513 12 74
WIENER office@zurwienersaatsoper.at fax: 513 12 74-15
STAATSOPER (15 min walk)
www.zurwienersaatsoper.at

Pension (31 rooms) Graben 17 1010 Vienna tel: 533 70 41
NOSSEK reservation@pension-nossek.at fax: 535 36 46
www.pension-nossek.at (7 min. walk)

Hotel (33 rooms) Große Stadtgutgasse 19 1020 Vienna tel: 216 62 82
FRANZESHOF hotelfranzeshof@aon.at fax: 216 84 61
www.hotelfranzeshof.at

Hotel (34 rooms) Siebensterngasse 43 1070 Vienna tel: 523 33 55
KUGEL office@hotelkugel.at fax: 523 33 55-5
www.hotelkugel.at

APARTMENTS:

KAISER Sieveringer Straße 4 1190 Vienna tel: 329 00
FRANZ JOSEPH (95 rooms) fax: 320 73 55
Apt. Residenz kaiserfranzjoseph@deraghotels.de
www.deraghotels.de

KRONPRINZ Weihburggasse 5 1010 Vienna tel: 513 11 10
RUDOLF kronprinz@nexta.at fax: 512 17 52
Appartmenthaus
www.kronprinz-rudolf.com

MONDIAL Alserbachstr. 1 1090 Vienna tel: 310 71 80
Apartment-Hotel apartment@mondial.at fax: 310 71 83
www.mondial.at/apartment

STARLIGHT Am Salzgries 12 1010 Vienna tel: 535 92 22-0
SUITEN reservation@starlighthotels.com fax: 535 92 22-11
www.starlighthotels.com

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