



Organization for Security and Co-operation in Europe

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

Vienna, 28 March 2005

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

Subject: **Thirteenth OSCE Economic Forum, Prague, 23 - 27 May 2005**

Attached herewith is a document consisting of the **Logistic Information** (including the registration form) for the Thirteenth OSCE Economic Forum "Demographic Trends, Migration and Integrating Persons belonging to National Minorities: Ensuring Security and Sustainable Development in the OSCE Area", to be held in Prague from 23 to 27 May 2005.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 28 March 2005

Thirteenth OSCE Economic Forum Demographic Trends, Migration and Integrating Persons belonging to National Minorities: Ensuring Security and Sustainable Development in the OSCE Area Prague, from 23 to 27 May 2005

Logistic 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. PARTICIPANTS' INFORMATION

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.

As in previous years, the format of the Economic 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 Thirteenth Economic Forum.

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

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.

3. 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 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) to enable a timely distribution to the participants.

4. REGISTRATION

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.

Deadline: 18 May 2005.

5. ACCREDITATION

Accreditation will take place at the main entrance to the Czernin Palace, beginning on Sunday, 22 May 2005, from 3 p.m. to 6 p.m., and will continue on Monday, 23 May 2005, from 10 a.m. to 6 p.m. and on Tuesday, 24 May 2005, from 8 a.m. to 6 p.m.

The Accreditation Desk will remain open until the closure of the event. Presentation of a valid ID is required for accreditation. Please note a badge will be required to access the Conference Hall.

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

6. VISA

Participants, who require an entry visa to the Czech Republic, will have to apply for a visa with an Embassy of the Czech Republic. The OSCE Prague Office stands ready to support delegations.

Please note that participants can obtain further information on visas via the official Czech Foreign Ministry Web-site: www.mzv.cz (English), Section: Travel and Living Abroad.

7. TRANSPORTATION AND ACCOMMODATION

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

7.1. The OSCE Prague Office made special rate agreements with:

- Hotel Diplomat (Annex 2)

Single & double room 125 €, booking deadline: 22 April 2005

Daily transfer from the hotel Diplomat to the Conference Venue will be provided.

- Hotel Savoy (Annex 3) (very limited number of rooms)

Executive room 175 €; Deluxe room 190 € , booking deadline: 25 April 2005

- Hotel Pyramida (Annex 4)

Single & double room 110, € - booking deadline: 15 April 2005

All necessary information about the hotels can be found in the order forms from the respective hotel attached (Annex 2-4).

7.2. For Internet bookings: please consult following addresses: www.hotel-net.cz ; www.allsuites.cz ; www.abaka.com

It should be noted that due to the time period of the Economic 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

Delegates will have a parking area located in front of the Czernin Palace at their disposal. Special parking stickers will be provided at the accreditation desk.

9.2. MEETING AREA & INTERPRETATION

The plenary meetings of the Economic Forum will be held in the Plenary hall on the first floor of the Czernin Palace. Simultaneous interpretation will be provided into the six OSCE languages.

The side meetings scheduled will be held in the Gallery room. Additional rooms will be available for informal meetings.

9.3. COMMUNICATION

IT Access: 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. Seven lines (including fax) will be made available for international calls within the conference premises. 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.

Updated information regarding social events and last logistical issues for the Thirteenth Economic Forum as well as the Forum's agenda will be circulated at a later stage and published on the Web site www.osce.org/eea.



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 28 March 2005

Thirteenth OSCE Economic Forum

Demographic Trends, Migration and Integrating Persons belonging to National Minorities, within the Context of Ensuring Security and Sustainable Development in the OSCE Area"

Prague, from 23 to 27 May 2005

REGISTRATION FORM

Deadline: 18 May 2005

Please send this registration form to Ms. Iveta Dzurikova, OSCE Prague Office, email: iveta.dzurikova@osce.org, Tel: +420-233 085 473, Fax: +420-233 085 487, 420-233 085 484(Please use capital letters)

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

POINTS TO REMEMBER

(*) **Delegations:** are kindly requested to add to registrations of their members (above form) a notification clearly indicating the special ranking and title of their members and possibly submit it electronically.

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

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. Please note that participants can obtain further information on visas through the official Czech Foreign Ministry web-site as follow: 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, Kärntner Ring 5-7, 1010 Vienna, Austria (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 575, Fax: +51436 6251) or www.osce.org/eea.

BOOKING FORM for Hotel DIPLOMAT

OSCE Economic Forum – 23.5.-27.5.2005

Accommodation at the Hotel Diplomat, Evropská 15, 160 41 Praha 6, Czech Republic,
Tel: +420 296559 213, Fax: +420-296559226

SURNAME:..... FIRST NAME:.....

TITLE: Mr./Mrs./ /Ms./Dr./Prof.

ACCOMPANYING PERSON: Mr./Mrs./ /Ms./Dr./Prof.
.....

DELEGATION:

ADDRESS:

STREET: CITY:.....
.....

COUNTRY: POST CODE:.....

TELEPHONE NO: FAX NO:

E-MAIL:

ARRIVAL DATE: DEPARTURE DATE:

ARRIVAL TIME (CHECK-IN from 14.00) DEPARTURE TIME (CHECK-UT until 12.00)

TOTAL NO. OF NIGHTS REQUIRED :

SINGLE ROOM/DOUBLE ROOM (€125,- per night , breakfast incl.) :

DEADLINE FOR BOOKING : 22.4.2005 All requests after this term can be confirmed just on the availability of the hotel.

Terms of payment:

By bank transfer to : HVB Bank Czech Republik a.s. /HypoVereinsbank/ Nám. Republiky 3a, č.p.2090, 110 00 PRAHA 1, Sort Code 2700. Account Number: 5092240011-EUR, IBAN CZ9827000000005092240011 Account Number :5092240003/2700-CZK, USD and others, IBAN CZ2327000000005092240003

Ref.: **Name of the conference + delegate name**

Amount requested : €

By credit card

CREDIT CARD DETAILS :

American Express	*VISA	Diners Club	JCB	** Eurocard/Master Card
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(Please delete as appropriate)

Credit Card Holder : Credit Card No. :
.....

*CVV- Card Validation Value (last three numbers on signature strip of credit card).....

**CVC Card Validation Code ((last three numbers on signature strip of credit card).....

Exp. Date :..... Billing address :.....

Services rendered : accommodation at the Hotel DIPLOMAT in Prague

Please charge the above account with the total of : €.....

Cancellation policy:

cancellation received 1 month before arrival: no charges
cancellation received less than 1 month- 14 days before arrival: one night room charge
cancellation received less than 14 days or a “no show”: full booking charges

To guarantee my reservation I authorise the Hotel Diplomat to debit my credit card with total charges as per the above booking form.

Credit card holder signature: Date :



Hotel Savoy – E.I.H., a.s.
 Keplerova ul. 6
 CZ – 118 00 Praha 1
 CZECH REPUBLIC
 Tel.: + 420 224 302 123
 Fax.: + 420 224 302 125
 E-mail: info@hotel-savoy.cz

Contact person: Ms. Klára Novosadová, Asst. Sales & Marketing Director

BOOKING FORM

Room block for the 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, 2005

Past this date all reservations will be possible on request and subject to availability. Free of charge cancellation is possible till April 25th, 2005. In case of late cancellation or No-show there will be a charge of one night stay. The agreed special rate of 175,- EUR/Executive room/night and 190,- EUR/Deluxe room/night (incl. breakfast and 5%VAT) may then change. In order for us to confirm your reservation it is necessary to provide your credit card number.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs./Ms.
Sure name:	First name:
Arrival date:	Departure date:
Room type: Executive room or Deluxe room	Rate: 175,- EUR per Executive room/night; 190,- EUR per Deluxe room/night
	4,- EUR 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.:
I would like to be picked-up (way 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
Flight number:	Train Number:
Landing time:	Arrival time:
Flying from:	Arriving from:
Rate: 790,- CZK (approx. 26,- EUR)	Rate: 500,- CZK (approx. 17,- EUR)



HOTEL PYRAMIDA**PRAHA
BĚLOHORSKÁ 24, 169 01 PRAGUE 6
CZECH REPUBLIC**



**“13TH OSCE ECONOMIC FORUM”
24TH – 27TH MAY 2005
HOTEL RESERVATION FORM**

PLEASE COMPLETE THIS FORM FOR THE HOTEL RESERVATION
AND RETURN IT TO THE HOTEL PYRAMIDA BEFORE **15.04.2005**

SURNAME, NAME: ORGANIZATION:
ADDRESS:
PHONE NO.: FAX NO.: E-MAIL:

ACCOMMODATION ORDER :

THE PERIOD: FROM TO 2005

	ROOM RATE	NO. OF NIGHTS	TOTAL PRICE
• 1/1	110 EUR
• 1/2	110 EUR

PAYMENT METHOD:

☐ CREDIT CARD > TYPE:
> NUMBER:
> EXP. DATE:
> SIGNATURE.....

CANCELLATION CONDITIONS:

CANCELLATION TO 15.04.2005	FREE OF CHARGE
CANCELLATION TO 30.04.2005	50% OF THE CHARGE OF 1 ST NIGHT
CANCELLATION AFTER 01.05.2005	100% OF THE CHARGE OF 1 ST NIGHT

DATE:.....

SIGNATURE:

THANK YOU FOR YOUR RESERVATION AT THE HOTEL PYRAMIDA**** PRAHA.
RESERVATION No. _____

DATE:.....

SIGNATURE:

CONTACT PERSON:

Ms. KATARÍNA DVOŘÁKOVÁ – E-MAIL: DVORAKOVA@HOTELPYRAMIDA.CZ

FAX: +420-233 357 312 – TEL: +420-233 102 780

WWW.OREA.CZ, WWW.HOTELPYRAMIDA.CZ