



High-Level Conference

“Strengthening the OSCE Response to Trafficking in Human Beings”

10-11 June 2013, Kyiv

LOGISTICAL MODALITIES

<p>1. VENUE</p>	<p>Diplomatic Academy of Ukraine 01001, Kyiv, St. Velyka Zhytomyrska, 2 Tel: +380 44 238 15 45 Fax: +380 44 279 47 05 E-mail: osce@mfa.gov.ua http://dipacadem.kiev.ua/en/</p>
<p>2. PARTICIPANTS</p>	<p>Representatives from OSCE participating States, OSCE Partners for Co-operation, OSCE Secretariat, OSCE institutions and field presences, representatives of international and regional organizations, non-governmental organizations and the academic community will participate in the Conference.</p> <p>No fee for participation is requested.</p>
<p>3. WORKING MODUS OF THE MEETING</p>	<p>The Conference will examine current levels of implementation of OSCE commitments in the aforementioned area, identify best practices and gaps in several thematic areas, as well as consider renewed and deeper political commitments.</p> <p>The Conference should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge.</p> <p>The Panel Debates and the Plenary Sessions will have interventions/presentations of panellists / expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed.</p> <p>The Consolidated Summary of the conference will be published on the OSCE website shortly after the event.</p>
<p>4. WRITTEN CONTRIBUTIONS</p>	<p>Participants are invited 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.</p>
<p>5. INSTRUCTIONS FOR SPEAKERS</p>	<p>The Conference Hall in Diplomatic Academy is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops.</p> <p>It is highly recommended to the speakers to contact the technician in the Plenary Hall, well</p>

	ahead of their session, in order to cross check the upload for their presentations, as well as the audio-visual equipment in place.
6. INTERPRETATION	Simultaneous interpretation into English and Russian will be provided.
7. DEADLINES	<p>We thank the participants for paying attention to the <u>deadlines</u> for:</p> <ul style="list-style-type: none"> - Application for an Ukrainian visa (Ukraine is not a member of the <u>Schengen</u> Area) should be submitted 2 weeks in advance of travel. - Registration deadline: <u>3 June 2013</u> (see Registration form Annex 1).
8. REGISTRATION <i>(Registration form in Annex 1)</i>	<p>DEADLINE 3 JUNE 2013</p> <p><u>Each participant</u> is requested to <u>send the registration form</u> (Annex 1), preferably <u>by e-mail</u>, completed with all necessary details to: (Ms. Kira Spyrudonova, E-mail: k.spyrydonova@mfa.gov.ua, fax + 38 044 279 38 49; Tel. + 38 044 238 18 07)</p> <p>The provisional list of participants will be available at the accreditation desk. The final version will be issued on the second day of the Meeting.</p>
9. ACCREDITATION	<p>The accreditation to the Meeting will take place at the Meeting venue: Diplomatic Academy of Ukraine (please find a map in Annex 2).</p> <p style="text-align: center;">Monday, 10 June 2013: 08:00 - 18:00 Tuesday, 11 June 2013: 08:00 - 18:00</p> <p>The presentation of a valid ID is required for passing the security entrance and at the accreditation for the issuance of a badge. The badge will be required to access the conference hall. Advanced registration is recommended in order to avoid delays in issuing the badges.</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 meeting. The presentation of a Press ID is required at the registration counter.</p>
10. INTERNET WORKING AREA	An <u>Internet working area</u> with PC working stations & wireless Internet access will be provided to the participants at the conference venue.
11. VISA	<p>VISA REQUIREMENTS</p> <p>Visa applicants are encouraged to submit their applications as soon as possible, at least 2 weeks prior to travelling to Ukraine, in order to ensure the timely processing of all visas.</p> <p>The visa fee will be waived.</p> <p>For further information on visa requirements and visa applications:</p> <p>http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners</p> <p>In case of emergency only please contact: Ms. Kira Spyrudonova Ministry of Foreign Affairs of Ukraine Email: k.spyrydonova@mfa.gov.ua, fax + 38 044 279 38 49; Tel. + 38 044 238 18 07)</p>

<p>12. PUBLIC TRANSPORTATION</p> <p>from/to Kyiv Airport</p>	<p>Transport to and from Kyiv Airport Participants are requested to make their own transport arrangements, both to and from the airport and for the duration of their stay in Kyiv.</p> <p>Taxis from/to Kyiv Airport <u>Boryspil International Airport has its own taxi service — Sky Taxi.</u> Sky Taxi cars are available for hire in the drop-off zone in front of each terminal. Sky Taxi Rates: <ul style="list-style-type: none"> ➤ “Optimal” rate: 6,50 UAH/km (0.59 €) This rate is charged for every kilometre starting from the first one and is applied for transportation of passengers to any destination at a distance exceeding 10 km from the journey’s start point. A 1 UAH per minute independent charge is made for standstill moments, including traffic jams, if the vehicle is moving at speeds of less than 5 km/h and whilst waiting for passengers. <ul style="list-style-type: none"> ➤ “Minimal” rate: 65 UAH (5.93€) This flat rate is used for trips at a distance of up to and including 10 km from the start point. <ul style="list-style-type: none"> ➤ Special offer Getting to Boryspil International Airport from the city by Sky Taxi is half price! The rate is only 3,50 UAH/km.(0.32€) This offer is valid subject to availability of cars.</p> <p>Bus services to the city centre: Sky Bus provides passengers with a direct, cost-effective way of getting from Boryspil International Airport to Kyiv. The bus’ route will take you via Kharkivska metro station to the Kyiv’s main railway station. <ul style="list-style-type: none"> ➤ Fare: 25 UAH.(2.28€) Tickets can be purchased straight from the driver or at the ticket office of Terminals B, F and D. The intervals between departures is 10-15 minutes during the day and 30-50 minutes at night. Journey time - 45-55 minutes.</p> <p>Boarding the buses of Sky Bus at the Boryspil airport is possible near the Terminals B and F. Sky Bus Stop near Terminal B is located right in front of the terminal, left-hand if you exit the main entrance of Terminal B. It is not difficult to notice Sky Bus Stop - the buses have bright original color and big ‘Sky Bus’ inscription on its’ sides.</p> <p>Near the Terminal F Sky Bus buses stop right on the first line right-hand, if you exit the main entrance of Terminal F.</p>
<p>13. HOTELS IN KYIV</p>	<p>Participants are kindly requested to proceed for their hotel bookings. A hotel list with a map can be found in Annex 2.</p>
<p>14. COFFEE/TEA BREAKS & LUNCHES</p>	<p>Coffee/tea breaks and lunches will be provided to the participants during the Meeting.</p>
<p>15. SOCIAL EVENT</p>	<p>Monday, 10 June 2013, at 18:30: A <i>buffet dinner Chairmanship reception</i> will take place. Information on the venue will be forwarded in due time.</p>
<p>16. GENERAL INFORMATION</p>	<p>Currency: UAH Exchange rate: USD 8.0930</p>

	<p>EUR 10.7639 RUB 0.2636</p> <p>Exchange offices and Banks: available at Kyiv Airport and throughout Kyiv city.</p> <p>Business hours: Banks are open Monday to Friday from 9:00 – 18:00. Shops open Monday to Saturday from 10:00 – 18:00.</p> <p>Credit cards, such as American Express, Master Card and Visa are widely accepted in Ukraine.</p> <p>Electric current: the standard voltage throughout Ukraine 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>Time: Kyiv time is Greenwich Mean Time (GMT + 2:00).</p> <p>Climate: For June, the average minimum temperature in Kyiv is 15°C and the average maximum temperature is 25°C.</p> <p>To check weather conditions in Kyiv for the days of the meeting, see http://www.gismeteo.com/city/daily/4944/</p>		
<p>17. CONTACTS</p>	<p style="text-align: center;"><i><u>For substantial issues:</u></i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Ms. Antonina Karnaukhova, Counsellor, Ukrainian OSCE Chairmanship Task Force Ministry for Foreign Affairs of Ukraine a.karnaukhova@mfa.gov.ua</p> <p>Tel: +38 044 2793915</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Ms. Mariana Betsa, Counsellor, Permanent Mission of Ukraine to the OSCE betsa@pmua.at maryana_betsa@yahoo.com</p> <p>Tel. +43 (0) 1 581042933</p> </td> </tr> </table> <p style="text-align: center;"><i><u>For logistical queries:</u></i></p> <p style="text-align: center;">Ms. Kira Spyrydonova, k.spyrydonova@mfa.gov.ua Tel: +38 044 238 18 07 Fax: + 38 044 279 38 49</p>	<p>Ms. Antonina Karnaukhova, Counsellor, Ukrainian OSCE Chairmanship Task Force Ministry for Foreign Affairs of Ukraine a.karnaukhova@mfa.gov.ua</p> <p>Tel: +38 044 2793915</p>	<p>Ms. Mariana Betsa, Counsellor, Permanent Mission of Ukraine to the OSCE betsa@pmua.at maryana_betsa@yahoo.com</p> <p>Tel. +43 (0) 1 581042933</p>
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REGISTRATION FORM (Deadline: 3 June 2013)

Please send this registration form to Ms. Kira Spyridonova, E-mail:k.spyrydonova@mfa.gov.ua

Fax + 38 044 279 38 49; Tel. + 38 044 238 18 07

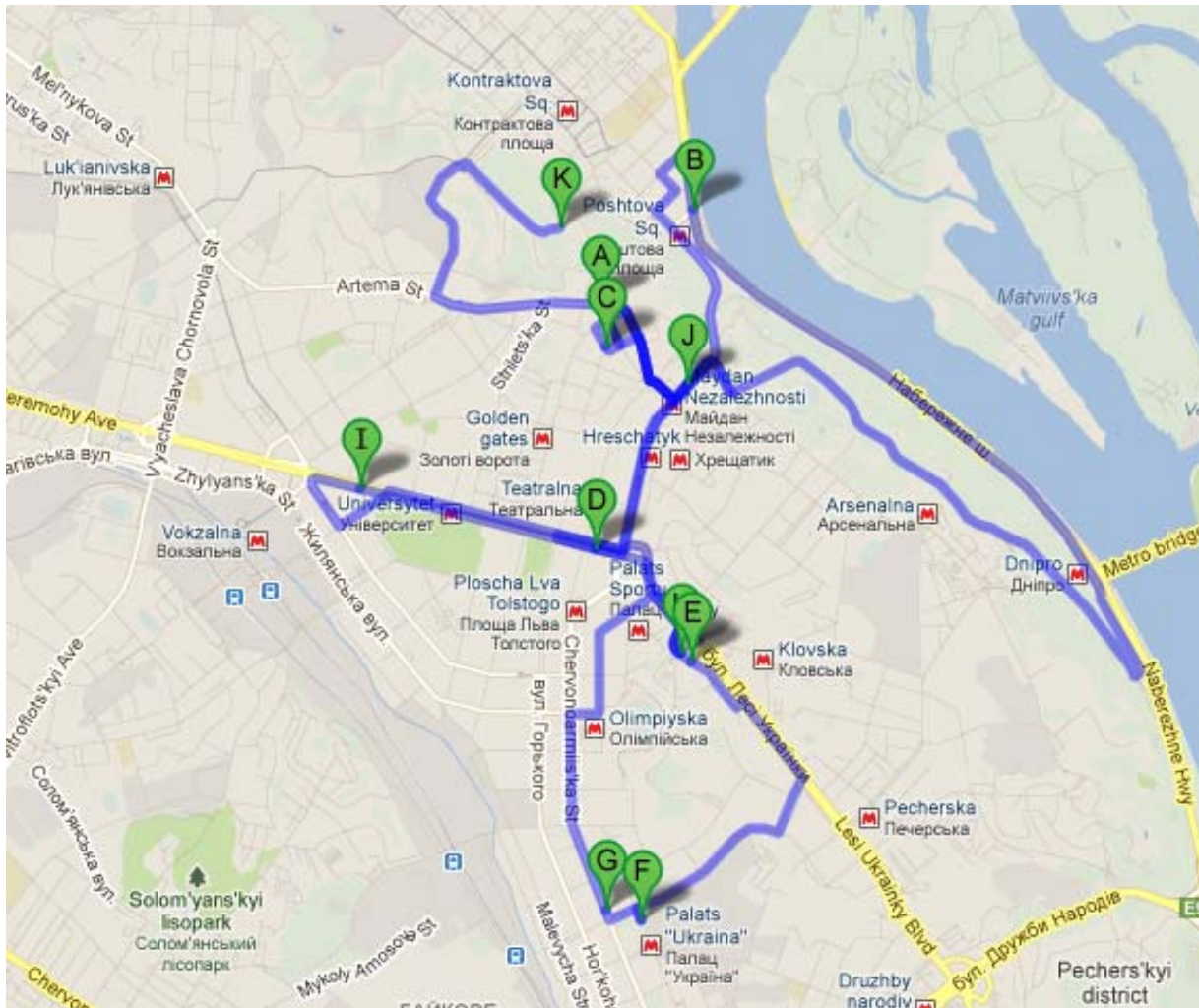
(Please fill in using capital letters)

1. Country:			
2. Category: <small>(Please indicate the category you register in <input type="checkbox"/>)</small>	<input type="checkbox"/> International Organization	<u>Government Official:</u>	
	<input type="checkbox"/> Non Governmental Organization	<input type="checkbox"/> OSCE Delegation in Vienna	
	<input type="checkbox"/> Academic Community	<input type="checkbox"/> Ministry of Foreign Affairs	
	<input type="checkbox"/> Business Community	<input type="checkbox"/> other Ministry or public Institution	
	<input type="checkbox"/> OSCE Institution	<input type="checkbox"/> OSCE Secretariat	<input type="checkbox"/> OSCE Field Presence
3.	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :		
4.	First Name:		
	Family/Last Name:		
5. Position/Title:			
6. Organization/Institution			
7. Department			
8. City:			
9. Email:			
10. Phone:			Fax:
Mobile:			
11. Written Contribution/Title:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12. TRAVEL INFORMATION: please indicate below your precise travel schedule			
Arrival to Kyiv	Date:	Time:	Flight Number:
Departure from Kyiv	Date:	Time:	Flight Number:
Hotel in Kyiv <small>(Name, address, phone)</small>			
13. SOCIAL EVENT	I will participate in the Chairmanship Reception on 10 June 2013, 18:30: Yes <input type="checkbox"/> No <input type="checkbox"/>		

List of selected Hotels KYIV

HOTELS				
NAME	Stars	tel	address	http://
Hyatt Regency Kiev	*****	+380 44 581 12 34	5, Alla Tarasova Street	www.kiev.regency.hyatt.com/hyatt/hotels-kiev-regency
Intercontinental	*****	+380 44 219 19 19	2a, Velyka Zhytomyrska Street	www.intercontinental-kiev.com/
Fairmont Grand Hotel	*****	+380 44 322 88 88	1, Naberezhno-Khreshchatytska Street	www.fairmont.com/kyiv/
Premier Palace	*****	+380 44 244 12 01	5-7/29, T. Shevchenka Blvd	www.premier-palace.com
Radisson Blu (SAS) Hotel Kiev	****	+380 44 492 22 22	22, Yaroslaviv Val Street	www.radissonblu.com.ua/hotel-kiev
Riviera on Podol Hotel	****	+ 380 44 581 28 28	15, Sagaydachnogo Street	www.rivierahotel.com.ua
Khreschatyk City Center Hotel	****	+380 44 596 80 00	14, Khreschatyk Street	www.hotel-khreschatyk.kiev.ua
Vozdvyzhensky Hotel Kiev	****	+380 44 531 99 00	60-a,b, Vozdvyzhenska Street	en.vozd-hotel.com/

Dnipro Hotel	****	+380 44 254 67 77	1/2, Khreshchatyk Street	www.dniprohotel.ua
President	****	+380 44 256 38 57	12, Hospitalna Street	www.president-hotel.com.ua
Alfavito	****	+380 44 220 45 77	35-d, Predslavynska Street	www.alfavito.com.ua
Holiday Inn	****	+380 44 363 30 00	100, Chervonoarmiis' ka Street	www.holidayinn.com/Kiev
RUS	***	+380 44 256 40 20	4, Hospitalna Street	http://www.hotelrus.kiev.ua



A - Diplomatic Academy of Ukraine – Venue of the Conference

SELECTED HOTELS

B - Fairmont Grand Hotel

C - Hyatt regency Kiev

D - Premier Palace

E - President Hotel

F - Alfavito

G - Holiday Inn

H - Rus Hotel

I – Hotel Ibis

J - Khreshchatik Hotel'

K - Vozdvyzhensky Hotel