



MC.INF/9/09
10 November 2009

ENGLISH only

CIRCULAR NOTE Nr 7

To Non-Governmental Organizations

The Greek OSCE Chairmanship has the pleasure to invite representatives of Non-Governmental Organizations to follow through a live broadcast the plenary sessions of the Seventeenth Meeting of the Ministerial Council of the Organization for Security and Co-operation in Europe (OSCE). The OSCE Ministerial Council Meeting will be held in Athens on 1 and 2 December 2009.

With reference to the information circular regarding registrations for the OSCE Ministerial Council (Information Circular 5 of 6 November 2009), please find a list of hotels annexed hereto.

For your convenience the hotel booking form, as well as the list of hotels are annexed hereto. Please send the form either by e-mail to osce2009bookings@afea.gr or by fax to +30 210 3643511. You are kindly requested to indicate a hotel of your second or third choice, in order to facilitate the reservation process.

The Ministry of Foreign Affairs of Greece avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Athens, 10 November 2009



ACCOMMODATION FORM

Kindly fill out all fields of the Form, in clear capital letters or typing and return to the Conference's Housing Bureau, Afea Congress & Travel, at the e-mail osce2009bookings@afea.gr or fax at +30 210 3643511
Mailing address: 39-41 Lykavittou str., Athens 106 72, Greece

To proceed in typing, please click on the grey area, next to the field you wish to fill

DELEGATE INFORMATION

NGO :

Head of Delegation :

NGO's Contact Person

Surname/ Name :

Telephone :

Mobile Phone :

Fax :

E-mail :

Participant's Details

Mr. Mrs. Ms.

Surname :

Name :

Title / Function :

Mailing Address :

Postal Code :

City :

Country :

Phone :

Mobile Phone :

Fax :

E-mail :

Please indicate your position in the delegation:

Head of Delegation Other Please specify :

ACCOMMODATION

Official hotels' descriptions, type of rooms/suites and relevant rates are available in the attached file **Hotels' Index**. Kindly fill below all the requested information in order to check availability and proceed with your reservation.

Hotel Preference	:	
Room Type	:	
Check-in Date	:	
Check-out Date	:	
Number of Nights	:	
Price per Night	:	
Total Amount	:	
Special Requests	:	

CANCELLATION POLICY

All cancellations must be sent in writing, by e-mail or fax, to the Conference's Housing Bureau.

- For cancellations requests received until October 23rd, 2009, no cancellation fees will apply.
- For cancellations received from October 23rd, 2009, until November 16th, 2009, 1 night will be charged as cancellation fee.
- For cancellations submitted after November 17th, 2009, 2 nights will be charged as cancellation fee.
- For non-shows, 2 nights will be charged as cancellation fee.

PAYMENT

All accommodation charges will be settled directly to the hotel upon check out.

Please fill below your credit card details, which will be used as a guarantee for your reservation. Your credit card will only be charged in case of non-show or cancellation, when cancellation fees apply.

Credit card:

Visa Mastercard American Express Diners

Credit Card Number	:	
Cardholder's Name	:	
Expiry Date	:	
CCV (three last digits on the back of your credit card)	:	

In case that credit card details are not provided, no reservation can be checked and confirmed.

I hereby confirm that I have fully understood the payment conditions and the cancellation policy and I accept my credit card to be charged with cancellation fees, if applicable and as described above:

Credit Card Holder Signature



Accommodation Information

Accommodation arrangements for the 17th Ministerial Conference, which will take place in Athens, on 1-2 December, 2009, have been assigned to the Conference's Housing Bureau, AFEA Travel & Congress S.A.

A variety of hotels in different price categories is offered to delegations.

Please note that **hotel rooms and suites will be allocated on a strict first-come, first-served basis**. If the preferred hotel is fully booked, you will be allocated to the next available of respective category and receive relevant notification. All accommodation requests **will be confirmed to participants according availability within 2 working dates**, after the submission of the accommodation form.

The Organizers have secured beneficiary rates only for Delegations participating in the 17th Ministerial Conference. We advise you therefore **not to contact the hotel directly, in order for you to receive these special rates**.

The completed hotel reservation forms should be forwarded **before October 23rd 2009** by e-mail to: osce2009bookings@afea.gr. After the cut-off date of October 23rd 2009, accommodation in the selected hotels can not be guaranteed.

All changes in reservation or cancellation requests should be sent in writing to the Conference's Housing Bureau at osce2009bookings@afea.gr.

All **accommodation charges** should be settled directly with the hotel, upon check out. The provided credit card is needed **only for guarantee**. It will be charged only in case of non-show or cancellation, when cancellation fees apply and according to the relevant cancellation policy, which is available on the Accommodation Form. In accordance with the OSCE regulations, the Host Country will cover accommodation expenses for **Heads of Delegations** from November 30th (date in) till December 3rd (Date out) – In total for 3 overnight stays. Please be kindly advised that all extra expenses (minibar, room service etc) must be paid by the Heads of Delegations to the hotel concierge upon check out. Kindly note that Heads of Delegations need to fill in and submit their accommodation form, as well.



ATHENS 01/02 DECEMBER 2009

17th Ministerial Conference

1. Grand Resort Lagonissi (*****)
2. Astir Palace Vouliagmeni
 - a. The Westin Athens (Astir Palace Resort *****)
 - b. Arion Resort & Spa (Astir Palace Resort *****)
3. Athenaeum Intercontinental (*****)
4. Classical Vouliagmeni Suites (*****)
5. Athens Ledra Marriott (*****)
6. Metropolitan (*****)
7. Divani Apollon Palace & Spa (*****)
8. The Margi (*****)
9. Plaza Vouliagmeni Strand (****)
10. Coral (****)
11. Amarillia (****)

1. GRAND RESORT LAGONISSI (***)**
www.lagonissiresort.gr

40th km Athens-Sounion,
190 10 Attica Greece
Distance from Conference Venue: approx. 15km



The Grand Resort Lagonissi sets a benchmark in first-class service and facilities for business and leisure travellers. Its unique peninsula location, in south Athens, offers a peaceful Mediterranean setting and easy access to cultural attractions.

It is a place where comfort, luxury and style are celebrated each and every day. There is a world full of sun, sea and pleasure. It is a hotel where hospitality is an art... Concealed on a stunning 72-acres peninsula in south Athens, business and pleasure travellers enjoy fabulous blue Aegean views and the ultimate resort experience, year round.



Room Type	Single Room	Double Room
Deluxe Bay View	180 €	230 €
Luxury Suite	280€	330 €
Waterfront Bungalow	350 €	400 €
Bungalow Suite with private garden	600 €	690 €

Note: All rates are per room per night and include buffet breakfast and all legal taxes

2. ASTIR PALACE RESORT (*****)

www.astir-palace.com

40 Apollonos Str. Vouliagmeni 16671, Athens-Greece

Distance from Conference Venue: approx. 12 km

Sprawling across 75 acres of sun-drenched gardens on a pine-dotted private peninsula, the resort complex includes three hotels Arion, a Luxury Collection Resort & Spa, The Westin Athens and W Athens, due to open for the first time in 2010.

Astir Palace resort is located in the heart of the elite area of the Athenian Riviera, Vouliagmeni. This privileged location, just half hour's drive from Athens, offers guests the pleasure of spending precious days and nights by the sea, with the possibility of visiting Athens' historical sites, museums and other attractions.

a) The Westin Athens
www.westinathens.com



Impressively designed and cut into the rock, The Westin Athens offers exceptional views and a unique landscape. Recently renovated by internationally acclaimed architects and interior designers, the resort features a modern look. With a spectacular peninsula setting, The Westin Athens boasts breathtaking views of the magnificent Saronic Gulf. All 160 of our superb guest rooms and suites are graced with a private balcony for enjoying these vistas, plus stunning contemporary interiors to soothe and delight you. Cool greens and blues complement the elegant furnishings, which include Westin's signature Heavenly Bed[®], with its sumptuous duvet and pillows. The oversized bathrooms are perfect for reviving after a long day in the Athens sunshine. And your every need is anticipated, with all the comforts you expect from a world-class resort.



Room Type	Single Room	Double Room
Grand Deluxe Sea View	230,05 €	262,95 €
Westin Executive Club Grand Deluxe Sea View	290,30 €	323,17 €

Note: All rates are per room per night and include buffet breakfast and all legal taxes

b) Arion Resort & Spa
www.arionresortathens.com





The legendary atmosphere of Arion, a Luxury Collection Resort & Spa is enhanced by contemporary surroundings and spectacular views of the Saronic Gulf. Guest rooms and suites delight the senses with creative touches. The most distinctive feature, the resort's fully renovated bungalows offer the ultimate in privacy and privileged services. Retreat to a space that is spacious, elegant, and filled with opulence. Individual design traits pay homage to the surroundings – a unique opportunity for those wishing to truly experience our culture.



Room Type	Single Room	Double Room
Deluxe & Grand Deluxe Garden / Marina View	262,92 €	295,78 €
Deluxe Excelsior Floor & Bungalows	449,15 €	482,02 €
Deluxe Suites All Floors & Bungalows	985,95 €	

Note: All rates are per room per night and include buffet breakfast and all legal taxes

3. ATHENAEUM INTERCONTINENTAL (***)**

www.athens.intercontinental.com

89-93 Syngrou Avenue 11745 Athens, Greece

Distance from Conference Venue: approx. 8,5 km

Contemporary Grandeur in the Ancient Capital. No wonder the Athenaeum InterContinental has been named Greece's leading hotel time and again. Athens' largest guestrooms, award winning fine dining venues and a central location appeal to business and leisure travelers alike. Within a few kilometres are the Acropolis, the Parthenon, the Temple of Apollo and the Plaka. Metro and tram stations are also nearby.



Sophisticated and stylish, yet warm and inviting, all suites bear a distinctive design. From the spacious living rooms' pale walls decorated with authentic works of Art, to the soft colour palette of the bedrooms and the marble bathrooms, altogether result in a comfortable and inviting ambiance.

Room Type	Single Room	Double Room
Superior Room	209 €	225 €
Deluxe Room	239 €	255 €
Club InterContinental Room	259 €	275 €
Standard Junior Suite	454 €	470 €
Balcony Suite	494 €	510 €
Club InterContinental Studio Suite	444 €	460 €
Club InterContinental Junior Suite	547 €	563 €
Deluxe Suite	1.000 €	

Note: All rates are per room per night and include buffet breakfast and all legal taxes

4. CLASSICAL VOULIAGMENI SUITES (***)**

www.classicalhotels.com/vouliagmenisuites 8,
 Panos & Chloes GR 166 71, Vouliagmeni, Greece
 Distance from Conference Venue: approx. 11 km

You'll be swept away by the magical allure of Vouliagmeni, playground of the Athenian elite on the Attica Riviera. Destination setting for just two or a whole party, Vouliagmeni Suites in Athens, combines the tranquillity and casual ambience of a resort with the lavish amenities of a boutique city hotel.



The Classical Vouliagmeni Suites features elegantly appointed and styled rooms. Enjoy the views while relaxing in the comfortable sofas, and experience the most romantic sunset from your balcony! Additionally thirty-five deluxe suites, each individually furnished with the casual sophistication of a luxurious beach house, are the exclusive address for those who require the finer things in life. Laid out more like a sea-view comfortable home than a typical hotel room, our Vouliagmeni accommodation is the ultimate home away from home.

Room Type	Single Room	Double Room
Classical Room	210 €	225 €
Deluxe Room	240 €	255 €
Premium Deluxe Room	260 €	275 €

Note: All rates are per room per night and include buffet breakfast and all legal taxes

5. ATHENS LEDRA MARRIOTT HOTEL

<http://www.marriott.com/hotels/travel/athgr-athens-ledra-marriott-hotel/>

115 Syngrou Avenue 11745, Athens – Greece

Distance from Conference Venue: approx. 8 km



With a spectacular view overlooking the Acropolis, the Athens Ledra Marriott is just minutes from Plaka and Piraeus Port for a quick Greek Island holiday. From our hotel in central Athens, you can stroll the winding streets of Plaka to the city's famous cafes and shops. Among hotels in Athens, we are the only to offer spacious double-double accommodations that include mini-bars, safes, individual climate controls, broadband Internet and luxury bedding. Enjoy great amenities at our Athens hotel - take a dip and enjoy the Acropolis view from our seasonal rooftop pool, stay fit at our 24-hour fitness club, or relax with a cocktail while listening to live music in our on-site lounge. After meetings or sightseeing, enjoy a Mediterranean or Greek dinner at Zephyros Restaurant or indulge in Polynesian cuisine and fresh sushi at Kona Kai. When planning a business or social event, the Marriott hotel in Athens, Greece, creates magical moments indoors and on our rooftop terrace.



Room Type	Single Room	Double Room
Deluxe Standard Room	199 €	209 €
Executive Room	249 €	
Executive Studio	349 €	
Junior Suite	790 €	

Note: All rates are per room per night and include buffet breakfast and all legal taxes

6. METROPOLITAN (***)**

www.chandris.gr/athens 385, Syngrou Avenue,
 175 64, Athens, Greece
 Distance from Conference Venue: approx. 6 km



The Metropolitan hotel with its unique cosmopolitan atmosphere, combines traditional hospitality and luxury in central Athens. With a view to both the Acropolis and the Aegean Sea, the fully renovated Metropolitan hotel is ideally situated in front of the Faliron Olympic Coastal Park for both leisure and business travelers. This Luxury Hotel in Central Athens is only 10 minutes away from Syntagma square, the centre of Athens and the port of Piraeus.

Room Type	Single Room	Double Room
Standard Room	185 €	195 €
Executive Room	235 €	245 €
Suites	285 €	295 €

Note: All rates are per room per night and include buffet breakfast and all legal taxes

7. DIVANI APOLLON PALACE & SPA (***)**

www.divanis.com/apollon

10, Ag. Nikolaou & Iliou Str.
 166 71 Athens – Vouliagmeni

Distance from Conference Venue: approx. 9km

Located on the beachfront in the region of Vouliagmeni, the most exclusive area of the Greek capital and only 19 kilometers from the airport and the vibrant city center, this legendary hotel is the ideal base from which to explore Athens for business or leisure. Sea-view rooms, beautiful gardens, state-of-the-art technology, marble bathrooms and a Thalassotherapy Center make this a perfect escape for peaceful, modern and ultimate luxury. APOLLON SUITES a new annex boutique building with sophisticated suites and luxury superior rooms, adds a new statement in the effort to delight the guests. The Divani Apollon Palace & Spa boasts luxury rooms and suites. All rooms feature furnished balconies that offer a panoramic view of the sea. For a truly memorable stay, our accommodations provide all the comforts you would expect of a five star hotel in Greece.



Room Type	Single Room	Double Room
Superior Room	180 €	200 €
Executive Room	240 €	260 €
Junior Suite - APOLLON	400 €	420 €
Suite	1.000 €	

Note: All rates are per room per night and include buffet breakfast and all legal taxes

8. THE MARGI (*****)

www.themargi.gr

11 Litous Str. Vouliagmeni 10671 Athens,
Greece Distance from Conference Venue: approx. 8,5 km



The Margi is located in Vouliagmeni, close to the business district and shopping center of Glyfada, the Golf Club, within a walking distance from the sea, the Tennis Club, the lake of Vouliagmeni and the nightlife of the coastline.

The Margi consists of superior and executive rooms and suites overlooking the sea or the pine-tree forest of Vouliagmeni. The stylish boutique décor of The Margi is characterized by a combination of colonial, ethnic and Mediterranean elements.



Room Type	Single Room	Double Room
Superior Room	110 €	120 €
Executive Room	140 €	150 €
Executive Suite	350 €	
Premium Suite	600 €	

Note: All rates are per room per night and include buffet breakfast and all legal taxes

9. PLAZA VOULIAGMENI STRAND HOTEL (**)**

www.plaza-vouliagmeni.com

14 Litous Street, 16671 Athens - Vouliagmeni, Greece
 Distance from Conference Venue: approx. 8 km



Just a stone's throw away from the sandy beaches of Vouliagmeni and a 20 minute drive to Athens Center, Plaza is the ideal place to relax and to conduct business at the same time. Inside this gracious Hotel, quiet elegance prevails. The sophistication of the lobby's decor extends to its restaurants and lounges. All rooms are artfully designed and furnished with contemporary elegance. Many rooms display sweeping views of the two *Bays*, the *Yacht Club* and the *Wooded Hills*.

Room Type	Single Room	Double Room
Standard Room	90 €	99 €

Note: All rates are per room per night and include buffet breakfast and all legal taxes

10. CORAL HOTEL (**)**

www.coralhotel.gr

35 Possidonos Avenue, Paleo Faliro 175 61, Athens, Greece
 Distance from Conference Venue: approx. 6 km



Coral Hotel is a beautifully maintained and newly remodelled four-star seafront hotel located on the Saronic Gulf in the neighbouring Athens suburb of Paleo Faliro, just a few minutes drive from the historical and commercial center of Athens. Coral sits right on the waterfront of Paleo Faliro, an elegant seaside suburb of Athens, on 35 Possidonos Avenue. Possidonos Avenue, a 60 km. coastal road that is mostly scenic, stretches along the northeastern edge of the Saronic Gulf from Piraeus (or Pireas), the main port of the city, to the southernmost tip of Attica, Cape Sounio, the site of the 5th century B.C. Sanctuary of Poseidon.

The hotel overlooks the Saronic Gulf and the "silhouette" of the hilly peninsula of Kastella, offering splendid seascape and sunset views. Many of our guest rooms and two conference rooms have a view of the water.

Our Athens hotel offers 88 beautifully appointed guest rooms, 25 of which face the sea parallel to Possidonos Avenue and offer spectacular sea views and sunsets. Each of our 88 rooms has a balcony. During sleeping hours, the double window soundproof sliding doors offer a peaceful retreat from Paleo Faliro vehicle traffic below.

Room Type	Single Room	Double Room
Standard Room	89 €	98 €
Sea View Supplement	15 €	

Note: All rates are per room per night and include buffet breakfast and all legal taxes.

11. AMARILIA (**)**

www.amarilia.gr

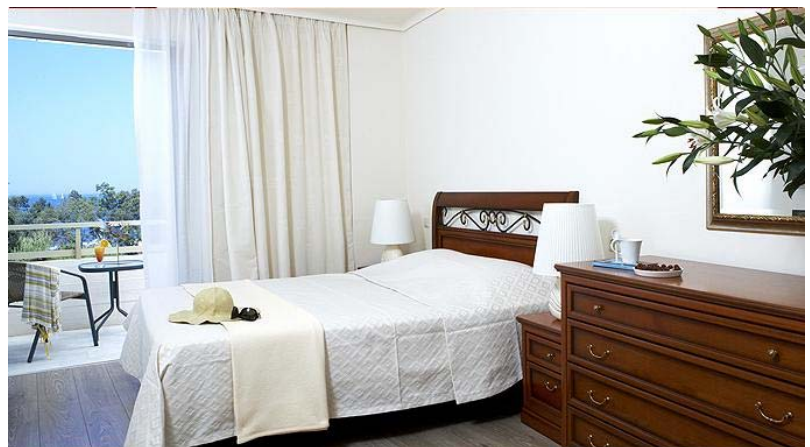
13 Agiou Nikolaou str. 16671 Vouliagmeni, Athens Greece

Distance from Conference Venue: approx. 9 km



The 4-star Amarilia Hotel is located in Vouliagmeni, on the Athenian riviera, one of the most exclusive and green coastal areas of Athens. While enjoying a beachfront location, just 20 min. drive from Athens city center and the International Airport, Amarilia Hotel is an excellent choice for business and leisure travelers. The distance from the center of Athens is close enough for guests who need to commute and far enough to enjoy the tranquility of the picturesque area.

All rooms and suites have balconies with sea or pool views and have been recently renovated.



Room Type	Single Room	Double Room
Standard Room	85 €	95 €

Note: All rates are per room per night and include buffet breakfast and all legal taxes