



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 11 April 2007

To: Delegations of participating States to the OSCE
Partners for Co-operation
International Organizations invited to participate in the Conference

Subject: Practical arrangements, including all forms
2007 OSCE-Mongolia Conference on Strengthening the Co-operative
Security between the OSCE and the Asian Partners of Cooperation
Ulaanbaatar, 12-13 June 2007

I PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decisions 772 and 781, the Section for External Co-operation would like to inform all participants in the 2007 OSCE-Mongolia Conference, to be held in **Ulaanbaatar, Mongolia, 12-13 June 2007**, about the following:

I.1 Venue

The Conference will be held at the Conference Hall of the Ministry of Foreign Affairs of Mongolia. The address is as follows:

Peace Avenue 7A, Ulaanbaatar 210648, Mongolia
Tel: (+976-51) 261 604 Fax: (+976-11) 322 127

I.2 Registration in the Conference

Please register in the Conference by sending the completed registration form to the OSCE Secretariat as indicated on the form, **no later than 15 May 2007**.

I.3 Hotel reservation

The host country has made block reservation at two hotels in Ulaanbaatar:

Khan Palace Hotel
East Cross Road
Peace Avenue, Bayanzurkh district
Ulaanbaatar
Tel: +976-11 463 463
Fax: +976-11 463 464
reservation@khanpalace.com
<http://www.khanpalace.com>

Chinggis Khaan Hotel
Tokyo Street 10
Ulaanbaatar 49
Tel: +976-11 314 380
Fax: +976-11 313 312 788
reservation@chinggis-hotel.com
<http://www.chinggis-hotel.com>

The room rates and reservation conditions are available on the attached registration forms. Since the Conference is taking place during the peak season in Mongolia, participants are kindly advised to book timely, **no later than 15 May 2007**. Reservations cannot be guaranteed after the deadline.

I.4 Transportation to and from the venue

During the Conference, the host country will provide transportation between the above mentioned hotels and the venue.

II TRAVEL

II.1 Visa Requirement

Participants holding diplomatic or official passport of those countries that conclude an agreement on exemption of visa requirement with Mongolia do not require applying for a visa. Participants of other countries are kindly requested to make their own visa arrangements with a local Mongolian Embassy or Consulate prior to their arrival.

Visa upon arrival

Countries, where there is no Mongolian Embassy or Consulate, are requested to submit the names of their participants in the Conference, together with passport numbers and flight details, to the Ministry of Foreign Affairs of Mongolia well in advance, to the contact point nominated below. Only then, a visa can be granted upon arrival at the Chinggis Khaan International Airport.

Contact point for consular affairs:

Mr. Ya. Ariunbold

Deputy Director

Consular Department

Ministry of Foreign Affairs of Mongolia

Tel: +976 51 262088

Fax: +976 11 324244

II.2 Travel arrangements

Participants are responsible for making their own travel arrangements. The most direct way from Europe to Ulaanbaatar is via Berlin and Moscow with Mongolian Airlines. With reference to SEC.GAL/55/07, for this connection a special arrangement has been negotiated. For details please see the attached flight reservation form. Due to the limited availability of seats during the peak travel season, participants are advised to complete their reservations well in advance, no later than **15 May 2007**.

Additional information can be obtained from the Embassy of Mongolia in Vienna, Teinfaltstrasse 3/6, 1010 Vienna, Austria, Tel: +43-1-5352807-0, Fax: +43-1-5352807-20, E-mail: office@embassyon.at, Web site: <http://www.embassyon.at>

II.3 Arrival / Departure

II.3.1 Transportation from and to the airport

The Ministry of Foreign Affairs of Mongolia will arrange transportation service from the airport to the hotel and from the hotel to the airport to all participants, provided their flight details are included in the attached registration form.

Taxis are available at the airport. The fare starts at approximately 300 Tugrugs per 1 km. The destination from the airport to the Ministry of Foreign Affairs is approximately 16 km, the Chinggis Khaan Hotel and the Khan Palace Hotel – approximately 18 km.

For information regarding shuttle service provided by the hotels, please contact the hotel of your choice.

III Field Trip

The Host Country will be offering an optional field trip for participants on 11 June 2005. Precise details of the excursion, together with registration forms, will be provided separately by the Host Country.

IV GENERAL INFORMATION

IV.1 Rate of Exchange

1 US Dollar = 1165 Mongolian Tugrug (as of 16 March 2007)

1 Euro = 1538 Mongolian Tugrug (as of 16 March 2007)

IV.2 Weather

The average monthly temperature and precipitation in June will be +13 °C /+55.5°F and 30 mm respectively.¹ Average summer temperature is +20C(+65F)

IV.3 Time Difference

Ulaanbaatar's standard time zone is UTC/GMT + 8 hours

IV.4 Tourism

Useful tourism information on Mongolia and other practical information can be found on the following websites:

www.mongoliatoursim.gov.mn, www.discovermongolia.mn, www.visitmongolia.com

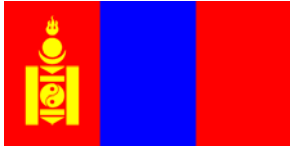
¹ <http://www.visitmongolia.com/climate.htm>

IV.5 Points of Contact:

OSCE	Ms. Aldona Szymanski	Tel.: (+43-1) 514 36 – 190
	Senior External Co-operation Assistant	Fax: (+43-1) 514 36 – 96
	External Co-operation Section	E-mail: aszymanski@osce.org
	OSCE Secretariat	pm-ext-coop@osce.org
MFA of Mongolia	Kärntner Ring 5-7, A-1010 Vienna, Austria	
	Mr. Batjargal Gunaajav	Tel: (+976-51) 261 604
	Counsellor	Fax: (+976-11) 322 127
	Department of Multilateral Cooperation	E-mail: batjargalg@mfa.pmis.gov.mn
	Ministry of Foreign Affairs of Mongolia	othag@mfa.pmis.gov.mn
	Peace Avenue 7A, Ulaanbaatar, Mongolia	

IV.6 Website

For updates on the event please check the OSCE website: www.osce.org



2007 OSCE-Mongolia Conference on
Strengthening the Co-operative
Security between OSCE and the Asian
Partners of Cooperation
Ulaanbaatar, 12 and 13 June 2007



REGISTRATION FORM

<i>State/Delegation/International Organization</i>			
Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> <i>Family Name:</i>		<i>First Name:</i>	
<i>Title and Position (as to appear on the list of participants):</i>			
<i>Street or Mail address:</i>	<i>City Code:</i>	<i>City:</i>	<i>Country:</i>
<i>Tel. No. with all prefixes:</i>		<i>Fax No. with all prefixes:</i>	
<i>Mobile No. with all prefixes:</i>		<i>E-mail address:</i>	
		@	
Arrival:	<i>Flight #:</i>	Departure:	<i>Flight #:</i>
<i>Date:</i> June 07	<i>Time:</i> :	<i>Date:</i> June 07	<i>Time:</i> :
<i>In Ulaanbaatar, I will stay at the Chinggis Khaan Hotel <input type="checkbox"/> Khan Palace Hotel <input type="checkbox"/></i>			
<i>Alternatively, I can be reached under the following address/tel./fax #:</i>			

Date: _____ *Signature:* _____

PLEASE NOTE :

The Registration Form should reach the OSCE Secretariat **not later than 15 May 2007**, either by mail, fax or e-mail:

OSCE Secretariat, Section for External Co-operation, Kärntner Ring 5-7, A 1010 Vienna, Austria
Tel.: (+43-1) 514 36-190, Fax: (+43-1) 514 36-96, E-mail: pm-ext-coop@osce.org

FLIGHT RESERVATION FORM

For Participants in the 2007 OSCE-Mongolia Conference, *Ulaanbaatar, Mongolia*,
11-12 June 2007

MIAT

Berlin Branch Office
Chaussee Strasse 84
10115 Berlin Germany

Please submit this flight reservation form
not later than 15 May 2007
by fax or e-mail to the **MIAT office in Berlin**
Contact person: Ms. Bulgan
Tel: +49-176-6410-2446, Fax: +49-30-284-981 40,
e-mail: berlin@miat.com

Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>			
First Name:			
Nationality:			
Street or Mail address:	City Code:	City:	Country:
Tel. No. with all prefixes:	Fax No. with all prefixes:		
Mobile No. with all prefixes:	E-mail address: @		

Please tick the relevant box to choose the preferred fare:

Price in **Economy Class** EUR 858.00

Price in **Business Class** EUR 1,558.00

Please note:

20 seats in business class reserved and they will be allocated on first-come first-serve basis. Participants will have to make their own arrangements for flights from Vienna to Berlin and back, but many commercial flights are available at a reasonable price.

The payment should be settled **by bank transfer, account details:**

Name of Bank : BERLINER BANK, BLZ : 10020000

Account number : 4226663700

IBAN: DE68100200004226663700, BIC/SWIFT: BEBEDEBB

Statement of payment : OSCE+ passenger name+ 10 June 2007

<i>Departure from BERLIN</i>	<i>Departure from ULAANBAATAR</i>
Berlin – Ulaanbaatar (Aircraft Airbus 310-300)	Ulaanbaatar – Berlin (Aircraft Airbus 310-300)
OM 136 14:00–05.45 (+1)	OM 135 08:30-12:45
<i>Date: 10 June 2007</i>	<i>Date: 14 June 2007</i>

Date: _____

Signature: _____

**2007 OSCE-Mongolia Conference
Ulaanbaatar, 12 - 13 June 2007**

PLEASE SEND THE COMPLETED FORM TO THE KHAN PALACE HOTEL AT THE ADDRESS INDICATED BELOW BEFORE 15 MAY 2007

HOTEL RESERVATION FORM

Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Family Name:		First Name:	
State/Delegation/International Organization			
Street or Mail address:	City Code:	City:	Country:
Tel. No. with all prefixes:		Fax No. with all prefixes:	
Mobile No. with all prefixes:		E-mail address:	
		@	
Date of check-in:		Date of check-out:	
Khan Palace Hotel East Cross Road, Peace Avenue, Bayanzurkh district, Ulaanbaatar, Mongolia Tel: +976-11 463 463, Fax: +976-11 463 464 reservation@khanpalace.com http://www.khanpalace.com			
Breakfast and taxes are included. For more details, please refer to the hotel website			
Standard room (15 available)	Single occupancy	USD 98	<input type="checkbox"/>
	Double occupancy	USD 121	<input type="checkbox"/>
Semi-deluxe room (85 available)	Single occupancy	USD 115	<input type="checkbox"/>
	Double occupancy	USD 144	<input type="checkbox"/>
Deluxe room (5 available)	Single occupancy	USD 173	<input type="checkbox"/>
	Double occupancy	USD 219	<input type="checkbox"/>
Modality of payment : AMEX <input type="checkbox"/> , VISA <input type="checkbox"/> Master card <input type="checkbox"/> , JCB card <input type="checkbox"/> , Cash <input type="checkbox"/>		Modality of payment : AMEX <input type="checkbox"/> , VISA <input type="checkbox"/> Master card <input type="checkbox"/> , JCB card <input type="checkbox"/> , Cash <input type="checkbox"/>	

Date: _____

Signature: _____

Cancellation policy: There will be no charges if the hotel is notified by the 1 June 2007. For cancellations received after this date, 20% of the rate for one night will be charged.

Contact persons: Battsetseg.M 9909-4371 (cell), (976)-11-463462 (office)
 Byambasuren.A 9171-6351 (cell), (976)-11-463462 (office)

CHINGGIS KHAAN HOTEL

Tokyo street-10, Ulaanbaatar 49, MONGOLIA

Tel: (976-11)-313 380, (976)-91996142; Fax: (976- 11)- 312788;

E-mail: chinggis-hotel@mongol.net, URL: www.chinggis-hotel.com

Chinggis Khaan Hotel Reservation Form

Please fax this form directly to the Reservation Department of the Chinggis Khaan hotel
before **15 May 2007**.

Surname: _____

Name: _____

Check-in date: _____

Check-out date: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Accommodations for the participants – Please tick your preferred choice.

- | | |
|---|--------------------|
| <input type="radio"/> Standard Single | (USD84 per night) |
| <input type="radio"/> Standard Double (king size bed) | (USD107 per night) |
| <input type="radio"/> Standard Twin (2 separate beds) | (USD119 per night) |
| <input type="radio"/> Semideluxe Single | (USD119 per night) |
| <input type="radio"/> Presidential Suite | (USD333 per night) |

**Room rate includes breakfast and 10%VAT.*

Accompanying person for sharing room /if any/:

Surname: _____

Name: _____

Reservation & cancellation policy.

The hotel does accept “guaranteed reservations” either by company or travel agent. Your guaranteed reservation will be held for the first night of your reserved stay. In some cases, a one-night room rental will be charged in the event of non-arrival, without prior cancellation.

Request after deadline date will be treated according to availability. It is required to notice the hotel 1 month before arrival date to avoid cancellation charges.