



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

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

Vienna, 6 July 2015

23rd OSCE ECONOMIC AND ENVIRONMENTAL FORUM

**“Water governance in the OSCE area –
Increasing security and stability through co-operation”**

Concluding Meeting

Prague, 14 - 16 September 2015

Logistical Modalities

1. VENUE	CZERNIN PALACE Ministry for Foreign Affairs of the Czech Republic Loretánské nám. 5 118 00 Prague 1
2. PARTICIPANTS’ INFORMATION	Representatives from the OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field presences, representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the Forum as stipulated by the Decision of the OSCE Permanent Council (PC.DEC/1131/14). Press representatives can, as deemed appropriate, be admitted to the Conference Hall during the Opening and Closing sessions. No fee for participation is requested.
3. WORKING MODUS OF THE FORUM	The Forum should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The Forum builds up on the recommendations that resulted from the 1 st Preparatory Meeting (Vienna, 26-27 January 2015, http://www.osce.org/event/23rd_eef_prep1) and the 2 nd Preparatory Meeting (Belgrade, 11 - 13 May 2015, http://www.osce.org/event/23rd_eef_prep2). The Panel Debates and the Plenary Sessions will have presentations of panelist/expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the Meeting website: http://www.osce.org/event/23rd_eef_2015 after the event.
4. DEADLINES	We thank the participants for paying attention to the <u>below deadlines</u>: ⇒ REGISTRATION to the Forum: as early as possible and <u>the latest by 3 September 2015</u>

	<p>⇒ VISA APPLICATION for the Czech Republic: NOT LATER THAN 15 DAYS prior to the date of the travel to Prague</p> <p>⇒ HOTEL BOOKING in Prague: <i>depending on the hotel (item 12):</i></p> <p> a) Lindner Hotel Prague Castle: 13 August 2015</p> <p> b) Hotel Savoy Prague: 29 July 2015</p> <p>(After this deadline, the reservation may be confirmed upon availability of the respective Hotel)</p>
<p>5. REGISTRATION TO THE FORUM</p> <p>(Registration form in Annex 1)</p>	<p>Deadline: 3 September 2015</p> <p>Each participant is requested to send a registration form to the Organizers. Please contact Ms. Andrea Gredler, OSCE OCEEA to receive the required document (andrea.gredler@osce.org).</p> <p>The Delegations are kindly requested to notify the ranking and the title of their members by adding a list of their members attending the Forum to the individual registration forms.</p>
<p>6. ACCREDITATION AT THE CONFERENCE VENUE</p>	<p>Accreditation will take place at the main entrance to the Czernin Palace (Czech MFA),</p> <ul style="list-style-type: none"> - Monday, 14 September 2015, from 8 a.m. to 6 p.m. - Tuesday, 15 September 2015, starting at 8:30 a.m - Wednesday, 16 September 2015, starting at 8:30 a.m. <p>The presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall. <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 OSCE Economic and Environmental Forum.</p>
<p>7. VISA</p>	<p>Deadline: NO LATER THAN 15 DAYS PRIOR TO THE DATE OF TRAVEL</p> <p>Participants, if stipulated under the Czech law, are asked to make their own arrangements for securing a Schengen (short-term) visa for entry into the Czech Republic.</p> <p>The OSCE Prague Office (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org tel: +420 224 186 450, fax +420 224 186 440) stands ready to support delegations. It is recommended to cross check the <u>most recent visa regulations</u> at the Czech Embassy/Consulate in your country or on the MFA website. Contacts of Czech Missions abroad, as well as visa form, can be found on the official Czech Foreign Ministry website (English): http://www.mzv.cz/jnp/en/information_for_alien/index.html Section: Entry & Residence</p>
<p>8. WRITTEN CONTRIBUTIONS</p>	<p>Participants are welcome to submit written contributions reflecting their views 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 Activities (Ms. Andrea Gredler, e-mail: andrea.gredler@osce.org, Fax. + 43 1 514 36 62 51; Tel. + 43 1 514 36 6675) to enable a timely distribution to the participants.</p>
<p>9. DOCUMENT DISTRIBUTION</p>	<p>All documents will be published on the OSCE Forum conference website: http://www.osce.org/event/23rd_eef_2015</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 (lobby in front of the Plenary Hall).</p>

	<p>Request for the distribution of documents <i>during</i> the Forum Meeting should be addressed to the Document Distribution Desk. Documents should possibly be provided to this Desk in electronic format (documents@osce.org).</p>
<p>10. SPEAKERS' INSTRUCTIONS</p>	<p>Speakers are kindly requested to send</p> <ul style="list-style-type: none"> → a short CV (with photo) → and an electronic copy of their presentation in advance <p>to the Office of the Co-ordinator of OSCE Economic and Environmental Activities possibly no later than 30 August 2015 (Ms. Andrea Gredler, OSCE OCEEA, (email: andrea.gredler@osce.org, tel. + 43 1 514 36 6675) and to take <u>an electronic copy of their presentation</u> (on a USB stick) as back-up to the Meeting.</p> <p>The Conference Hall is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops.</p> <p>Speakers should address their request for technical support well in advance to Ms. Andrea Gredler, OSCE OCEEA (E-mail: andrea.gredler@osce.org; Fax + 43 1 51436 6251 Tel. + 43 1 51436 6675). It is as well highly recommended to the speakers to <i>contact the technician</i> in the Plenary Hall, well ahead of their session, in order to cross check the upload for their presentations, as well as the audio-visual equipment in place.</p> <p>A Co-ordination Meeting for Moderators and Speakers will take place on 14 September 2015, at 08:30 at the Czernin Palace, Mirror Hall, 1st floor.</p>
<p>11. INTERPRETATION</p>	<p>Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish)</p>
<p>TRAVEL ARRANGEMENTS</p> <p>Participants are kindly requested to make their own travel, visa, accommodation and transfer arrangements, which will not be paid for by the OSCE (except in the case of selected sponsorships)</p>	
<p>12. HOTEL BOOKING</p> <p><i>preferential rates</i></p> <p>(Booking forms in Annexes 3 and 4)</p>	<p>The OSCE Prague Office made special rate agreements with the following hotels. <i>Please use the attached hotel forms for the booking at the Lindner Hotel Prague Castle or at the Hotel Savoy Prague (Annexes 3-4).</i></p> <p>Because the number of rooms available will be limited, we recommend <u>early bookings</u>.</p> <p><u>LINDNER HOTEL PRAGUE CASTLE</u></p> <ul style="list-style-type: none"> ⇒ Booking deadline: 13 August 2015 (<u>Booking form</u> in Annex 3) www.linderhotels.com (5 min walking distance from the conference venue) Tel: +420 226 080 100 Fax: +420 226 080 507 Email: reservation.prague@linderhotels.com Rates: Single Superior room 139 € double Superior room 144 € (incl. buffet breakfast, Internet connection, Access to Sauna & Fitness and VAT incl.) Single Business room 159 € double Business room 164 € (incl. buffet breakfast, Internet connection, access to Sauna & Fitness and VAT incl.) Transfers from/to Airport: 22 €/car/one way transfer <p><u>HOTEL SAVOY PRAGUE</u></p> <ul style="list-style-type: none"> ⇒ Booking deadline: 29 July 2015 (<u>Booking form</u> in Annex 4) www.hotelsavoyprague.com (5 min walking distance from the conference venue) Tel: +420 224 302 115, Fax: +420 224 302 128 Email: group.reservation@hotelsavoyprague.com

	<p>Contact: Ms. Ilona Müllerova, Reservation Agent</p> <p>Rates: Deluxe room 129 € and Executive room 159 € (double or double for single use; incl. breakfast, VAT) Transfers from/to Airport: 46 €/car Transfers from/to Main train station 18.50 €/car Transfers from/to Holešovice train station 18.50 €/car</p> <p>Please find all necessary hotel information in the order form of the respective hotel attached in Annexes (3 and 4).</p> <p>For your convenience, a list of hotels in vicinity of the Czernin Palace (Czech MFA and Forum venue) in Prague is attached (Annex 2)</p> <p>For information on other hotels, please consult following website addresses: http://www.hotel.cz/praha/accommodation/ http://www.lastminute.com/hotels/prague.html <u>Due to the time period of the conference which is considered high tourist season in Prague, early booking is highly advisable.</u></p>
<p>13. PUBLIC TRANSPORTS IN PRAGUE</p>	<p><u>Getting to Prague city by public transfers:</u></p> <p>FROM THE AIRPORT:</p> <p>a) <u>By public bus:</u></p> <ul style="list-style-type: none"> • 119: Prague Airport - Nádraží Veveslavín (metro line A) - 15 min • 100: Prague Airport - Zličín (metro line B) - 18 min • Airport express: Prague Airport - Prague Main Train Station (metro line C and connection to SC, EC, IC and EN trains) - 35 min <p>Bus stop: Terminál 1; Terminál 2 – in front of the Arrival hall</p> <p>Public Transport Ticket Sale</p> <ul style="list-style-type: none"> • Public Transport counters in Arrival Halls of Terminals 1 & 2 (from 7 am to 10 pm), • Automats placed at bus stops (cash required), • From a bus driver (cash required). <p>Regular shuttle buses to the centre of Prague: Everyday scheduled operation, 30-minute intervals http://www.cedaz.cz/public-shuttle-bus-from-airport-to-prague-centre.php</p> <p>Detailed information on the transfers Prague Ruzyne Airport – Prague City can be found: www.prg.aero/en/parking-transport/transport/public-transit</p> <p>Actual public transportation fares available here: http://www.dpp.cz/en/fares-in-prague/</p> <p>b) <u>By taxi:</u></p> <p>Contact counters of taxi operators are located at the arriving hall of Terminal 1 and 2. Departure points are displayed in front of arriving halls. Taxi services at guaranteed tariffs prices, according to the number of kilometers passed: AAA RADIOTAXI +420 222 333 222 www.aaaradiotaxi.cz FIX TAXI +420 220 113 892 fix@airportcars.cz www.airportcars.cz</p>

	<p>c) <u>Booking a transfer through your hotel:</u> Please note that guests of the below listed hotels can arrange transfers from airport/railway station through their respective hotel (see par.12 on hotel bookings).</p> <p>FROM THE RAILWAY STATION: Getting from the Railway Station in Prague to your hotel: a) By metro (metro line C) b) By taxi you may contact the taxi companies: PROFI TAXI +420 261 314 151 or AAA RADIOTAXI +420 222 333 222 c) or arrange a transfer through your hotel (as indicated on the hotel booking form)</p> <p>Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the conference venue.</p>
<p>CONFERENCE FACILITIES</p>	
<p>14. MEETING AREAS (Annex 5)</p>	<p><u>On the 1st Floor:</u> Plenary Hall: “Velký sál” All plenary sessions Mirror Hall: “Zrcadlový” Side events, informal ad hoc meetings Gallery Hall: “Galerie” Side events – <i>in case scheduled</i> Oriental Hall: “Orientální” OSCE Chairmanship Office Golden Hall: “Zlatý”: Office of the Co-ordinator of OSCE Economic and Environmental Activities – Meeting Assistance Blue Hall: “Modrý”: OSCE Prague Office, Language Services Musical Hall: “Hudební” Delegates Working Area</p> <p>Please find a floor map attached (Annex 5)</p>
<p>15. INTERNET WORKING AREA AND TECHNICAL SUPPORT</p>	<p>A <u>working area with IT facilities & Internet access</u> is available in “Musical Hall “Hudební” near the plenary hall <u>Telephones</u> in the meeting area can be used free-of-charge for local telephone calls. In case of international calls, please contact the OSCE Prague Office. A <u>Document Distribution Desk</u> next to the plenary hall will provide assistance to speakers and participants for document registration and distribution, copying of documents and handle request for technical support. <u>Technical equipment for presentation</u> of audio-video materials will be provided upon advance request (PowerPoint, flip chart). Any request on a short notice can be addressed to the Document Distribution Desk as well.</p>
<p>16. COFFEE BREAK & LUNCH</p>	<p>Coffee/tea breaks will be provided to the participants during the Forum. Lunches: Various restaurants are located in vicinity of the Czernin Palace.</p>
<p>17. SOCIAL EVENTS</p>	<p>Monday, 14 September 2015: Reception, at 18:30, location tbc Tuesday, 15 September 2015: Reception, at 18:30, location tbc Please register for the social events on the “Registration form” for the Forum Meeting (Annex 1/line Nr.11)</p>
<p>18. GENERAL INFORMATION</p>	<p>A map of Prague can be found on the Internet: www.mapsofprague.com</p> <p>Currency: The national currency is Czech Crown. 1 EUR is 27,44 Czech Crown (rate of June 2015). Several exchange offices and cash machines are located nearby the Czernin Palace, as well as in hotels.</p> <p>Electric current: the standard voltage throughout the Czech Republic is 220V.</p> <p>Time: CET Prague time differs from Greenwich time by + 1 hour.</p>
<p>OSCE Secretariat, Vienna</p>	

19. CONTACTS	<p>Office of the Co-ordinator of OSCE Economic and Environmental Activities</p> <p><i>For substantial issues:</i> Mr. Lorenzo Rilasciati, Senior Economic and Environmental Officer Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251, Email: lorenzo.rilasciati@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> <p><i>For visa issues and registration/accreditation:</i> OSCE Office in Prague Ms. Iveta Džuriková, Tel: +420 224 186 450, fax +420-224 186 440, Email: iveta.dzurikova@osce.org</p> <p>Updated information regarding the agenda, the social events and last logistical issues for the Concluding Meeting of the 23rd OSCE Economic and Environmental Forum will be circulated at a later stage and published on the <u>OSCE Forum website</u>: http://www.osce.org/event/23rd_eef_2015</p>
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⇒ **IMPORTANT NOTICE:**

Liability - insurance:

To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.

HOTELS IN VICINITY OF CZERNIN PALACE

HOTEL	ADDRESS	WEBSITE	E-mail/tel
***** STARS HOTELS			
Aria Hotel	Tržistě 9 Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Golden Well Hotel	U Zlaté Studně 166/4 Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
**** STARS HOTELS			
Hotel Questenberk	Úvoz 15/155 Praha 1	www.hotelq.cz	hotel@questenberk.cz +420 220 407 600
Hotel Monastery	Strahovské nádvoří 13 Praha 1	www.hotelmonastery.cz	monastery@avehotels.cz +420 – 233 090 200
Dům u červeného lva	Nerudova 41 Praha 1	www.hotelredlion.cz	redlion@avehotels.cz +420 257 533 832
Biskupský dům	Dražického nám. 6, Praha 1	www.hotelbishopsouse.cz	bh@avehotels.cz +420 257532 320
U páva	U lužického semináře 32 Praha 1	www.hotel-upava.cz	rezervace@hotel-upava.cz +420 257 533 360
U krále Karla	Nerudova – Úvoz 4 Praha 1	http://www.ukralekarla.com/	reservation@ukralekarla.cz +420 257 531 211
Hotel Pyramida	Bělohorská 24 Praha 6	www.hotelpyramida.cz	rezervace@hotelpyramida.cz +420 233 102 273
Hotel Constans	Břetislavova 309 Praha 1	www.hotelconstans.cz	www.hotelconstans.cz +420 234 091 818
Hotel U raka	Černínská 10 Praha 1	www.romantikhotel-uraka.cz	info@romantikhotel-uraka.cz +420 220 511 100
Domus Henrici	Loretánská 11 Praha 1	www.hidden-places.com	henrici@hidden-places.com +420 220 511 369
Domus Balthasar	Mostecká 5 Praha 1	www.hidden-places.com	balthasar@hidden-places.com +420 257 199 499
Hotel U Tří Pštrošů	Dražického nám. 76/12 Praha 1	www.hotelutripstrosu.cz	reservation@hotelutripstrosu.cz +420 257 288 288
*** STARS HOTELS			
Hotel Jelení dvůr	Jelení 197/7 Praha 1	www.hoteljelenidvur.cz	jelenidvur@eahotels.cz +420 233 028 333
Hotel Adalbert	Markétská 1 Praha 6	www.hoteladalbert.cz	recepce@hoteladalbert.cz
Hotel U kříže	Újezd 20 Praha 1	www.ukrize.com	hotel@ukrize.com +420 257 313 272
Hotel Hormeda	Na Zástřelů 422/15 Praha 6	www.hormeda.cz	hormeda@hormeda.cz +420 220 513 604
U Zlatého koníčka	Úvoz 8 Praha 1	www.goldenhorse.cz	alex@email.cz +420 603 841 790

RESERVATION FORM

Dear Guest,

thank you very much for choosing Lindner Hotel Prague Castle as your residence during the „Concluding Meeting of the 23rd OSCE Economic and Environmental Forum“.
The event takes place between 14th - 16th September 2015.

Name:			
Address:		City:	
Post code:		Country	
Telephone:		Email:	
Companion:			
Arrival date:		Departure date:	

- Single Standard room (€ 139,- /room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)
- Double Standard room (€ 144,- /room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)
- Single Business room (€ 159,- /room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)
- Double Business room (€ 164,- /room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)

The Business room provides a nice view either to the courtyard in front of the hotel or to the hotel's inner atrium. Calm atmosphere guaranteed.
Check-In time: 15:00, Check-Out time: 12:00. The rates include 15% VAT.

Transfer Airport - Hotel

Flight no.:		Arrival time:	
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€ 22,-/car/one way transfer. The driver will be standing with a sign with your name in the arrival hall.

The deadline for reservation is 10/08/2014. After this date the reservation will be confirmed upon availability.

Cancellation policy:

Total or partial cancellation of reservation between 01/09/2014 and 06/09/2014 will result in a cancellation fee equal to 50% of expected room revenue. Total or partial cancellation of reservation after 06/09/2013 will result in a cancellation fee equal to 100% of the total booking value.

Payment:

Credit card type:		Credit card holder:			
Credit card no.:		Expiration date:		CWV/CVC code:	

I hereby authorize the Lindner Hotel Prague Castle to charge my credit card with the total amount for the accommodation.

Lindner Hotel Prague Castle hotel reserves a right not to confirm the reservation if the booking form is not completed or not completed correctly.
Lindner Hotel Plaza Prague Castle hotel reserves a right not to confirm the reservation if it is not prepaid or guaranteed by a credit card.

Confirmation number:

I hereby confirm the reservation

.....
Guest's signature

Please return a signed form to FAX: +420 226 080 507 or Email: reservation.prague@lindnerhotels.com
For further information please contact us at TEL: +420 226 080 100

We are looking forward to welcome you at the Lindner Hotel Prague Castle!

Lindner Hotel Prague Castle - Strahovská 128 - Praha 1 - Czech Republic - www.lindnerhotels.com



Hotel Savoy – E.I.H., a.s., Keplerova ul. 6, 118 00 Praha 1, Czech Republic,
tel.n: + 420 224 302 115, fax.: + 420 224 302 128, e-mail: group.reservation@hotelsavoyprague.com

Contact person: Iлона Müllerová, Reservation Agent

**Concluding Meeting of the 23rd OSCE Economic and Environmental Forum Prague,
14 – 16 September 2015**

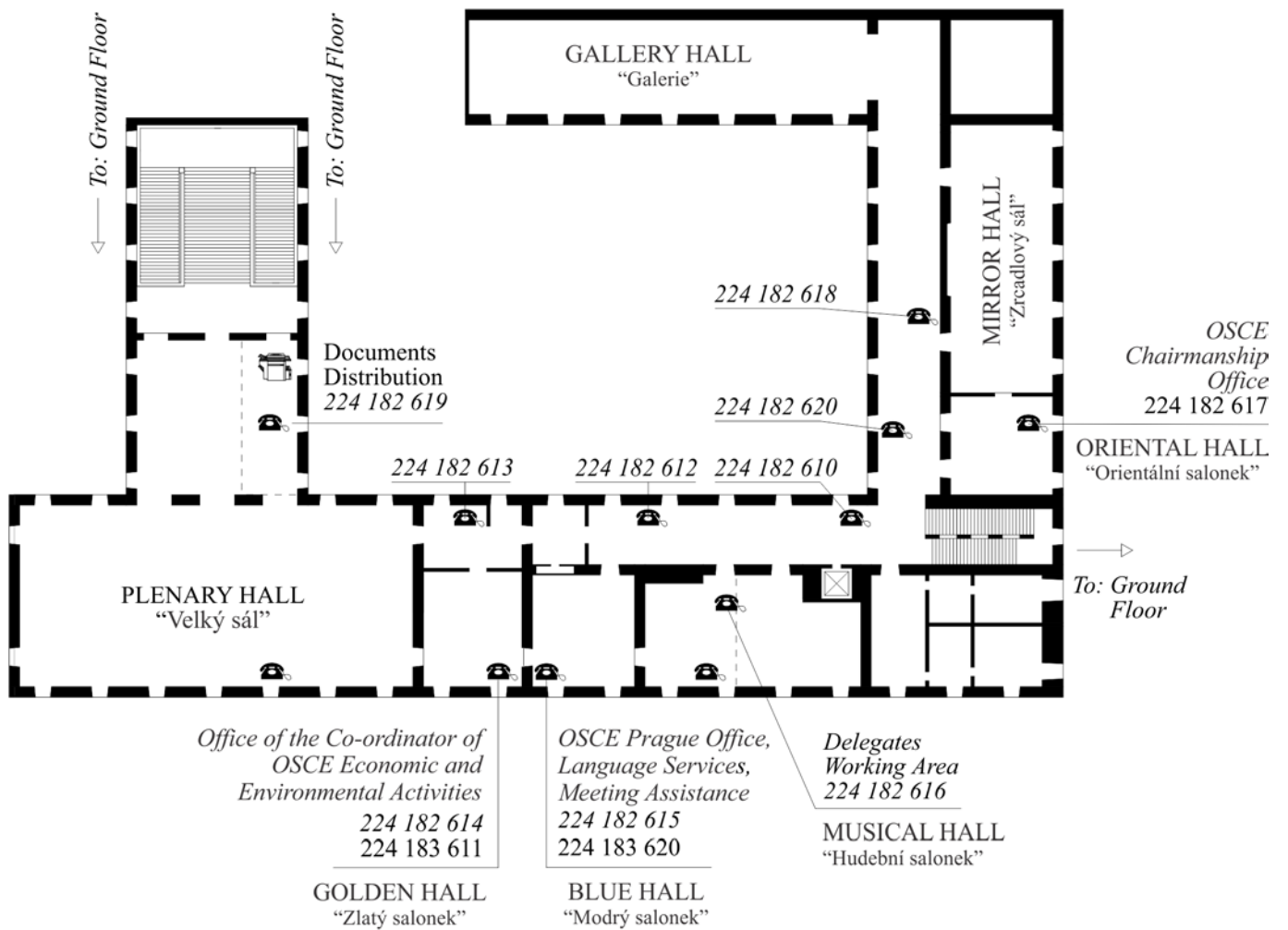
Please fill in this form and send it back to the Hotel Savoy by fax or by e-mail (listed above)

by July 29th, 2015

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible **till August 25th, 2015**. In case of late cancellation or no-show there will be a charge of one night stay. The agreed special rate of 129,- EUR/Deluxe room/night and 159,- EUR/Executive room/night (incl. breakfast and VAT) is valid for reservations made **by July 29th, 2015**. After this date, this rate may no longer be available. In order for us to confirm your reservation, it is necessary to provide your credit card number. Without credit card number, reservation can not be guaranteed and confirmed.

<input type="checkbox"/> Mr.		<input type="checkbox"/> Mrs./Ms.	
Surname:		First name:	
Arrival date:		Departure date:	
Room type: Deluxe room (double or double for single use) Executive room (double or double for single use)		Rate: 129,- EUR per Deluxe room/night; 159,- EUR per Executive room/night rate includes breakfast and VAT	
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.:	
Transportation:			
<input type="checkbox"/> No, I do not want to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from.			
<input type="checkbox"/> Yes I would like to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from:			
<input type="checkbox"/> International airport Václava Havla		<input type="checkbox"/> Main train station	<input type="checkbox"/> Holešovice train station
Flight number:		Train Number:	
Landing time:		Arrival time:	
Flying from:		Arriving from:	
Rate per 1 car:	1250,- CZK (approx.46,- EUR)	Rate per 1 car:	500,- CZK (approx. 18,50 EUR) Main train st. 500,- CZK (approx. 18.50 EUR) Holešovice train st.
Our hotel driver will be waiting for you under all circumstances, e.g. flight time-delay or luggage delay. Will you kindly contact the hotel concierge desk at +420 224 302 430 if you do not recognise or meet the driver. Please note, that in case you will use another transportation without contacting the concierge, you will be responsible for the hotel car's charge.			

FIRST FLOOR



GROUND FLOOR

