



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 31 July 2013

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

**Subject: Practical arrangements, registration form –
2013 OSCE Mediterranean Conference on the topic “Enhancing the Role of
Women in Public, Political and Economic Life”, to be held in Monaco, on 28
and 29 October 2013**

I. PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision No. 1085 of 4 July 2013, the Section for External Co-operation would like to inform participants regarding the following practical arrangements for the 2013 OSCE Mediterranean Conference on the topic “Enhancing the Role of Women in Public, Political and Economic Life”, co-hosted by the Monegasque Government and the Organization for Security and Co-operation in Europe (OSCE), to be held in Monaco, on 28 and 29 October 2013.

I.1 Venue

The Conference will be held at the conference center of the Le Méridien Beach Plaza Hotel, Monte Carlo.

Address: 22, Avenue Princesse Grace, Monte Carlo 98000, Monaco

Tel: +(+377) 93 30 98 80

Fax: +(+377) 93 15 79 46

Website: <http://www.lemeridienmontecarlo.com/>

I.2 Registration of Participants in the Conference

All participants are to register for Conference using the registration form available on <http://www.osce.org/ec/103342>

The duly completed form should reach the OSCE Secretariat pm-ext-coop@osce.org by **7 October 2013**.

Participants representing Embassies or Consulates in Monaco are also requested to comply with this requirement.

I.3 Accommodation

The Host Country has negotiated a special rate at the Le Méridien Beach Plaza Hotel, Monte Carlo – the venue of the Conference. The deadline for booking at the favourable conditions expires on 7 October 2013.

Interested participants are requested to make their reservations online. Le Méridien Beach Plaza Hotel has created a personalized website for participants in the OSCE Mediterranean Conference <https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1307266969&key=60BE3> which will be available until 7 October 2013 for booking, modifying or cancelling a reservation.

Participants will be responsible for their own accommodation costs and incidentals occurring during their stay.

II. TRAVEL

II.1 Visa Requirements

To enter the Monegasque territory it is necessary to travel through the French territory.

Entering and staying on the Monegasque territory is subject to holding a valid passport or other forms of travel documents with the necessary authorizations required by the French authorities, permitting entrance in France. Participants requiring visa (list of countries in question is attached to this document) are advised to timely submit visa applications in the country of residence, through the French Embassy or Consulate or any other country that is party to the Schengen agreement. There is no possibility to obtain a visa upon arrival.

Even though the Principality of Monaco is a sovereign and independent state, there are no border formalities crossing to and from France.

A valid Schengen visa allows entering and staying on the territory of the Principality of Monaco and France for a period that does not exceed 90 days.

Participants requiring visa, in addition to the visa application as stipulated above, are kindly requested to complete Section II of the registration form and submit it with a copy of the relevant pages of the passport to the OSCE Secretariat for information.

II.2 Travel arrangements

Participants are responsible for making their own travel arrangements.

Information on flight schedules is available at: www.nice.aeroport.fr

II.3 Transport between airport and hotel

Nice Côte d'Azur Airport is the main airport to enter Monaco. It is located approximately 30 km away from the Le Méridien Beach Plaza Hotel. On Sunday, 27 October 2013, a welcome service will be located in the arrivals area to greet and assist participants upon arrival.

On Sunday, 27 October 2013, the Host Country offers a **shuttle service** between the Nice Côte d'Azur Airport and the Le Méridien Beach Plaza Hotel, and on Tuesday, 29 October 2013, back to the airport. For that purpose, on the registration form there is an option to indicate the flight details.

Participants travelling on different days are advised to arrange for their own transportation.

The Nice Airport Xpress shuttle (line 110) commutes in 30 minute intervals between Nice Airport and Monaco (for time schedule and fare, please consult: www.niceairportxpress.com).

A taxi fare for one direction costs approximately EUR 100. Tipping the driver is not required.

III. HOSPITALITY

On Sunday, 27 October 2013, the Host Country is offering a city tour for interested participants. The shuttle will depart from the Méridien at 5:30 p.m. and return at 07:30 p.m. The tour is planned as follows: Departure in front of the Méridien Beach Plaza, port of Monaco, a tour of Monaco-Ville (Castle, Cathedral, Museum), Casino (with stop at the Casino for clients wishing to walk back) and return to the hotel.

IV. GENERAL INFORMATION

IV.1. Attire

While business attire is required for the conference, it is recommended that participants bring smart casual wear for the city tour on 27 October 2013.

IV.2 Documents reproduction and distribution

All conference documents for reproduction and distribution should be submitted to: documents@osce.org

IV.3 Weather conditions

In October, the daytime temperature in Monaco ranges between 15°C (low) and 20°C (high). The weather tends to be mild and sunny with a small chance for rainfall. The sun rises approximately at 07:00 and sets at approximately 18:00.

IV.3 Insurance

Personal and medical insurance is the responsibility of the individual participant.

IV.4 Embassies and Consulates in Monaco

A list of foreign embassies and consulates in Monaco, including contact information is available on the Diplomatic Missions page of the Department of External Relations of the Principality of Monaco: www.diplomatie.gouv.mc

IV.5 Currency

The currency used in Monaco is the Euro (€), which is the only currency acceptable for payment. All major credit cards are accepted in hotels, restaurants, cafes, supermarkets and taxis. Cash can be obtained from ATMs or at the nearest bank.

IV.6 Banking Services

Working hours of banks in Monaco is from 08:30 to 12:00 and from 13:30 to 17:00. Please note that banks are closed on Saturdays and Sundays. Money can also be exchanged at the hotels and at the official exchange offices in the city centre.

IV.7 Electricity

The voltage in Monaco is 200V and European style two-pin sockets are used.

IV.8 Telecommunications

The international code for Monaco is +377.

IV.9 Smoking

Smoking is prohibited inside all public buildings, restaurants, bars and public transportation.

V. POINTS OF CONTACT

Monaco

Mr Olivier Wenden

Département des Relations Extérieures Principauté de Monaco

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Mobile : +33 6 40 61 56 46

Fax: +377 98 98 85 54

Email: owenden@gouv.mc

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Senior External Co-operation Assistant

Tel: +43-1-514 36 – 6190

Mobile: +43-664 859 09 59

Fax: +43-1-514 36 – 6250

E-mail: aldona.szymanski@osce.org or pm-ext-coop@osce.org

ANNEX

LIST OF COUNTRIES WHOSE NATIONALS REQUIRE VISAS TO ENTER FRANCE AND MONACO

Country	Contact Information
Afghanistan	Kabul French Embassy Address: Sherpour avenue, Shahr-e-Nao, Kabul Tel.: [93] (0) 700 28 40 32 E-mail: consul@ambafrance-af.org Web: www.ambafrance-af.org
Albania	<i> Holders of biometric passports are not required visas.</i> Holders of non-biometric passports need to apply for a visa: Tirana French Embassy Address: Rruga Skënderbej, 14 - 1000 Tirana Tel.: [355] 4 223 40 54 - 4 223 37 50 E-mail: ambafrance.tr@adanet.com.al Web: www.ambafrance-al.org
Algeria	Algiers French Embassy Address: 25 Chemin Abdelkader Gadouche - 16035 Hydra - Algiers Tel: [213] 21 98 17 17 E-mail: Presse-Alger@diplomatie.gouv.fr Web: www.ambafrance-dz.org
Armenia	Yerevan French Embassy Address: 8 Grigor Lusavorich Street – Yerevan Tel.: [374] 10 59 1950 E-mail: cad.erevan-amba@diplomatie.gouv.fr Web: www.ambafrance-am.org
Azerbaijan	Baku French Embassy Address: Visa section, 15 A. Alizade Street – Baku Fax: [994] 12 490 81 19 E-mail: visas.bakou-amba@diplomatie.gouv.fr Web: ambafrance-az.org
Belarus	Minsk French Embassy Address: 11 Liberty Square, 220030, Minsk Tel / fax: (+375 17) 229 18 00 / 01 E-mail: webmestre.by@diplomatie.gouv.fr Web: www.ambafrance-by.org
Bosnia and Herzegovina	<i> Holders of biometric passports are not required visas.</i> Holders of non-biometric passports need to apply for a visa: Sarajevo French Embassy Address: 18 Ulica Mehmed Bega Kapetanovica -Ljubusaka - 71000 Sarajevo Tel: [387] (33) 282 050 E-mail: ambsarajevo.presse@diplomatie.gouv.fr Web: http://www.ambafrance-ba.org
Egypt	Cairo French Embassy Address: 29 Charles de Gaulle Avenue BP 1777 - Giza, Cairo Tel: [20] (2) 3 567 32 00 E-mail: question@ambafrance-eg.org Web: www.ambafrance-eg.org
Georgia	Tbilisi French Embassy Address: 49 Krtsanissi Street - 0114 Tbilissi Tel: [995] (32) 272 14 90 E-mail: ambafrance@access.sanet.ge Web: www.ambafrance-ge.org
Jordan	Amman French Embassy Address: 38, Al-Mutanabbi Street - Jabal Amman - Amman Tel: [962] (6) 460 46 30 E-mail: cad.amman-amba@diplomatie.gouv.fr Web: www.ambafrance-jo.org

Country	Contact Information
Kazakhstan	Astana French Embassy Address: 62 Kosmonavtov Street, 4 th floor - Chubary Micro District, 010000 Astana Tel: +7 (7172) 795 100 E-mail: admin-francais.astana-amba@diplomatie.gouv Web: www.ambafrance-kz.org
Kyrgyzstan	Bishkek French Embassy Address: 113 Bakonbaeva - Bishkek Tel: +996 312 300 711 / +996 312 300 711 Fax: +996 312 300 713 E-mail: france.kg@gmail.com
Kosovo	Pristina French Embassy Address: 67 Ismail Qemali Street - Dragodan - 10000 Pristina Tel: [381] 38 22 45 88 00 E-mail: admin-etrangers.pristina-amba@diplomatie.gouv.fr Web: /www.ambafrance-kosovo.org
Former Yugoslav Republic of Macedonia	Holder of biometric passports are not required visas. Holder of non-biometric passports need to apply for a visa: Skopje French Embassy Address: Salvador Aljende n° 73 - 1000 Skopje Tel: [389] (2) 324 43 00 E-mail: franamba@mt.net.mk Web: http://www.ambafrance-mk.org/
Morocco	Rabat French Embassy Address: 3 Sahnoun Street - Agdal BP 602 - Rabat - Chellah Tel: [212] (0)537 68 97 00 E-mail: webmestre@ambafrance-ma.org Web: http://www.ambafrance-ma.org/
Moldova	Chisinau French Embassy Address: 6 strada Vlaicu Pircalab - MD 2009 Chisinau Tel: [373] (22) 200 423 E-mail: visas.chisinau-amba@diplomatie.gouv.fr Web: http://www.ambafrance.md/
Mongolia	Ulan Bator French Embassy Address: 3 Peace Avenue - Chingeltei district - Ulan Bator - PO Box 687 Tel: [976] (11) 32 45 19 / 33 06 50 (visas) Email: contact@ambafrance-mn.org Web: http://www.ambafrance-mn.org/
Montenegro	Holder of biometric passports are not required visas. Holder of non-biometric passports need to apply for a visa: Podgorica French Embassy Address: Atinska 35 - 81000 Podgorica Tel: [382] 20 655 348 / 20 655 344 E-mail: ambafrance@ambafrance.co.me Web: http://www.ambafrance-me.org/
Uzbekistan	Tashkent French Embassy Address: Istiqbol 25 - Tashkent Tel: [998] (71) 233 53 82 / (71) 233 53 84 E-mail: Consulat.TACHKENT-AMBA@diplomatie.gouv.fr Web: http://www.ambafrance-uz.org/
Russia	Moscow French Embassy Address: 45 Bolshaya Yakimanka - 119049 Moscow Tel: [7] (495) 937 15 00 E-mail: amba@ambafrance.ru Web: http://www.ambafrance-ru.org/

Country	Contact Information
Serbia	<p><i> Holders of biometric passports are not required visas.</i> Holders of non-biometric passports need to apply for a visa: Belgrade French Embassy Address: Ulica Pariska n°11 - 11000 Belgrade Tel: [381] 11 302 35 00 E-mail: fslt.belgrade-amba@diplomatie.gouv.fr Web: http://www.ambafrance-srb.org/</p>
Tajikistan	<p> Dushanbe French Embassy Address: 17 Rakhimi Street – 2nd passageway - 734017 Dushanbe Tel: [992] (37) 221 50 37 / 221 78 55 / 221 74 05 E-mail: cad.douchanbe@diplomatie.gouv.fr Web: ambafrance-tj.org/</p>
Thailand	<p> Bangkok French Embassy Address: 35 Charoenkrung Road - Soi 36 - Bangkok 10500 Tel: [66] (0) 26 57 51 00 E-mail: consulat@ambafrance-th.org Web: www.ambafrance-th.org</p>
Tunisia	<p> Tunis French Embassy Address: 2 Place de l'Indépendance - BP 493 - 1000 Tunis Tel: [216] 71 105 111 E-mail: courrier@ambafrance-tn.org Web: http://www.ambassadefrance-tn.org/</p>
Turkmenistan	<p> Ashgabat French Embassy Address: 35 Street 2029 (former Esgerler Street) - 744000 Ashgabat Tel: [993] (12) 36 35 50 / 36 34 68 E-mail: cad.achgabat-amba@diplomatie.gouv.fr Web: http://www.ambafrance-achgabat.org/</p>
Turkey	<p> Ankara French Embassy Address: Paris Caddesi n° 70 - Kavaklidere - 06540 Ankara Tel: [90] (312) 455 45 45 / 455 45 00 Web: http://www.ambafrance-tr.org/</p>
Ukraine	<p> Kiev French Embassy Address: 39 Reitarska Street - 01901 Kiev Tel: [380] (44) 590 36 00 Web: http://www.ambafrance-ua.org/</p>



2013 OSCE Mediterranean Conference
“Enhancing the Role of Women in Public, Political and Economic Life”
Monaco, 28 - 29 October 2013

Registration Form

Section I – to be completed by all participants

Participating State <input type="checkbox"/> Partner State <input type="checkbox"/> International Organization <input type="checkbox"/> OSCE Institution <input type="checkbox"/> NGO/Academia <input type="checkbox"/>
Name of State / Institution:

Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Name(s):
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Title / Position as to appear on the list of participants:
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Mobile No. with all prefixes, including national code:	E-mail address:
	@
Fax No. with all prefixes, including national code:	Contact details at home in the event of an emergency:

Arrival	Flight #:		Departure	Flight #:	
Date: Oct. 2013	Time:		Date: Oct. 2013	Time:	

Participation in the cultural programme on 27 October 2013		
I will participate alone <input type="checkbox"/>	I will participate and will be accompanied <input type="checkbox"/>	I will not participate <input type="checkbox"/>

During the Conference, I will stay at the Le Méridien Beach Plaza Hotel <input type="checkbox"/> and will be accompanied by _____ person(s) Alternatively, I can be reached under the following address / tel. / fax #:
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Section II – to be completed by participants requiring visa, and submitted with a copy of relevant pages of the travel document

Nationality	Current country of residence	Date of birth		
		Day	Month	Year

Passport number	Country of issue	Passport type			Expiry date		
		Diplomatic	National	Other	Day	Month	Year
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Date: _____ Signature: _____

Please submit this form **not later than 7 October 2013** by fax or e-mail
Fax: + 43 - 1 514 36 - 6250 e-mail: pm-ext-coop@osce.org