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15 December 2005
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Organization for Security and Co-operation in Europe

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

Vienna, 15 December 2005

To: All OSCE Delegations
Partners for Co-operation
Mediterranean Partners for Co-operation

Subject: Logistical modalities for the Fourteenth OSCE Economic Forum –
Part 1, Vienna, 23-24 January 2006

Attached herewith are the **logistical modalities for the Fourteenth OSCE Economic Forum/Part 1** “Transportation in the OSCE area: Secure transportation networks and transport development to enhance regional economic co-operation and stability”, Vienna , 23- 24 January 2006.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 15 December 2005

The Fourteenth OSCE Economic Forum – Part 1

**“Transportation in the OSCE area: Secure Transportation networks and transport
development to enhance regional economic co-operation and stability”**

Vienna, 23 - 24 January 2006

Logistical Modalities

1. VENUE

OSCE Congress Center, Heldenplatz, 1010 Vienna, Neuer Saal, 2nd Floor

2. PARTICIPANTS’ INFORMATION

The OSCE participating States are encouraged to be represented at a high level, by senior officials responsible for shaping international economic and environmental policy in the OSCE area.

As in previous years, the format of the Economic Forum will provide for the active involvement of relevant international organizations who will be invited to participate in the Meeting. Upon request by a delegation of an OSCE participating State, regional groupings or expert academics and business representatives may also be invited, as appropriate, to participate in the Fourteenth Economic Forum.

The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Partners for Co-operation (Afghanistan, Japan, the Republic of Korea, Mongolia and Thailand) are invited to participate in the Economic Forum.

Subject to the provisions contained in Chapter IV, paragraphs 15 and 16, of the Helsinki Document 1992, the representatives of non-governmental organizations with relevant experience in the area under discussion are also invited to participate in the Meeting.

3. WRITTEN CONTRIBUTIONS

Participants are welcome to submit a written contribution reflecting their view on the issues discussed at the Forum and/or in a specific Session of their interest. 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 (Mr. Gabriel Leonte, email: gabriel.leonte@osce.org, fax. + 43 1 514 36 62 51) to enable a timely distribution to the participants.

4. REGISTRATION – DEADLINE 13 JANUARY 2006

In order to allow a timely accreditation, the organizers kindly request each participant to send the attached registration form (Annex 1), preferably by e-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, email: elke.lidarik@osce.org, fax + 43 1 531 37 577). The Delegations are kindly requested to notify the ranking and the title of their members by sending a list, additionally to the registration forms of their members attending the Forum.

5. ACCREDITATION

Accreditation will take place at the Segmentgalerie (Groundfloor), Congress Center Hofburg, Heldenplatz, 1010 Vienna on:

Sunday, 22 January, 11.00 - 18.00

Monday, 23 January, 8.00 - end of meeting

Tuesday, 24 January, 9.00 - end of meeting

Presentation of a valid ID is required for accreditation. Please note a badge will be required to access the Conference Hall.

Advanced registration is recommended in order to avoid delays in issuing the badges before the opening Plenary Meeting on 23 January 2006.

Press representatives can, as deemed appropriate, be admitted to the Plenary hall during the opening and the closing of the Economic Forum. We kindly request that a Press ID be presented at the registration counter.

6. VISA

Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmaa.gv.at. In case a letter of confirmation of participation for visa requirements is needed, please refer to elke.lidarik@osce.org.

7. TRANSPORTATION AND ACCOMMODATION

Participants are kindly requested to make their own travel and accommodation arrangements. Unfortunately, the OSCE is not in the position to provide any financial assistance for participants in the Economic Forum.

For your convenience, a list of hotels in Vienna is attached hereto (Annex 2).

Information on the transfers Vienna airport - City can be found on www.viennaairport.com.

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

8. SOCIAL EVENTS

Information on the social events will be circulated at a later stage.

9. LOGISTIC FACILITIES AT THE CONFERENCE VENUE

9.1. INTERPRETATION

Simultaneous interpretation will be provided into the six OSCE languages.

9.2. COMMUNICATION – INTERNET WORKING AREA

Several working areas with IT facilities & Internet access will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the groundfloor/Segmentgalerie and at the 5th floor/ Ratsaal, 5h floor).

Telephones in the meeting area can be used free-of-charge only for local telephone calls within Vienna. Participants will be charged for international phone calls (please contact the document distribution desk).

Updated information regarding social events and last logistical issues for the Fourteenth Economic Forum as well as the Forum's agenda will be published on the Web site www.osce.org/eea.



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 23 November 2005

The Fourteenth Meeting of the OSCE Economic Forum – Part 1
“Transportation in the OSCE area: Secure Transportation networks and transport
development to enhance regional economic co-operation and stability”
Vienna, 23 - 24 January 2006

REGISTRATION FORM
Deadline: 13 January 2006

Please send this registration form to Ms. Elke Lidarik, email: elke.lidarik@osce.org, fax +43 531 37 421). (Please use capital letters)

Country/Delegation:		
<input type="checkbox"/> Delegation (*) (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Business <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> OSCE (Secretariat or Field Presence)		
Title(Amb, Mr, Ms, Dr)	First Name	Familiy Name
Organization & Department:		
Position:		
Postal Address:		
Phone (with country code):	Fax:	E-Mail:
Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title:		
Arrival Date & Time:		
Departure Date & Time:		
Hotel in Vienna:		

POINTS TO REMEMBER

(*) **Delegations:** are kindly requested to add to the registrations of their members (above form) a notification clearly indicating the special ranking and title of their members and possibly submit it electronically.

Transportation and Accommodation: Participants are kindly requested *to make their own travel and accommodation arrangements*, which will not be paid for by the OSCE.

Visa Information: Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further information are available at www.bmaa.gv.at. For assistance (letter of confirmation of participation for visa requirements) please refer to elke.lidarik@osce.org.

Conference Venue: OSCE Hofburg Congress Center, Heldenplatz, 1010 Vienna, Tel: +43 1 53137

Further Information: Office of the Co-ordinator of OSCE Economic and Environmental Activities, Kärntner Ring 5-7, 1010 Vienna, Austria (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 575, Fax: +51436 6251) or www.osce.org/eea.

HOTELS IN VIENNA

Hotel	Address	Tel/Fax (+43-1)	

ROYAL	Singerstraße 3	1010 Vienna	Tel: 515 68-96 Fax: 513 96 98
KAISERHOF	Frankenberggasse 10	1040 Vienna	Tel: 505 17 01-81 Fax: 505 88 75 88
TIGRA	Tiefer Graben 14	1010 Vienna	Tel: 533 96 41 Fax: 533 9645
AMADEUS	Wildpretmarkt 5	1010 Vienna	Tel: 533 87 38 Fax: 533 87 38/38
NOVOTEL AIRPORT			Tel: 701 07-2134 Fax: 707 32 39

WANDL	Petersplatz 9	1010 Vienna	Tel: 534 550 Fax: 534 55 77
CARLTON OPERA	Schikanedergasse 4	1040 Vienna	Tel: 587 53 02-0 Fax: 581 25 11
ASTRON Suite Hotel „Mariahilf“	Mariahilferstraße 32-34	1070 Vienna	Tel: 521 72-0 Fax: 521 72-15
ASTRON Suite Hotel „Atterseehaus“	Mariahilferstraße 78	1070 Vienna	Tel: 524 56 00-0 Fax: 524 56 00-15
DREI KRONEN	Schleifmühlgaße 25	1040 Vienna	Tel: 587 32 89-0 Fax: 587 32 89-11
AUSTRIA	Wolfengasse 3	1010 Vienna	Tel: 515 23 Fax: 515 23-506
KÄRNTNERHOF	Grashofgasse 4	1011 Vienna	Tel: 512 19 23 Fax: 513 22 28/33
POST	Fleischmarkt 24	1010 Vienna	Tel: 515 83/0 Fax: 515 83/808
SCHWEIZERHOF	Bauernmarkt 22	1010 Vienna	Tel: 533 19 31 Fax: 533 02 14
WIENER STAATSOPER	Krugerstraße 11	1010 Vienna	Tel: 513 12 74 Fax: 513 12 74-15
Pension NOSSEK	Graben 17	1010 Vienna	Tel: 533 70 41 Fax: 535 36 46
CORDIAL	Kostlergasse 5	1060 Vienna	Tel: 0676 403 44 80 Fax: 587 43 72-88
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RATHAUS	Lange Gasse 13	1080 Vienna	Tel: 406 43 02 Fax: 408 42 72