



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 6 September 2012

To: The Delegations of participating States to the OSCE
Mediterranean Partners for Co-operation
Asian Partners for Co-operation

Subject: Practical Arrangements – 2012 OSCE Mediterranean Conference on the topic “*Economic co-operation with Mediterranean Partners in the democratic transition processes and political reforms*”, to be held in Rome, Italy, on 30 and 31 October 2012

PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision No. PC.DEC/1046, the Section for External Co-operation would like to inform all participants in the 2012 Mediterranean Conference, to be held Rome, Italy, on 30 and 31 October 2012, about the following:

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| 1. VENUE | <p>The Conference will be hosted at the Italian Ministry of Foreign Affairs Room: <i>Sala Conferenze Internazionali</i></p> <p>Address: Ministero degli Affari Esteri Piazzale della Farnesina, 1 00135 Roma</p> |
| 2. REGISTRATION | <p>Each participant is requested to send the attached registration form completed with all details and in capital letters to the OSCE Secretariat (pm-ext-coop@osce.org or Fax: (+43-1) 514 36 – 6250), by not later than 18 October 2012.</p> <p>It will not be possible to guarantee access to the premises to participants failing to register with the OSCE Secretariat within the deadline.</p> <p>Participants representing Embassies in Rome are also requested to comply with this requirement.</p> |
| 3. TRAVEL AND ACCOMODATION | <p>All participants are kindly requested to make their own travel and accommodation arrangements.</p> <p>Participants are also kindly requested to arrange for their own transportation in Rome to and from the venue.</p> |

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| 4. VISA REQUIREMENTS | <p>All diplomats and their families accredited to the OSCE in Vienna, each in possession of a valid diplomatic identity card issued by the Federal Ministry for European and International Affairs of the Republic of Austria, may travel to Italy without the need for a visa. Participants are reminded to bring their diplomatic identity card with them when travelling.</p> <p>Other participants from capitals or from non-EU/Schengen participating States may require a visa. It is the responsibility of each participant to make the necessary visa arrangements prior to the event.</p> |
| 5. INTERPRETATION | <p>Simultaneous interpretation will be provided in English and French.</p> |
| 6. DOCUMENTS DISTRIBUTION | <p>Speakers are kindly requested to send their presentations to the point of contact in the OSCE Secretariat (aldona.szymanski@osce.org or pm-ext-coop@osce.org) at least 10 days prior to the event to ensure that copies are made available for distribution.</p> <p>Speakers and participants wishing to have their contribution officially registered and distributed should send it in electronic format to documents@osce.org</p> <p>Documents officially circulated will be published on the OSCE website at: http://www.osce.org/ec/92470</p> |
| 7. ADDITIONAL INFORMATION | <p>Relevant PC Decision, agenda and available information on the Conference is published on: http://www.osce.org/ec/92470</p> |
| 8. POINT OF CONTACT IN THE OSCE SECRETARIAT | <p>For further information or assistance, please contact: Ms. Aldona Szymanski, Senior External Co-operation Assistant, Tel: (+43-1) 514 36 – 6190 Fax: (+43-1) 514 36 – 6250 E-mail: aldona.szymanski@osce.org or pm-ext-coop@osce.org</p> |



2012 OSCE Mediterranean Conference
**“Economic co-operation with Mediterranean Partners in the democratic transition
processes and political reforms”**
Rome, Italy, 30 – 31 October 2012

Registration Form

Please complete in capital letters

| | |
|---|--------------------|
| Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> | First Name: |
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|---------------------------|
| Institution/State: |
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| Title/Position as to appear on the list of participants: |
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|--------------------------------|------------------|-------------|-----------------|
| Street or Mail address: | City Code | City | Country: |
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|------------------------------------|-----------------------------------|
| Tel. No. with all prefixes: | Fax No. with all prefixes: |
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|--------------------------------------|------------------------|
| Mobile No. with all prefixes: | E-mail address: |
| | |

Date: _____ Signature: _____

Please submit this form **not later than 18 October 2012**

by fax or e-mail

Fax: +43-1 514 36- 6250 e-mail: pm-ext-coop@osce.org

PLEASE NOTE:

- For security reasons, failure to register within the deadline will prevent the possibility of having granted access to the premises of the venue.
- Participants from the diplomatic corps in Rome are also requested to register within the deadline with the OSCE Secretariat.
- Delegations failing to register with the OSCE Secretariat within the deadline will not be provided with a nameplate at the main table.