



Vienna, 22 March 2017

CREATING INCLUSIVE, SAFE AND SUSTAINABLE CITIES: LOCAL APPROACHES TO GLOBAL CHALLENGES

Vienna, 30-31 March 2017

Organizational Modalities

The OSCE Secretariat is pleased to inform you about the organizational modalities for the *Security Days* 2017 Conference on "Creating inclusive, safe and sustainable cities: Local approaches to global challenges" to be held in Vienna on 30-31 March 2017.

1. Venues

On 30 March, the Conference's opening event will take place in the <u>Vienna City Hall</u>, Lichtenfelsgasse 2, 1010 Wien.

On 31 March, the Conference will take place in the <u>Hofburg Congress Center</u> (Neuer Saal, 2nd floor), Heldenplatz, 1010 Vienna, Austria.

2. Final Agenda and Organizational Modalities

The agenda and additional material will be updated regularly on the web page (www.osce.org/secdays/2017/inclusive-safe-sustainable-cities). The final agenda will be circulated prior to the event. The Conference will be conducted in English, with no interpretation.

3. Accreditation/Participation

While open to all, participation requires the submission of the Registration form beforehand. Participants are kindly requested to fill in the Registration form (attached as Annex 1 and also available at www.osce.org/secdays/2017/inclusive-safe-sustainable-cities) and to send it to elke.lidarik@osce.org, not later than 29 March 2017, 5:00 p.m. CET.



-On 30 March, access to the Vienna City Hall will be granted only to registered participants who explicitly expressed in the registration form their intention to attend the "night owl" event and upon presentation of a valid identity document with a photo. Due to limited number of seats, access will be granted only to the 200 participants who have registered first.

-Likewise, on 31 March access to the OSCE premises in the Hofburg Congress Center will be granted only to registered participants and upon presentation of a valid identity document with a photo. Badges may be obtained at the accreditation counter located in the Segmentgalerie, first floor (<u>Hofburg Congress Center</u>) on 31 March (8 a.m.-3 p.m). Permanently accredited delegation members will be able to access the Hofburg premises with their regular badge.

We highly encourage representatives of the OSCE participating States, academia, think tanks, NGOs, media and students to attend.

4. Discussion Format

The Conference will be conducted in English with no interpretation.

This is a public event. Media will be invited to participate and the event will be live-streamed. As active participation is welcomed and encouraged, comments and questions can be sent prior to and during the event via Twitter, @OSCE, using the hashtag #secdays.

5. Visa

Those participants required under Austrian law to obtain a visa for entry into Austria are asked to make their own arrangements for securing a visa well in advance of their arrival. Further details can be found on www.bmeia.gv.at.

In case a letter of confirmation of participation is needed for visa requirements, please fill out Section 2 of the registration form. Preferably, the registration form as well as a copy of the relevant pages of the passport should be annexed to the request. Please note that it can take up to 14 days to process a visa request, so applications should be lodged as soon as possible. The point of contact for visa issues is Ms. Elke Lidarik elke.lidarik@osce.org.

6. Transportation

Participants are kindly requested to make their own travel and accommodation arrangements. These costs will not be paid for by the OSCE.

<u>Reaching Vienna Centre from the Airport</u>: Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.



Taxis: Taxis can be found in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. € 40.00 - € 5000. A pick-up at the airport can be booked in advance at a more moderate price from the company C&K www.cundk.at (Tel: +43 1 444 44) or from the company Airport Drivers www.airportdriver.at (Tel: +43 1 228 22). Price is € 33.00 if booked online.

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte – Landstraße/Hauptstraße" with access to the Underground (U-Bahn Lines 3 and 4) and taxis.

www.cityairporttrain.com

Price: € 12.00 one way and € 19.00 return; if purchesed online - € 11.00 one way and € 17.00 return.

Schedule: every ½ hour. Trip: 16 min. non-stop.

b) Schnellbahn (S1, S2 or S7) – to Vienna "Wien-Mitte – Landstraße/Hauptstraße" with direct access to the Underground (U3 and U4) and taxis.

http://www.schnellbahn-wien.at/web/flughafen_wien-schwechat.html

Price: € 3.90 one way. Schedule: every ½ hour Trip: approx. 30 min.

Please pay attention to the "direction" (Wolkersdorf, Deutsch Wagram, Wien-Floridsdorf).

Bus Services Vienna Airport Lines (3 lines)

Price: €8.00 one way; €13.00 return.

Line 1185 going to Morzinplatz/Schwedenplatz (access to U1 and U4),

line 1187 going to Bahnhof Meidling/Dörfelstrasse (access to S-Bahn and U6) and then further to Westbahnhof (access to U3 and U6)

Line 1183 going to Kagran via Vienna International Center (access to U1).

Trip: approx. 40 min. Tel: +43 (1) 7007-32300

http://www.postbus.at/en/Airportbus/Vienna_AirportLines/Morzinplatz/index.jsp

7. Accommodation:

Participants are kindly requested to make their own hotel arrangements, which, will not be paid for by the OSCE. For your convenience, a list of hotels in Vienna is attached hereto (Annex 2). Timely booking is highly advisable. Practical information about Vienna can be found at http://www.wien.gv.at/english/.

8. Catering/social events:

The conference will include a lunch buffet in the Hofburg, as well as regular coffee breaks.



9. Points of Contact:

For substantive issues:

- Mr Andrea Salvoni,
 Junior Professional Officer
 andrea.salvoni@osce.org
 +43 1 514 36 6704
- Mr David Buerstedde,
 Executive Officer
 david.buerstedde@osce.org
 +43 1 514 36 6767

For registration and visa issues:

Ms. Elke Lidarik Conference Services

E-mail: elke.lidarik@osce.org

Wallnerstrasse 6 A-1010 Vienna, Austria Tel: +43-1-514 36-0

Fax +43-1-514 36-6996 pm@osce.org osce.org







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Vienna, 30-31 March 2017

REGISTRATION FORM

Please submit this form not later than 29 March 2017, 5:00 p.m. CET by e-mail to elke.lidarik@osce.org

Please complete by typing over the grey fields; to tick the check boxes, please double click on them and choose the "checked" option.

SECTION 1 (To be filled in by all participants)

Family Name:	Ms.	☐ Mr.	Given Names:				
Representing:	country/Name of Organization/Name of Institution:						
Please tick one of the o	categories be	elow:					
Participating State Business Community OSCE Institution	Partner f NGO Other:	or Co-operation	☐ International Organization☐ OSCE Secretariat	Academic Community OSCE Field Operation			
Title / Position as to app	ear on the list	of participants:					
144			(
What day(s) are you atte	enaing the cor	ijerence?	(Tick one or both options)				
30 March, Vienr	na City Hall						
31 March, Hofb	urg Congress	Center					
Mobile No. with all prefixes, including national code:			E-mail address:				
Tel. No. with all prefixes, including national code:			Fax No. with all prefixes, including national code:				

SECTION 2 (Only participants requesting confirmation of participation for obtaining a visa)

For my visa application, I would require a letter of confirmation of participation (if applicable)									
A copy of relevant page(s) of the passport should be annexed to the Registration form and sent to elke.lidarik@osce.org . Please note that it can take up to 14 days to process, so applications should be lodged as soon as possible.									
Nationality:		Current country of residence:		Date of birth:					
						Day	Мо	nth	Year
Passport number:		Issued by: Passport ty		ssport typ	pe: Expiry date:		late:		
				Diplomatic	National	Other	Day	Mont	th Year
<u>Arrival</u>		Flight #:		<u>Departure</u>			Flight #:		
Date:		Time:		Date:			Time:		
In Vienna, during the event, I will stay at:									
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HOTELS IN VIENNA

HOTEL	HOTEL WEBSITE / E-MAIL ADDRESS				
NH BELVEDERE	www.nh-hotels.com				
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com Booking code: OSCE 1				
NH WIEN	www.nh-hotels.com				
Hotel AM KONZERTHAUS	h1276-re@accor.com Accor booking code: AS266911				
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at				
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at				
Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com				
Best Western Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com				
Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick-hotels.com				
Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick-hotels.com				
Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick-hotels.com				
Hotel 25HOURS	www.25hours-hotels.com res.wien@25hours-hotels.com				
Hotel REGINA	www.kremsleherhotels.at regina@kremslehnerhotels.at				
Hotel ROYAL	www.kremsleherhotels.at royal@kremslehnerhotels.at				
Hotel GRABEN	www.kremsleherhotels.at graben@kremslehnerhotels.at				
Hotel JOHANN STRAUSS	www.kremsleherhotels.at js@kremslehnerhotels.at				