



MC.INF/2/09  
11 September 2009

ENGLISH only

11 September 2009 Athens

## CIRCULAR NOTE Nr 2

The Ministry of Foreign Affairs of Greece presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honor to inform them as follows.

### 1. VENUE

The 17th Meeting of the OSCE Ministerial Council will be held in Athens on 1 and 2 December 2009. The venue will be the Olympic Centre of Fencing ([Hellinikon Complex](#)), located in 8-10 Tzireon Str. at the area of Hellinikon, GR-117 42 Athens - Greece. For more information, please visit the website [www.olympicproperties.gr](http://www.olympicproperties.gr)

Preparatory meetings will be arranged on 27, 28, 29 and 30 November 2009. The conference centre is available as from 27 November 2009.

### 2. FACILITIES

The Hellinikon Complex offers all the facilities required for the Ministerial Council. The delegations of participating States will be provided with a furnished office equipped with a telephone, computer, printer, internet access, as well as stationery. Photocopiers and fax machines will be made available near offices, meeting rooms and bilateral meeting rooms.

Regular meeting and bilateral meeting rooms will be in close proximity to one another. Participants will be able to reserve rooms at special desks.

The media will be provided with a fully equipped press centre at the Hellinikon complex. The press centre will have a separate entrance.

The entire compound will be a secured area. Access to the buildings will only be possible with a badge, which is to be issued at the accreditation.

### **3. ACCREDITATION**

#### **3.1. ACCREDITATION OF DELEGATES**

Accreditation will take place on the basis of the special accreditation form which is attached in **annex 2**. Completed accreditation forms together with two passport size colour photos (.jpg) should be sent preferably by e-mail till the **6th of November 2009** to: [regmc09@mfa.gr](mailto:regmc09@mfa.gr)

All personal data sent to the organizer of the event will be treated according to the highest security standards. The applicants' personal data will be sent to the Greek Police for additional security check before the issuing of accreditation.

In addition, a Note Verbale from the Permanent Mission in Vienna should be sent separately to the Ministry of Foreign Affairs of Greece, together with a list of delegates to ensure that all delegates that have applied for accreditation, have been given permission by their authorities to attend the Ministerial Council. If changes are made to the list, an updated list in Note Verbale is required as soon as possible. Accreditation will not be possible for persons who will not appear on the list of members of the delegation in the Note Verbale.

#### **3.2. ACCREDITATION OF HEADS OF DELEGATION**

The accreditation procedure for Heads of Delegation is different; they will not receive a badge, but a pin. Heads of Delegation shall also submit their registration form.

#### **3.3. ACCREDITATION OF SECURITY PERSONNEL**

If the Minister of Foreign Affairs heading a delegation is to be accompanied by national security officers, delegations are requested to complete and submit a special accreditation form for security personnel, accompanied by two colour photos of each security officer. The same accreditation procedure as outlined above will apply. Security officers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Greek OSCE Chairmanship Task Force in Athens.

#### **Weapons and radiofrequencies**

Security personnel can bring only semiautomatic small arms into Greece. Application for a user permit for weapons and radio equipment used during the visit is necessary. An alternative frequency should also be indicated in the application for frequency

permits. Permits for weapons and frequencies will be issued, using a diplomatic note, from the Ministry of Foreign Affairs. The Greek Security Police will inform each delegation on permits granted and frequencies to be used.

If security officers intend to carry firearms during their stay in Greece (only one armed officer per delegation is allowed), delegations should send an application by Note Verbale to the Greek OSCE Chairmanship Task Force in Athens, no later than 7 days before arrival, stating the following: – Type and serial number of the firearm (s) – Quantity of ammunition – Additional security equipment – Name of the person who will carry the firearm, date and place of birth and passport number – Date and time of arrival and departure – Flight numbers on arrival and departure

The application to carry firearms will be forwarded to the Greek Police for approval, the delegation will be informed about eventual approval prior to their arrival, and the permission will be given upon their arrival at Athens-Eleftherios Venizelos Airport.

#### **3.4. ACCREDITATION OF DRIVERS**

Since the Hellinikon complex compound will be a secured area, Embassy drivers should also be accredited. If a delegation is also to be accompanied by its own driver(s), delegations are requested to complete and submit a special accreditation form for drivers and cars, accompanied by two colour photos of each driver/license number. The same accreditation procedure as outlined above will apply. Drivers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Greek OSCE Chairmanship Task Force in Athens.

#### 4. HOTEL RESERVATIONS

Arrangements have been made with a hotel reservation bureau that will provide a choice of hotels in several price categories. Bookings will have to be made through this hotel reservation bureau.

Hotel rooms and suites will be allocated on a first come and first serve basis. Hotel reservations will be made by the hotel room booking form that is attached in **annex 3** along with an analytical description of the hotels. The accommodation form should be submitted by 23 of October. Completed accommodation forms should be sent at the e-mail [osce2009bookings@afea.gr](mailto:osce2009bookings@afea.gr) or fax at +30 210 3643511.

According to the OSCE standards, Greece will cover accommodation expenses for Heads of Delegation who shall also submit their booking form. Other hotel facilities used by delegations should be paid directly to the reservation office by delegations and/or their respective Embassies in Greece.

**The Greek Chairmanship in Office strongly recommends that Heads of Delegations reside in Hotels that are listed in annex 3, which are integrated in the security and transportation plan.**

#### 5. TRANSPORT

OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, which will be available to them from the time of their arrival (not before 30 November) at Athens International Airport-Eleftherios Venizelos (<http://www.aia.gr/>) until their departure (no later than 3 December). This limousine is for the exclusive use of the Head of Delegation, accompanied by 2 persons at most.

Each delegation with over 3 persons will have a chauffeur-driven mini-van. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, as from the time of the delegation's arrival (not before 30 November) at Athens-Eleftherios Venizelos Airport until their departure (no later than 3 December). The mini-van will offer room for a maximum of 5 people per delegation, security personnel included. The Chairmanship will not provide transportation for any extra security personnel.

A shuttle service will be made available between the airport, the hotels and the Fencing Centre as well as for side events taking place elsewhere.

Delegations intending to use privately owned vehicles and/or official Embassy cars for the Ministerial Council will be requested to provide the license numbers of these cars along with the accreditation. Drivers of these vehicles also need to be accredited. A waiting room/area will be established at the Fencing Centre.

## 6. SECURITY AT THE HELLINIKON COMPLEX, ATHENS

To gain entry to the Fencing Centre compound and when inside the building, a valid badge must be visibly worn at all times. In addition, delegates are requested to cooperate in security checks. Security staff will ensure that visitors only enter areas they are entitled to. Heads of Delegation are kindly requested to wear their pin so that it is clearly visible at all times.

## 7. VISAS

Visa requirements must be met before arrival in Greece. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity. Please note that it is NOT possible to have your visa issued at the Athens-Eleftherios Venizelos Airport upon arrival. Participants must be in possession of the appropriate identity documents for traveling to Greece.

More information can be found on the web page of the Ministry of Foreign Affairs of Greece, [www.mfa.gr](http://www.mfa.gr) under the heading "services".

Participants needing a visa to enter the Schengen area are asked to make their own arrangements for securing a visa for entry into Greece. Please note that the application for a Schengen visa may take up to 3 weeks.

**Please refer to Annex 1** for a detailed list of countries requiring a visa for Greece in each of the three different passport categories.

**Visa procedures:** Please apply to the Greek Consular authority which serves your country in a timely manner and inquire about a visa free-of-charge. The countries/cities in which the Greek Embassies/consulates in charge are located, as well as their respective addresses can be found at the Greek MFA website: <http://www.mfa.gr>

**The following documents are usually required (please refer to the consular authorities websites for more precise information):**

- valid passport
- visa application form duly filled out and signed
- invitation letter to the Conference by the OSCE or the registration form to the Conference
- two photographs (format 4x6cm).

**In case of visa problems, please contact:**

Mr. Nikolaos Bardis

G4 Dept/ Schengen

Ministry of Foreign Affairs, Greece

Phone +302103684178, Fax +302103684180, Email [g04@mfa.gr](mailto:g04@mfa.gr)

## **8. AIRCRAFT**

The City of Athens can be reached by daily regular flights from a large number of European capitals. Delegations are advised to arrange their arrival in Athens-Eleftherios Venizelos Airport by regular commercial flights.

Heads of Delegation traveling by a governmental or private aircraft may use the facilities at Athens-Eleftherios Venizelos Airport. Flight clearance may be obtained following the usual procedure. This means that a request in the form of a Note Verbale must be submitted to the Ministry of Foreign Affairs of Greece/Greek OSCE Task Force 2009 no later than 7 days before arrival. More information can be found at the website: <http://www.aia.gr/>

## **9. FURTHER INFORMATION**

In due course, Missions and Delegations will receive further information regarding:

- Participation and accreditation of journalists and NGOs
  - Organization and services provided at the 17th OSCE Ministerial Council.
- Various circular notes on other issues, including media, shall also be distributed at a later stage.

The Ministry of Foreign Affairs of Greece avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Athens, 11 September 2009

### Annex 1 to the section on Visa procedures

COUNTRY	ORDINARY PASSPORT	DIPLOMATIC PASSPORT	SERVICE PASSPORT
<b>Countries with Greek embassies</b>			
AFGHANISTAN	VISA	VISA	VISA
ALBANIA	VISA	VISA - FREE	VISA - FREE
ALGERIA	VISA	VISA - FREE	VISA - FREE
ANDORRA	VISA - FREE	VISA - FREE	VISA - FREE
ARMENIA	VISA	VISA	VISA
AUSTRIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
AZERBAIJAN (AZERBAIJANI REPUBLIC)	VISA	VISA	VISA
BELGIUM, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
BOSNIA AND HERZEGOVINA	VISA	VISA - FREE	VISA
BULGARIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
CANADA	VISA - FREE	VISA - FREE	VISA - FREE
CROATIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
CYPRUS, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
CZECH REPUBLIC	VISA - FREE	VISA - FREE	VISA - FREE
DENMARK, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
EGYPT, ARAB REPUBLIC OF	VISA	VISA	VISA
ESTONIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
FINLAND, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
FRANCE (FRENCH REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
GEORGIA	VISA	VISA	VISA
GERMANY (FEDERAL REPUBLIC OF)	VISA - FREE	VISA - FREE	VISA - FREE
HOLY SEE (STATE OF THE VATICAN CITY)	VISA - FREE	VISA - FREE	VISA - FREE
HUNGARY, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE

ICELAND, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
IRELAND	VISA - FREE	VISA - FREE	VISA - FREE
ISRAEL, STATE OF	VISA - FREE	VISA - FREE	VISA - FREE
ITALY (ITALIAN REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
JAPAN	VISA - FREE	VISA - FREE	VISA - FREE
JORDAN, HASHEMITE KINGDOM OF	VISA	VISA	VISA
KAZAKHSTAN, REPUBLIC OF	VISA	VISA	VISA
KOREA, SOUTH (REPUBLIC OF KOREA)	VISA - FREE	VISA - FREE	VISA - FREE
LATVIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
LIECHTENSTEIN, PRINCIPALITY OF	VISA - FREE	VISA - FREE	VISA - FREE
LITHUANIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
LUXEMBOURG, GRAND DUCHY OF	VISA - FREE	VISA - FREE	VISA - FREE
MALTA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
MONACO, PRINCIPALITY OF	VISA - FREE	VISA - FREE	VISA - FREE
MONGOLIA	VISA	VISA	VISA
MONTENEGRO	VISA	VISA - FREE	VISA - FREE
MOROCCO, KINGDOM OF	VISA	VISA - FREE	VISA - FREE
NETHERLANDS, KINGDOM OF THE	VISA - FREE	VISA - FREE	VISA - FREE
NORWAY, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
POLAND, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
PORTUGAL (PORTUGUESE REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
ROMANIA	VISA - FREE	VISA - FREE	VISA - FREE
RUSSIA (RUSSIAN FEDERATION)	VISA	VISA - FREE	VISA
SAN MARINO, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
SERBIA	VISA	VISA-FREE	VISA-FREE
SLOVAKIA (SLOVAK REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
SLOVENIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
SPAIN, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE



SWEDEN, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
SWITZERLAND (SWISS CONFEDERATION)	VISA - FREE	VISA - FREE	VISA - FREE
THAILAND, KINGDOM OF	VISA	VISA	VISA
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA	VISA	VISA - FREE	VISA - FREE
TUNISIA, REPUBLIC OF	VISA	VISA - FREE	VISA - FREE
TURKEY, REPUBLIC OF	VISA	VISA - FREE	VISA - FREE
UKRAINE	VISA	VISA - FREE	VISA
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	VISA - FREE	VISA - FREE	VISA - FREE
UNITED STATES OF AMERICA	VISA - FREE	VISA	VISA
<b>Country that is served by the Greek Embassy in Kiev</b>			
MOLDOVA, REPUBLIC OF	VISA	VISA - FREE	VISA
<b>Country that is served by the Greek Embassy in Moscow</b>			
BELARUS, REPUBLIC OF	VISA	VISA	VISA
<b>Countries that are served by German Embassies on behalf of Greece</b>			
KYRGYZSTAN (KYRGYZ REPUBLIC)	VISA	VISA	VISA
TAJIKISTAN, REPUBLIC OF	VISA	VISA	VISA
TURKMENISTAN	VISA	VISA	VISA
<b>Country that are served by the Italian Embassy on behalf of Greece</b>			
UZBEKISTAN, REPUBLIC OF	VISA	VISA	VISA

**ADDRESSES OF EMBASSIES/CONSULATES OF GREECE** Please consult the website of the Ministry of Foreign Affairs of Greece: <http://www.mfa.gr>



## REGISTRATION FORM

Kindly fill in all fields of the Form, in clear capital letters or typing and return to the Greek OSCE Task Force, at the e-mail [regmc09@mfa.gr](mailto:regmc09@mfa.gr) or fax at +30 210 3682430

Mailing address: Ministry of Foreign Affairs 3, Akadimias str., 106 71 Athens, Greece

PLEASE NOTE that your registration form must be accompanied by two passport size face photos in .jpg format.

To proceed in typing, please click on the grey area, next to the field you wish to fill

# Registration form for Delegations

# D.

Delegation :

### Delegation's Contact Person

Surname/ Name :

Telephone :

Mobile Phone :

Fax :

E-mail :

### Delegate's Details

Mr.  Mrs.  Ms.

Surname :

Name :

Title / Function :

Mailing Address :

Postal Code :

City :

Country :

Phone :

**Mobile Phone** :

**Fax** :

**E-mail** :

**Date of Birth** :

**Place of Birth** :

**Nationality** :

**Passport Number** :

**Date/Place of Issue** :

**Blood Type** :

**Travel Details**

**Arrival**      **By Plane**       **By Train**       **By Car**

Arrival Date :

Arrival Time :

Flight Number :

**Departure**      **By Plane**       **By Train**       **By Car**

Arrival Date :

Arrival Time :

Flight Number :

**Hotel** :

**Date**

:

A rectangular grey box used to redact the date information.

**Signature**

:

A rectangular grey box used to redact the signature information.



## REGISTRATION FORM

Kindly fill in all fields of the Form, in clear capital letters or typing and return to the Greek OSCE Task Force, at the e-mail [regmc09@mfa.gr](mailto:regmc09@mfa.gr) or fax at +30 210 3682430

Mailing address: Ministry of Foreign Affairs 3, Akadimias str., 106 71 Athens, Greece

PLEASE NOTE that your registration form must be accompanied by two passport size face photos in .jpg format.

To proceed in typing, please click on the grey area, next to the field you wish to fill

## Registration form for International Organization

# I.O.

ORGANIZATION

:

### Organization's Contact Person

Surname/ Name

:

Telephone

:

Mobile Phone

:

Fax

:

E-mail

:

### Delegate's Details

Mr.

Mrs.

Ms.

Surname

:

Name

:

Title / Function

:

Mailing Address

:

Postal Code

:

City

:

Country

:

Phone

:

Mobile Phone : \_\_\_\_\_

Fax : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Place of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_

Passport Number : \_\_\_\_\_

Date/Place of Issue : \_\_\_\_\_

Blood Type : \_\_\_\_\_

**Travel Details**

**Arrival**      By Plane       By Train       By Car

Arrival Date : \_\_\_\_\_

Arrival Time : \_\_\_\_\_

Flight Number : \_\_\_\_\_

**Departure**      By Plane       By Train       By Car

Arrival Date : \_\_\_\_\_

Arrival Time : \_\_\_\_\_

Flight Number : \_\_\_\_\_

**Hotel** : \_\_\_\_\_

Date



Signature





## REGISTRATION FORM

Kindly fill in all fields of the Form, in clear capital letters or typing and return to the Greek OSCE Task Force, at the e-mail [regmc09@mfa.gr](mailto:regmc09@mfa.gr) or fax at +30 210 3682430

Mailing address: Ministry of Foreign Affairs 3, Akadimias str., 106 71 Athens, Greece

PLEASE NOTE that your registration form must be accompanied by two passport size face photos in .jpg format.

To proceed in typing, please click on the grey area, next to the field you wish to fill

# Registration form for Drivers

# C.

Delegation :

### Delegation's Contact Person

Surname/ Name :

Telephone :

Mobile Phone :

Fax :

E-mail :

### Delegate's Details

Mr.  Mrs.  Ms.

Surname :

Name :

Vehicle's  
registration  
number :

Driver's licence  
type and number :

Mailing Address :

Postal Code :

City :



Country : \_\_\_\_\_

Phone : \_\_\_\_\_

Mobile Phone : \_\_\_\_\_

Fax : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Place of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_

Passport Number : \_\_\_\_\_

Date/Place of Issue : \_\_\_\_\_

Blood Type : \_\_\_\_\_

**Travel Details**

**Arrival**      By Plane       By Train       By Car

Arrival Date : \_\_\_\_\_

Arrival Time : \_\_\_\_\_

Flight Number : \_\_\_\_\_

**Departure**      By Plane       By Train       By Car

Arrival Date : \_\_\_\_\_

Arrival Time : \_\_\_\_\_

Flight Number : \_\_\_\_\_

Hotel

:

Date

:

Signature

:



ATHENS 01/02 DECEMBER 2009

## 17<sup>th</sup> Ministerial Conference

### REGISTRATION FORM

Kindly fill in all fields of the Form, in clear capital letters or typing and return to the Greek OSCE Task Force, at the e-mail [regmc09@mfa.gr](mailto:regmc09@mfa.gr) or fax at +30 210 3682430

Mailing address: Ministry of Foreign Affairs 3, Akadimias str., 106 71 Athens, Greece

PLEASE NOTE that your registration form must be accompanied by two passport size face photos in .jpg format.

To proceed in typing, please click on the grey area, next to the field you wish to fill

# Registration form for Security Personnel

# S.

ORGANIZATION :

#### Organization's Contact Person

Surname/ Name :

Telephone :

Mobile Phone :

Fax

:

E-mail

:

Delegate's Details

Mr.

Mrs.

Ms.

Surname

:

Name

:

Title / Function

:

Mailing Address

:

Postal Code

:

City

:

Country

:

Phone

:

Mobile Phone

:

Fax

:

E-mail

:

Date of Birth

:

Place of Birth

:

Nationality

:

Passport Number

:

Date/Place of Issue

:

Blood Type

:

Type of firearm(s)

:

Serial number(s)

:

Amount of  
ammunition

:

Additional  
security  
equipment

:

Travel Details

Arrival

By Plane

By Train

By Car

Arrival Date

:

Arrival Time

:

Flight Number

:

Departure

By Plane

By Train

By Car

Arrival Date

:

Arrival Time

:

Flight Number

:

Hotel

:

Date

:

Signature

:



ATHENS 01/02 DECEMBER 2009  
17<sup>th</sup> Ministerial Conference

## Accommodation Information

Accommodation arrangements for the 17th Ministerial Conference, which will take place in Athens, on 1-2 December, 2009, have been assigned to the Conference's Housing Bureau, AFEA Travel & Congress S.A.

A variety of hotels in different price categories is offered to delegations.

Please note that **hotel rooms and suites will be allocated on a strict first-come, first-served basis**. If the preferred hotel is fully booked, you will be allocated to the next available of respective category and receive relevant notification. All accommodation requests **will be confirmed to participants according availability within 2 working dates**, after the submission of the accommodation form.

The Organizers have secured beneficiary rates only for Delegations participating in the 17<sup>th</sup> Ministerial Conference. We advise you therefore **not to contact the hotel directly, in order for you to receive these special rates**.

The completed hotel reservation forms should be forwarded **before October 23<sup>rd</sup> 2009** by e-mail to: [osce2009bookings@afea.gr](mailto:osce2009bookings@afea.gr). After the cut-off date of October 23<sup>rd</sup> 2009, accommodation in the selected hotels can not be guaranteed.

**All changes in reservation or cancellation requests should be sent in writing** to the Conference's Housing Bureau at [osce2009bookings@afea.gr](mailto:osce2009bookings@afea.gr).

All **accommodation charges** should be settled directly with the hotel, upon check out. The provided credit card is needed **only for guarantee**. It will be charged only in case of non-show or cancellation, when cancellation fees apply and according to the relevant cancellation policy, which is available on the Accommodation Form. In accordance with the OSCE regulations, the Host Country will cover accommodation expenses for **Heads of Delegations** from November 30<sup>th</sup> (date in) till December 3<sup>rd</sup> (Date out) – In total for 3 overnight stays. Please be kindly advised that all extra expenses (minibar, room service etc) must be paid by the Heads of Delegations to the hotel concierge upon check out. Kindly note that Heads of Delegations need to fill in and submit their accommodation form, as well.



## Hotels' Index

1. Grand Resort Lagonissi (\*\*\*\*\*)
2. Astir Palace Vouliagmeni
  - a. The Westin Athens (Astir Palace Resort \*\*\*\*\*)
  - b. Arion Resort & Spa (Astir Palace Resort \*\*\*\*\*)
3. Athenaeum Intercontinental (\*\*\*\*\*)
4. Classical Vouliagmeni Suites (\*\*\*\*\*)
5. Athens Ledra Marriott (\*\*\*\*\*)
6. Metropolitan (\*\*\*\*\*)
7. Divani Apollon Palace & Spa (\*\*\*\*\*)
8. The Margi (\*\*\*\*\*)
9. Tropical (\*\*\*\*)
10. Plaza Vouliagmeni Strand (\*\*\*\*)
11. Coral (\*\*\*\*)
12. Amarillia (\*\*\*\*)
13. Emmantina (\*\*\*\*)
14. Poseidon (\*\*\*\*)
15. Glyfada (\*\*\*\*)

**1. GRAND RESORT LAGONISSI (\*\*\*\*\*)**

[www.lagonissiresort.gr](http://www.lagonissiresort.gr)

40th km Athens-Sounion,

190 10 Attica Greece

Distance from Conference Venue: approx. 15km



The Grand Resort Lagonissi sets a benchmark in first-class service and facilities for business and leisure travellers. Its unique peninsula

location, in south Athens, offers a peaceful Mediterranean setting and easy access to cultural attractions.

It is a place where comfort, luxury and style are celebrated each and every day. There is a world full of sun, sea and pleasure. It is a hotel where hospitality is an art... Concealed on a stunning 72-acres

peninsula in south Athens, business and pleasure travellers enjoy fabulous blue Aegean views and the ultimate resort experience, year round.



Room Type	Single Room	Double Room
Deluxe Bay View	180 €	230 €
Luxury Suite	280€	330 €
Waterfront Bungalow	350 €	400 €
Bungalow Suite with private garden	600 €	690 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

## 2. ASTIR PALACE RESORT (\*\*\*\*\*)

[www.astir-palace.com](http://www.astir-palace.com)

40 Apollonos Str.

Vouliagmeni 16671, Athens-Greece

Distance from Conference Venue: approx. 12 km

Sprawling across 75 acres of sun-drenched gardens on a pine-dotted private peninsula, the resort complex includes three hotels Arion, a Luxury Collection Resort & Spa, The Westin Athens and W Athens, due to open for the first time in 2010.

Astir Palace resort is located in the heart of the elite area of the Athenian Riviera, Vouliagmeni. This privileged location, just half hour's drive from Athens, offers guests the pleasure of spending precious days and nights by the sea, with the possibility of visiting Athens' historical sites, museums and other attractions.

### a) The Westin Athens

[www.westinathens.com](http://www.westinathens.com)



Impressively designed and cut into the rock, The Westin Athens offers exceptional views and a unique landscape. Recently renovated by internationally acclaimed architects and interior designers, the resort features a modern look. With a spectacular peninsula setting, The Westin Athens boasts breathtaking views of the magnificent Saronic Gulf. All 160 of our superb guest rooms and suites are graced with a private balcony for enjoying these vistas, plus stunning contemporary interiors to soothe and delight you. Cool greens and blues complement the elegant furnishings, which include Westin's signature Heavenly Bed®, with its sumptuous duvet and pillows. The oversized bathrooms are perfect for reviving after a long day in the Athens sunshine. And your every need is anticipated, with all the comforts you expect from a world-class resort.



Room Type	Single Room	Double Room
Grand Deluxe Sea View	230,05 €	262,95 €
Westin Executive Club Grand Deluxe Sea View	290,30 €	323,17 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

**b) Arion Resort & Spa**  
[www.arionresortathens.com](http://www.arionresortathens.com)



The legendary atmosphere of Arion, a Luxury Collection Resort & Spa is enhanced by contemporary surroundings and spectacular views of the Saronic Gulf. Guest rooms and suites delight the senses with creative touches. The most distinctive feature, the resort's fully renovated bungalows offer the ultimate in privacy and privileged services.

Retreat to a space that is spacious, elegant, and filled with opulence. Individual design traits pay homage to the surroundings – a unique opportunity for those wishing to truly experience our culture.



Room Type	Single Room	Double Room
Deluxe & Grand Deluxe Garden / Marina View	262,92 €	295,78 €
Deluxe Excelsior Floor & Bungalows	449,15 €	482,02 €
Deluxe Suites All Floors & Bungalows	985,95 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

**3. ATHENAEUM INTERCONTINENTAL (\*\*\*\*\*)**  
[www.athens.intercontinental.com](http://www.athens.intercontinental.com)

89-93 Syngrou Avenue

11745 Athens, Greece

Distance from Conference Venue: approx. 8,5 km



Contemporary Grandeur in the Ancient Capital. No wonder the Athenaeum InterContinental has been named Greece's leading hotel time and again. Athens' largest guestrooms, award winning fine dining venues and a central location appeal to business and leisure travelers alike. Within a few kilometres are the Acropolis, the Parthenon, the Temple of Apollo and the Plaka. Metro and tram stations are also nearby.



Sophisticated and stylish, yet warm and inviting, all suites bear a distinctive design. From the spacious living rooms' pale walls decorated with authentic works of Art, to the soft colour palette of the bedrooms and the marble bathrooms, altogether result in a comfortable and inviting ambiance.

Room Type	Single Room	Double Room
Superior Room	209 €	225 €
Deluxe Room	239 €	255 €
Club InterContinental Room	259 €	275 €
Standard Junior Suite	454 €	470 €
Balcony Suite	494 €	510 €
Club InterContinental Studio Suite	444 €	460 €
Club InterContinental Junior Suite	547 €	563 €
Deluxe Suite	1.000 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

#### 4. CLASSICAL VOULIAGMENI SUITES (\*\*\*\*\*)

[www.classicalhotels.com/vouliagmenisuites](http://www.classicalhotels.com/vouliagmenisuites)

8, Panos & Chloes  
GR 166 71, Vouliagmeni, Greece

Distance from Conference Venue: approx. 11 km

You'll be swept away by the magical allure of Vouliagmeni, playground of the Athenian elite on the Attica Riviera. Destination setting for just two or a whole party, Vouliagmeni Suites in Athens, combines the tranquillity and casual ambience of a resort with the lavish amenities of a boutique city hotel.

The Classical Vouliagmeni Suites





features elegantly appointed and styled rooms. Enjoy the views while relaxing in the comfortable sofas, and experience the most romantic sunset from your balcony!

Additionally thirty-five deluxe suites, each individually furnished with the casual sophistication of a luxurious beach house, are the exclusive address for those who require the finer things in life. Laid out more like a sea-view comfortable home than a typical hotel room, our Vouliagmeni accommodation is the ultimate home away from home.

<b>Room Type</b>	<b>Single Room</b>	<b>Double Room</b>
Classical Room	270 €	285 €
Deluxe Room	330 €	345 €
Premium Deluxe Room	350 €	365 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*



#### 5. ATHENS LEDRA MARRIOTT HOTEL

<http://www.marriott.com/hotels/travel/athgr-athens-ledra-marriott-hotel/>

115 Syngrou Avenue

11745, Athens – Greece

Distance from Conference Venue: approx. 8 km



With a spectacular view overlooking the Acropolis, the Athens Ledra Marriott is just minutes from Plaka and Piraeus Port for a quick Greek Island holiday. From our hotel in central Athens, you can stroll the winding streets of Plaka to the city's famous cafes and shops. Among hotels in Athens, we are the only to offer spacious double-double accommodations that include mini-bars, safes, individual climate controls, broadband Internet and luxury bedding. Enjoy great amenities at our Athens hotel - take a dip and enjoy the Acropolis view from our seasonal rooftop pool, stay fit at our 24-hour fitness club, or relax with a cocktail while listening to live music in our on-site lounge. After meetings or sightseeing, enjoy a Mediterranean or Greek dinner at Zephyros Restaurant or indulge in Polynesian cuisine and fresh sushi at Kona Kai. When planning a business or social event, the Marriott hotel in Athens, Greece, creates magical moments

indoors and on our rooftop terrace.

Room Type	Single Room	Double Room
Deluxe Standard Room	199 €	209 €
Executive Room	249 €	
Executive Studio	349 €	
Junior Suite	790 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

**6. METROPOLITAN (\*\*\*\*\*)**  
[www.chandris.gr/athens](http://www.chandris.gr/athens)

385, Syngrou Avenue,

175 64, Athens, Greece

Distance from Conference Venue: approx. 6 km



The Metropolitan hotel with its unique cosmopolitan atmosphere, combines traditional hospitality and luxury in central Athens. With a view to both the Acropolis and the Aegean Sea, the fully renovated Metropolitan hotel is ideally situated in front of the Faliron Olympic Coastal Park for both leisure and business travelers. This Luxury Hotel in Central Athens is only 10 minutes away from Syntagma square, the centre of Athens and the port of Piraeus.

Room Type	Single Room	Double Room
Standard Room	185 €	195 €
Executive Room	235 €	245 €
Suites	285 €	295 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

**7. DIVANI APOLLON PALACE & SPA (\*\*\*\*)**  
[www.divanis.com/apollon](http://www.divanis.com/apollon)

10, Ag. Nikolaou & Iliou Str.  
 166 71 Athens – Vouliagmeni

Distance from Conference Venue: approx.  
 9km



Located on the beachfront in the region of Vouliagmeni, the most exclusive area of the Greek capital and only 19 kilometers from the airport and the vibrant city center, this legendary hotel is the ideal base from which to explore Athens for business or leisure. Sea-view rooms, beautiful gardens, state-of-the-art technology, marble bathrooms and a Thalassotherapy Center make this a perfect escape for peaceful, modern and ultimate luxury.

APOLLON SUITES a new annex boutique building with sophisticated suites and luxury superior rooms, adds a new statement in the effort to delight the guests.

The Divani Apollon Palace & Spa boasts luxury rooms and suites. All rooms feature furnished balconies that offer a panoramic view of the sea. For a truly memorable stay, our accommodations provide all the comforts you would expect of a five star hotel in Greece.

Room Type	Single Room	Double Room
Superior Room	180 €	200 €
Executive Room	240 €	260 €
Junior Suite - APOLLON	400 €	420 €
Suite	1.000 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

**8. THE MARGI (\*\*\*\*\*)**  
[www.themargi.gr](http://www.themargi.gr)

11 Litous Str. Vouliagmeni

10671 Athens, Greece

Distance from Conference Venue: approx. 8,5 km



the sea, the Tennis Club, the lake of Vouliagmeni and the nightlife of the coastline.

The Margi is located in Vouliagmeni, close to the business district and shopping center of Glyfada, the Golf Club, within a walking distance from



The Margi consists of superior and executive rooms and suites overlooking the sea or the pine-tree forest of Vouliagmeni. The stylish boutique décor of The Margi is characterized by a combination of colonial, ethnic and Mediterranean elements.

Room Type	Single Room	Double Room
Superior Room	110 €	120 €
Executive Room	140 €	150 €
Executive Suite	350 €	
Premium Suite	600 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

#### **9. TROPICAL HOTEL (\*\*\*\*)**

[www.tropicalhotel.gr](http://www.tropicalhotel.gr)

74 Possidonos Ave.

174 55 Alimos – Athens, Greece

Distance from Conference Venue: approx. 500 m

The hotel offers in every room very comfortable accommodation, equipped with all modern amenities and stunning views of the sea. Tropical hotel is conveniently located at Alimos, on the coastal avenue near Piraeus and Athens city centre. This beautiful situation, being a perfect spot for relaxation, is at the same time tranquil since it is very close to the beach and away from the busy centre. Taking inspiration from the metropolitan and the natural areas, Tropical hotel is of an ultramodern and unique design with interiors that feature fashionable furnishings, artistic aspects and a serene atmosphere.



Room Type	Single Room	Double Room
Standard Room	90 €	100 €
Executive Room	130 €	140 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes.*

**10. PLAZA VOULIAGMENI STRAND HOTEL (\*\*\*\*)**  
[www.plaza-vouliagmeni.com](http://www.plaza-vouliagmeni.com)

14 Litous Street,

16671 Athens - Vouliagmeni, Greece

Distance from Conference Venue: approx. 8 km



Hills.

Just a stone's throw away from the sandy beaches of Vouliagmeni and a 20 minute drive to Athens Center, Plaza is the ideal place to relax and to conduct business at the same time. Inside this gracious Hotel, quiet elegance prevails. The sophistication of the lobby's decor extends to its restaurants and lounges. All rooms are artfully designed and furnished with contemporary elegance. Many rooms display sweeping views of the two Bays, the Yacht Club and the Wooded

Room Type	Single Room	Double Room
Standard Room	90 €	99 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

### 11. CORAL HOTEL (\*\*\*\*)

[www.coralhotel.gr](http://www.coralhotel.gr)

35 Possidonos Avenue,

Paleo Faliro 175 61, Athens, Greece

Distance from Conference Venue: approx. 6 km



Coral Hotel is a beautifully maintained and newly remodelled four-star seafront hotel located on the Saronic Gulf in the neighbouring Athens suburb of Paleo Faliro, just a few minutes drive from the historical and commercial center of Athens.

Coral sits right on the waterfront of Paleo Faliro, an elegant seaside suburb of Athens, on 35 Possidonos Avenue.

Possidonos Avenue, a 60 km. coastal road that is mostly scenic, stretches along the northeastern edge of the Saronic Gulf from Piraeus (or Pireas), the main port of the city, to the southernmost tip of Attica, Cape Sounio, the site

of the 5th century B.C. Sanctuary of Poseidon.

The hotel overlooks the Saronic Gulf and the "silhouette" of the hilly peninsula of Kastella, offering splendid seascape and sunset views. Many of our guest rooms and two conference rooms have a view of the water.

Our Athens hotel offers 88 beautifully appointed guest rooms, 25 of which face the sea parallel to Possidonos Avenue and offer spectacular sea views and sunsets. Each of our 88 rooms has a balcony. During sleeping hours, the double window soundproof sliding doors offer a peaceful retreat from Paleo Faliro vehicle traffic below.

Room Type	Single Room	Double Room
Standard Room	89 €	98 €
Sea View Supplement	15 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes.*

**12. AMARILIA (\*\*\*\*)**  
[www.amarilia.gr](http://www.amarilia.gr)

13 Agiou Nikolaou str.

16671 Vouliagmeni, Athens Greece

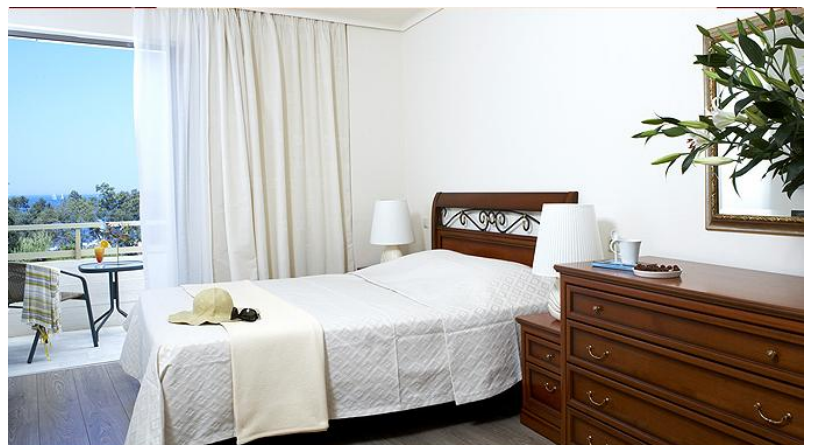
Distance from Conference Venue: approx. 9 km



The 4-star Amarilia Hotel is located in Vouliagmeni, on the Athenian riviera, one of the most exclusive and green coastal areas of Athens. While enjoying a beachfront location, just 20 min. drive from Athens city center and the International Airport, Amarilia Hotel is an excellent choice for business and leisure travelers. The distance from the center of Athens is close enough for guests who need to commute and far enough to enjoy the tranquility of the

picturesque area.

All rooms and suites have balconies with sea or pool views and have been recently renovated.





Room Type	Single Room	Double Room
Standard Room	85 €	95 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

**13. EMMANTINA HOTEL (\*\*\*\*)**

[www.emmantina.gr](http://www.emmantina.gr)

33, Possidonos Avenue,  
 166 75 Glyfada, Athens Greece

Distance from Conference Venue: approx. 3.5 km



The recently renovated A' class Emmantina hotel is situated in the fashionable beach resort of Glyfada, often referred to as the "Athenian Riviera", only 15 kilometers from the heart of the city of Athens. The excellent location of the hotel allows the guests to commute easily to unique archaeological sites, historical buildings, museums and

cathedrals.

The beach is only 200 meters away. Glyfada Square, with its modern shopping and sports centres, its lively Greek tavernas, marinas and bustling night life, is only a few minutes walk and provides our guests with infinite pastime possibilities

Emmantina Hotel offers 80 comfortable rooms with inviting balconies that overlook the Saronic Gulf. The rooms are planned to ensure a comfortable and enjoyable stay.

All guestrooms are carpeted, air-conditioned and sound proofed (double-glazing).

Room Type	Single Room	Double Room
Standard Room	64 €	69 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes*

#### 14. POSEIDON HOTEL (\*\*\*\*)

[www.poseidonhotel.com.gr](http://www.poseidonhotel.com.gr)

72 Possidonos Avenue

17562 Paleo Faliro, Athens – Greece

Distance from Conference Venue: approx. 2,5 km

Hotel Poseidon is located in Athens, at the seafront of P. Falero, on the coastal avenue between Athens and Sounio. In one of the finest suburbs of Athens, on the seafront, next to the modern marinas of Alimos and Flisvos and at close distance from stores, banks and entertainment centers, Hotel Poseidon provides the opportunity to combine unique moments of relaxation and serenity with business, strolls in Athens and entertainment.



Room Type	Single Room	Double Room
Standard Room	60 €	70 €

*Note: All rates are per room per night and include buffet breakfast and all legal taxes.*

**15. GLYFADA HOTEL (\*\*\*\*)**  
[www.glyfadahotel.gr](http://www.glyfadahotel.gr)

40 Possidonos Avenue

166 75 Glyfada, Athens, Greece

Distance from Conference Venue: approx. 3 km



Glyfada Hotel has been fully renovated in 2001 with a timeless design, creating an exceptional aesthetic in promise to offer a memorable stay

and total comfort. The beach is only 100m away from the hotel, while Glyfada's shopping center and down town are just 500m away. Glyfada Hotel offers luxury rooms with all comforts needed to make guests staying a real pleasure.

Room Type	Single Room	Double Room
Standard Room	78 €	87 €
VIP Room	97 €	

*Note: All rates are per room per night and include buffet breakfast and all legal taxes.*



## ACCOMMODATION FORM

Kindly fill out all fields of the Form, in clear capital letters or typing and return to the Conference's Housing Bureau, Afea Congress & Travel, at the e-mail [osce2009bookings@afea.gr](mailto:osce2009bookings@afea.gr) or fax at +30 210 3643511  
Mailing address: 39-41 Lykavittou str., Athens 106 72, Greece

To proceed in typing, please click on the grey area, next to the field you wish to fill

### DELEGATE INFORMATION

Delegation :

Head of Delegation :

#### Delegation's Contact Person

Surname/ Name :

Telephone :

Mobile Phone :

Fax :

E-mail :

#### Delegate's Details

Mr.  Mrs.  Ms.

Surname :

Name :

Title / Function :

Mailing Address :

Postal Code :

City :

Country :

Phone :

Mobile Phone :

Fax :

E-mail :

Please indicate your position in the delegation:

Head of Delegation  Other  Please specify :

## ACCOMMODATION

Official hotels' descriptions, type of rooms/suites and relevant rates are available in the attached file **Hotels' Index**. Kindly fill below all the requested information in order to check availability and proceed with your reservation.

Hotel Preference	:	
Room Type	:	
Check-in Date	:	
Check-out Date	:	
Number of Nights	:	
Price per Night	:	
Total Amount	:	
Special Requests	:	

## CANCELLATION POLICY

All cancellations must be sent in writing, by e-mail or fax, to the Conference's Housing Bureau.

- For cancellations requests received until October 23rd , 2009, no cancellation fees will apply.
- For cancellations received from October 23rd, 2009, until November 16th, 2009, 1 night will be charged as cancellation fee.
- For cancellations submitted after November 17th, 2009 , 2 nights will be charged as cancellation fee.
- For non-shows, 2 nights will be charged as cancellation fee.

## PAYMENT

All accommodation charges will be settled directly to the hotel upon check out.

Please fill below your credit card details, which will be used as a guarantee for your reservation. Your credit card will only be charged in case of non-show or cancellation, when cancellation fees apply.

### Credit card:

Visa     Mastercard     American Express     Diners

Credit Card Number	:	
Cardholder's Name	:	
Expiry Date	:	
CCV (three last digits on the back of your credit card)	:	

In case that credit card details are not provided, no reservation can be checked and confirmed.

**I hereby confirm that I have fully understood the payment conditions and the cancellation policy and I accept my credit card to be charged with cancellation fees, if applicable and as described above:**

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Credit Card Holder Signature



1. Grand Resort Lagonissi
2. Astir Palace Vouliagmeni
3. Athenaeum Intercontinental
4. Classical Vouliagmeni Suites
5. Athens Ledra Marriott
6. Metropolitan
7. Divani Apollon Palace & Spa
8. The Margi
9. Tropical
10. Plaza Vouliagmeni Strand
11. Coral
12. Amarillia
13. Emmantina
14. Poseidon
15. Glyfada

\* Yellow line shows the Main Hotel Route \* Hotel locations are printed in blue color