



**Organization for Security and Co-operation in Europe
The Secretariat**

Vienna, 16 April 2024

31st OSCE Economic and Environmental Forum

“Enhancing security and stability in the OSCE region through digital innovation, contributing to sustainable development and climate adaptation”

FIRST PREPARATORY MEETING

Vienna, 29 – 30 April 2024

Blended format

Venue: Neuer Saal, Hofburg Palace
Online: Via Zoom (available only for panelists)

LOGISTICAL MODALITIES

VENUE

OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna (map Annex 1), Neuer Saal, 2nd floor.

AGENDA

The Meeting will open on Monday, 29 April 2024, at 10:00 a.m. (CET Vienna) and close at 2.p.m. (CET Vienna) on Tuesday, 30 April 2024. Reference is made to the Permanent Council Decision PC.DEC/1480.

The Meeting is organized in person at the venue, following the format of on-site participation.

Participation via Zoom will only be granted to panelists who cannot join in person.

INTERPRETATION

Simultaneous interpretation will be provided in English and Russian.

PARTICIPANTS PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited and strongly encouraged to participate.

Representatives of international organizations, expert academics and business representatives,

non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1480).

The OSCE is committed to gender equality. To this end, the OSCE encourages participating States to also identify female experts to participate in the First Preparatory Meeting of the 31st OSCE Economic and Environmental Forum.

No fee for participation is requested.

PARTICIPATION IN THE MEETING

The Forum Meeting is organized in person at the venue, following the format of on-site participation at the Hofburg in Vienna.

However, panelists who cannot join the Meeting in person will be able to deliver their interventions/presentations via Zoom with full audio and video access.

Participants will have full audio and video access, and be able to request the floor and deliver their statements during discussion times.

The Meeting will be audio recorded for internal purposes only and the recordings will not be shared further.

ONLINE REGISTRATION

Please note that the access to the First Preparatory Meeting of the 31st OSCE Economic and Environmental Forum will only be granted to registered participants.

Please contact OSCE, Office of the Co-ordinator of OSCE Economic and Environmental Activities if you wish to participate: email: sanavbar.gurukova@osce.org. Requests for participation are subject to approval.

Deadline for registrations: Wednesday, 24 April 2024.

ACCESS TO THE VENUE - HOFBURG IN VIENNA

Access to the Hofburg: Access to the Meeting venue will only be granted to online registered participants.

The Hofburg can be accessed with the delegates' regular badges.

External participants will need to refer to the security check point containers at the accreditation counter located outside in a temporary structure to the left of the entrance of the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010 Vienna) on:

Monday, 29 April, as of 8:30 am until the end of the meeting

Tuesday, 30 April, as of 8:30 am until the end of the meeting

Advanced registration is kindly requested in order to avoid delays in issuing the badges. Presentation of a valid ID is required for accreditation.

REGISTRATION TO THE LIST OF SPEAKERS/PARTICIPATING IN DISCUSSION TIMES

Participants at the Hofburg will have full audio access and be able to request the floor and deliver their statements.

Participants are kindly requested to **register to the speaker's list in advance** by sending their requests to **mau-at@osce.org until Wednesday, 24 April 2024 noon**.

Ad hoc speaking requests to take the floor during the Meeting should be made by informing the meeting assistance at the head table ahead of the session or by raising their hand.

The maximum duration of each statement should be up to **3 minutes**.

SOCIAL EVENTS – COFFEE/TEA BREAKS AND LUNCH

- **Coffee/tea breaks** will be provided throughout the Meeting in the foyer next to the plenary hall, Neuer Saal.
- **Monday, 29 April 2024:** Buffet lunch hosted by the OSCE Chairpersonship of Malta 2024.

DOCUMENTS DISTRIBUTION

The Organizers invite participants to kindly submit any written contributions they may have to Conference Services (documents@osce.org). This should not hinder the ad hoc discussion during the different sessions but contribute to enhanced communication.

All documents will be published on the **Forum Website**: <https://www.osce.org/oceea/566554> on DelWeb and the delegates' Confluence Platform. In view of meeting sustainability standards, the Organizers aim at a paperless event by digitalizing the document distribution. Hard copies of the documents will only be made available at request through the Document Distribution Desk.

TECHNICAL SUPPORT FOR SPEAKERS

Detailed guidelines for speakers will be provided by individual correspondence.

The panellists are kindly requested to provide an electronic copy of their bios, presentations or speeches by the deadline of **Monday, 22 April 2024** to Mr. Gianfranco Apuzzo, email: Gianfranco.apuzzo@osce.org.

The panelists will be invited to an online Co-ordination Meeting via zoom a few days ahead of the First Preparatory Meeting of the 31st OSCE Economic and Environmental Forum to coordinate substance and technicalities.

It is highly recommended to the speakers to contact the technician in the Plenary Hall well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.

Panelists, who cannot join the Meeting in person, will be able to deliver their

interventions/presentations via Zoom with full audio and video access. The Zoom link will be shared with the relevant panelists individually. Panelists attending online are kindly requested to operate their presentation (power point) by sharing their screen via Zoom.

In view of meeting sustainability standards, the Organizers aim at a paperless event by digitalizing the documents distribution. Hard copies of the documents will only be made available at request through the conference secretariat at the venue.

TRAVELLING TO VIENNA – GENERAL INFORMATION (HOTELS)

Participants are kindly requested to make their own travel and accommodation arrangements in Vienna, which will not be paid for by the OSCE.

A list of hotels in Vienna in the vicinity of the Meeting venue Hofburg can be found in Annex 2.

Practical information about Vienna is available on: <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

Visa:

Participants, if stipulated 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.bmeia.gv.at.

In case visa support letter is required, please arrange for a visa appointment and send information on the date as well as a copy of the passport by E-mail to elke.lidarik@osce.org.

General information:

Currency: Euro

Electric current: The standard voltage throughout Austria is 220V.

Medical help: A first aid room is located on the ground floor of the Hofburg/conference venue.

Time: Vienna time differs from Greenwich time by +1 hour.

IMPORTANT NOTICE

To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, death, loss of, or damage to, property and claims of third parties.

Please note that the Meeting will be **audio recorded** for internal reporting purposes. The recordings will not be shared further. Photographs of this event may be taken and used by the OSCE for publication purposes.

CONTACTS

OSCE - Office of the Co-ordinator of OSCE Economic and Environmental Activities
Wallnerstrasse, 6, 1010 Vienna

For substance issues:

Mr. Xhodi Sakiqi
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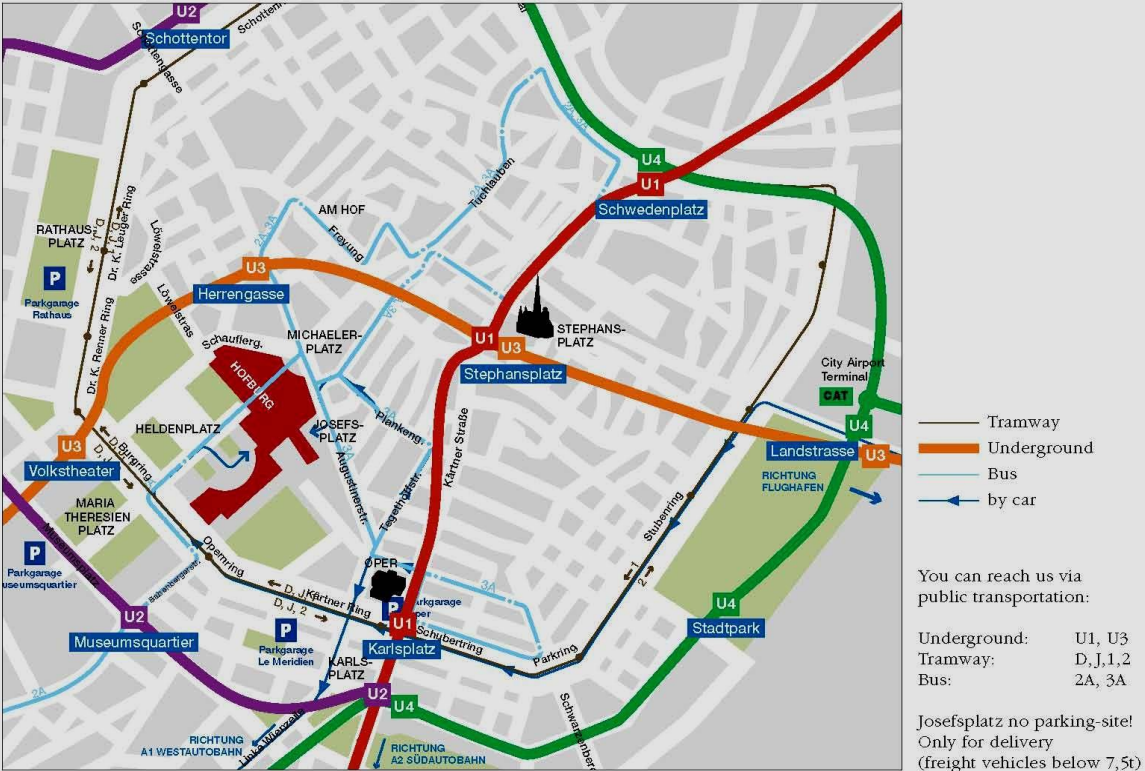
Mr. Gianfranco Apuzzo
Economic and Environmental Officer
Planning and Co-ordination Unit
Email: gianfranco.apuzzo@osce.org
Mob. +43(0)676 5685066

For Logistical queries:

Ms. Sanavbar Gurukova
Administrative Assistant
Planning and Co-ordination Unit
Email: sanavbar.gurukova@osce.org
Mob. +43(0)664 88474986

HOFBURG LOCATION MAP

Map A - Overview



Hofburg Kongresszentrum & Redoutensäle Wien
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: <http://www.hofburg.com>

HOTELS IN VIENNA

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| Vienna | Hotel BRISTOL | www.bristolvienna.com reservations.imperialvienna@luxurycollection.com |
| Vienna | Hotel ERZHERZOG RAINER | www.schick-hotels.com rainer@schick-hotels.com |
| Vienna | Hotel CITY CENTRAL Wien | www.schick-hotels.com city.central@schick-hotels.com |
| Vienna | NH BELVEDERE | www.nh-hotels.com |
| Vienna | NH DANUBE CITY | www.nh-hotels.com |
| Vienna | Hotel STEFANIE Wien | www.schick-hotels.com sabine.pollak@schick-hotels.com |
| Vienna | Hotel CAPRICORNO Wien | www.schick-hotels.com capricorno@schick-hotels.com |
| Vienna | Hotel AM PARKRING Wien | www.schick-hotels.com parkring@schick-hotels.com |
| Vienna | Best Western Hotel KAISERHOF Vienna | www.hotel-kaiserhof.at/wien code: CORP2017 reservation@hotel-kaiserhof.at |
| Vienna | Hotel HERRENHOF | www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at booking code: CINDFL |
| Vienna | Hotel GRAND FERDINAND | www.grandferdinand.com reservations.weitzer.com |
| Vienna | Hotel RADISSON BLU STYLE | www.radissonblu.com/en/stylehotel-vienna |
| Vienna | Hotel AM SCHOTTENFELD | www.falkensteiner.com reservations.vienna@falkensteiner.com |
| Vienna | Hotel WIEN MARGARETEN | www.falkensteiner.com reservations.vienna@falkensteiner.com |
| Vienna | Hotel AM KONZERTHAUS | www.accorhotels.com H1276@accor.com |
| Vienna | Hotel ibis WIEN HAUPTBAHNHOF | www.accorhotels.com H8564@accor.com |
| Vienna | Hotel ibis WIEN MARIAHILF | www.accorhotels.com H0796@accor.com |
| Vienna | Hotel mercure BIEDERMEIER | www.accorhotels.com H5357@accor.com |
| Vienna | Hotel mercure RAPHAEL | www.accorhotels.com HAOQ7@accor.com |
| Vienna | Hotel mercure VIENNA FIRST | www.accorhotels.com H9959@accor.com |
| Vienna | Hotel mercure WIEN CITY | www.accorhotels.com H1568@accor.com |
| Vienna | Hotel mercure WIEN ZENTRUM | www.accorhotels.com H0781@accor.com |

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| Vienna | Hotel JOSEFSHOF am Rathausplatz | |
| Vienna | NOVOTEL SUITES WIEN CITY DONAU | www.accorhotels.com H3720@accor.com |
| Vienna | Hotel NOVOTEL WIEN CITY | www.accorhotels.com H6154@accor.com |
| Vienna | Hotel SOFITEL VIENNA STEPHANSDOM | www.accorhotels.com H6599@accor.com |
| Vienna | Hotel ADAGIO VIENNA CITY | www.adagio-city.com H7216@adagio-city.com |
| Vienna | Hotel ANATOL | www.austria-trend.at reservierung.anatol@austria-trend.at |
| Vienna | Hotel ASTORIA | www.austria-trend.at reservierung.astoria@austria-trend.at |
| Vienna | Hotel EUROPA WIEN | www.austria-trend.at reservierung.europa.wien@austria-trend.at |
| Vienna | Hotel RATHAUSPARK | www.austria-trend.at reservierung.rathauspark@austria-trend.at |
| Vienna | Hotel SAVOYEN VIENNA | www.austria-trend.at reservierung.savoyen@austria-trend.at |
| Vienna | Hotel ANANAS | www.austria-trend.at reservierung.ananas@austria-trend.at |
| Vienna | Hotel BEIM THERESIANUM | www.austria-trend.at reservierung.theresianum@austria-trend.at |
| Vienna | Hotel DOPPIO | www.austria-trend.at reservierung.doppio@austria-trend.at |
| Vienna | Hotel MESSE PRATER WIEN | www.austria-trend.at reservierung.doppio@austria-trend.at |
| Vienna | Arcotel KAISERWASSER | www.arcotelhotels.com reservation.vienna@arcohotels.com |
| Vienna | Arcotel DONAUZENTRUM | www.arcotelhotels.com reservation.vienna@arcohotels.com |
| Vienna | Arcotel WIMBERGER | www.arcotelhotels.com reservation.vienna@arcohotelhotels.com |
| Vienna | Hotel MARRIOTT | www.viennamarriott.com vienna.reservations@marriott.com |