



Vilnius 9 November, 2011

CIRCULAR NOTE No. 8

ON NON-GOVERNMENTAL ORGANIZATIONS ACCREDITATION AND FOLLOWING OF THE MINISTERIAL COUNCIL MEETING INFORMATION ON CIVIL SOCIETY FORUMS

The Lithuanian OSCE Chairmanship has the pleasure to invite the representatives of Non-Governmental Organizations (NGO) to follow the 18th Ministerial Council Meeting of the Organization for Security and Co-operation in Europe (OSCE). The OSCE Ministerial Council Meeting will be held in Vilnius on 6 and 7 December 2011.

The venue will be the Lithuanian Exhibition and Congress Center LITEXPO (Litexpo Complex), located at Laisvės Avenue No. 5, LT-04215 Vilnius, Lithuania. The official website of the Litexpo Complex is www.litexpo.lt/en.

Representatives of NGOs will be able to follow the proceedings of the Ministerial Council meeting according to the provisions of the Rules of procedure of the OSCE (MC.DOC/1/06 of 1 November 2006) part IV., IV.2 (B) paragraph 6: “Only the opening and closing sessions shall be open to the press and the public, unless the meeting decides to make the other sessions open. Unless otherwise decided, all sessions, except for those taking up agenda items which are subject to discussion and possible decision shall be broadcast live in all working languages to the media centre and NGO centre by closed-circuit television.”

The live broadcast through closed-circuit television will be provided at the Media Center in the Litexpo Complex (the main entrance).

The opening hours of the NGO/Media Accreditation Desk at the Litexpo Complex (the main entrance) are the following:

Monday, 5 December – 08.00-20.00
Tuesday, 6 December – 07.00-22.00
Wednesday, 7 December – 07.00-15.00

Advance accreditation is mandatory. Interested representatives of NGOs should complete an online registration form only, which is available at <http://www.osce-ministerial2011.mfa.lt/index.php?2042491766> by the end of business **21 November 2011**.

To submit the registration form please takes the following steps:

- Complete all the fields;
- Upload the passport-style photo (resolution at least 500*600 pixels and maximum size of 1 MB);
- Click “submit” to send the form in;
- E-mail confirmation will follow shortly.

Please also submit your hotel reservation form prior to online registration at <http://www.osce-ministerial2011.mfa.lt/index.php?1312884018>.

Representatives of NGOs should consult the nearest Lithuanian Embassy to check if they need an entry visa prior to their arrival in the country. Visa requirements must be met before arrival in Lithuania. Please note that **only in exceptional cases** it will be possible to have visa issued at the Vilnius International Airport upon arrival and only when the applicant arrives to Vilnius directly from outside the Schengen area. For details on visa requirements, please see the website of the Ministry for Foreign Affairs of Lithuania <http://www.urm.lt/index.php?-72757974>. Participants requiring visa to enter the Schengen area are requested to make their own arrangements to secure a visa entry to Lithuania. The application for the Schengen visa may take up to three weeks. Unfortunately, the Lithuanian Chairmanship is not in a position to provide any financial assistance for NGOs for their travel arrangements.

The Lithuanian Chairmanship would like to draw the attention of the representatives of NGOs to the NGO Forums in the Margins of the Ministerial Council:

OSCE Parallel Conference which will be held **4 and 5 December 2011** at Crown Plaza Hotel, located at M.K. Čiurlionio str. 84, in Vilnius. For further information please contact Ms. Asta Svirinavičiūtė Asta.Svirinaviciute@praktika.urm.lt or Ms. Rita Kvajauskaitė Rita.Kvajauskaite@praktika.urm.lt.

and

OSCE Mediterranean Partner Countries Civil Society Conference to be held **3 and 5 December 2011** at Crown Plaza Hotel, located at M.K. Čiurlionio str. 84, in Vilnius. Please find further information at <http://www.odihr.pl>. Representatives of the NGOs interested in attending should email medcivilsociety2011@odihr.pl for more information.

ENCLOSED: List of hotels;
Information on visa requirements.


HOTELS



5* CATEGORY HOTELS

At this moment there is no availability to book rooms in five star hotels as all five star hotels are fully booked

4* CATEGORY HOTELS

7. AMBERTON HOTEL (****) L.Stuokos-Gucevičiaus str. 1, Vilnius Ph. +370 5 210 74 61 www.ambertonhotels.com/vilnius Location: City Centre Distance from hotel to conference venue "Litexpo" – 7,1 km	
Room Type	Price
Standard single room	70 €

8. ARTIS (****) Liejyklos str. 11/23, Vilnius, Ph: +370 5 266 03 66 www.centrumhotels.com/en/hotel-artis-centrum-hotels-vilnius.php Location: Old Town Distance from hotel to conference venue "Litexpo" – 6,7 km	
Room Type	Price
Standard single room	75 €
Miniluxe room	135 €
Deluxe room	165 €

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10. BEST WESTERN VILNIUS (****)

Konstitucijos ave. 14, Vilnius

Ph. +370 5 273 95 95

www.vilniushotel.eu

Location: City Centre

Distance from hotel to conference venue "Litexpo" – 7,3 km



Room Type	Price
Standard single room	80 €
Standard double room	90 €

11. CONGRESS (****)

Vilniaus str. 2/15, Vilnius

Ph. +370 5 269 19 19

www.congress.lt

Location: City Centre

Distance from hotel to conference venue "Litexpo" – 6,9 km



Room Type	Price
Standard single room	79 €
Standard double room	90 €

12. EUROPA ROYALE HOTEL (****)

Aušros Vartų str. 6, Vilnius

Ph. +370 5 266 07 70

www.groupeuropa.com/europa_royale/vilnius_hotel/

Location: Old Town

Distance from hotel to conference venue "Litexpo" – 6,6 km



Room Type	Price
Standard single room	75 €
Standard double room	85 €
Deluxe for single use	85 €
Deluxe for double use	95 €

Rates are quoted in EUR and include all local taxes and buffet breakfast.

HOTELS



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13. GROTHUSS (****)

Ligoninės str. 7, Vilnius

Ph. +370 5 266 03 22

www.grotthusshotel.com

Location: Old Town

Distance from hotel to conference venue "Litexpo"
– 4,8 km



Room Type	Price
Standard single room	99 €
Business single room	115 €
Business double room	135 €
Suite for 1 person	215 €
Suite for 2 persons	230 €

14. HOLIDAY INN (****)

Šeimyniškių str. 1, Vilnius

Ph. +370 5 210 30 00

www.holidayinnvilnius.lt

Location: City Centre

Distance from hotel to conference venue "Litexpo" –
7,3 km



Room Type	Price
Standard room	105 €
Standard room	145 €
Business single room	125 €
Business double room	165 €

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16. NERINGA (****)

Gedimino ave. 23 Vilnius

Ph. +370 5 212 22 88

www.neringahotel.com

Location: City Centre

Distance from hotel to conference venue "Litexpo" –
6,3 km



Room Type	Price
Standard single room	80 €
Standard double room	90 €
Business single room	95 €
Business double room	109 €
Suite	110 €

17. NOVOTEL (****)

Gedimino ave. 16 , Vilnius

Ph. +370 5 266 62 00

www.novotel.com

Location: City Centre

Distance from hotel to conference venue "Litexpo" –
6,6 km



Room Type	Price
Superior single room	95 €
Superior double room	105 €
Executive single room	115 €
Executive double room	125 €
Suite	165 €

18. RADISSON BLU LIETUVA (****)

Konstitucijos ave. 20, Vilnius

Ph. +370 5 272 62 72

www.radissonblu.com/lietuvahotel-vilnius

Location: City Centre

Distance from hotel to conference venue "Litexpo" –
7,5 km



Room Type	Price
Standard single room	109 €
Standard double room	114 €
Business single room	139 €
Business double room	144 €

Rates are quoted in EUR and include all local taxes and buffet breakfast.

HOTELS



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19. RATONDA (****)

Gedimino ave. 52/1, Vilnius

Ph. +370 5 212 06 70

www.centrumhotels.com/en/hotel-ratonda-centrum-hotels-vilnius.php

Location: City Centre

Distance from hotel to conference venue "Litexpo" – 5,6 km



Room Type	Price
Standard single room	80 €
Standard double room	92 €
Deluxe room	140 €

20. SHAKESPEARE (****)

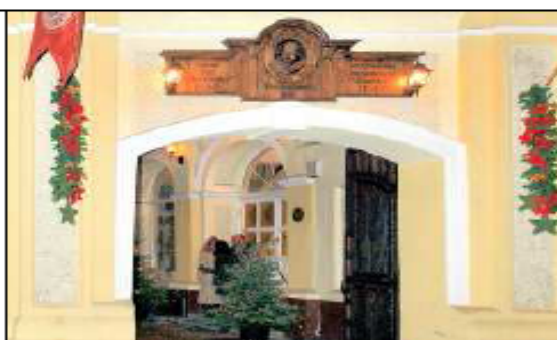
Bernardinų str. 8/8, Vilnius

Ph. +370 5 266 58 85

www.shakespeare.lt

Location: Old Town

Distance from hotel to conference venue "Litexpo" – 7,3 km



Room Type	Price
Standard room	100 €
Business single room	150 €
Business double room	160 €

21. ŠARUNAS (**)**

Raitininkų str. 4, Vilnius

Ph. +370 5 272 48 88

www.hotelsarunas.lt

Location: 2,5 km to Old Town

Distance from hotel to conference venue "Litexpo" –
8,3 km

Room Type	Price
Standard room	50 €
Deluxe room	70 €
Suite	86 €

Rates are quoted in EUR and include all local taxes and buffet breakfast.

HOTELS



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3* CATEGORY HOTELS

<p>22. ALGIRDAS HOTEL (***) Algirdo str. 24, Vilnius Ph. +370 5 232 66 50 www.algirdashotel.lt Location: 1,4 km to Old Town Distance from hotel to conference venue "Litexpo" – 5 km</p>																					
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<p>23. CENTRO KUBAS (***) Stiklių str. 3, Vilnius Ph. +370 5 266 08 60 www.hotel.centrokubas.lt Location: Old Town Distance from hotel to conference venue "Litexpo" – 6,2 km</p>																					
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<p>24. GRATA HOTEL (***) Vytenio str. 9/25, Vilnius Ph. +370 5 268 33 00 www.uniquestay.lt Location: 1,7 km to Old Town Distance from hotel to conference venue "Litexpo" – 4,6 km</p>																					
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Rates are quoted in EUR and include all local taxes and buffet breakfast.

HOTELS



<p>25. KAROLINA (****) Sausio 13-osios str. 2, Vilnius Ph. +370 5 216 89 34 www.karolina.lt Location: 7 km to Old Town Distance from hotel to conference venue "Litexpo" – 4,5 km</p>		
Room Type	Price	
Standard single room	36 €	
Standard double room	43 €	
Deluxe room	72 €	

<p>26. TILTO HOTEL (****) Tilto str. 8, Vilnius Ph. +370 5 210 00 21 www.hoteltilto.com Location: City Centre Distance from hotel to conference venue "Litexpo" – 7,3 km</p>		
Room Type	Price	
Standard single room	52 €	
Standard double room	58 €	
Deluxe room	75 €	

2* CATEGORY HOTELS

<p>27. ECOTEL (**) Slucko str. 8, Vilnius Ph. +370 5 210 27 00 www.ecotel.lt Location: 1,9 km to Old Town Distance from hotel to conference venue "Litexpo" – 7,7 km</p>		
Room Type	Price	
Standard single room	38 €	
Standard double room	48 €	
Standard triple room	60 €	

Rates are quoted in EUR and include all local taxes and buffet breakfast.

VISA PROCEDURES FOR LITHUANIA

Country	Diplomatic passports	Service/special passports	Ordinary passports	Embassy responsible
Albania	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	any Embassy of Lithuania http://www.urm.lt/index.php?1366094069
Andorra	no	no	no	
Armenia	no	visa is required	visa is required	Embassy of Lithuania in Armenia http://www.urm.lt/popup2.php?tmpl name=m_urm_lt_embassy&m_urm_country_id=74
Austria	no	no	no	
Azerbaijan	visa is required	visa is required	visa is required	Embassy of Lithuania in Azerbaijan http://www.urm.lt/popup2.php?tmpl name=m_urm_lt_embassy&m_urm_country_id=72
Belarus	visa is required	visa is required	visa is required	Embassy of Lithuania in Belarus http://by.mfa.lt
Belgium	no	no	no	
Bosnia and Herzegovina	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	Embassy of Hungary in Bosnia and Herzegovina http://www.mfa.gov.hu/emb/sarajevo

Bulgaria	no	no	no	
Canada	no	no	no	
Croatia	no	no	no	
Cyprus	no	no	no	
Czech Republic	no	no	no	
Denmark	no	no	no	
Estonia	no	no	no	
Finland	no	no	no	
France	no	no	no	
Georgia	no	visa is required	visa is required	Embassy of Lithuania in Georgia http://ge.mfa.lt
Germany	no	no	no	
Greece	no	no	no	
Holy See	no	no	no	
Hungary	no	no	no	
Iceland	no	no	no	
Ireland	no	no	no	
Italy	no	no	no	
Kazakhstan	visa is required	visa is required	visa is required	Embassy of Lithuania in Kazakhstan http://kz.mfa.lt
Kyrgyzstan	visa is required	visa is required	visa is required	Embassy of Lithuania in Kazakhstan http://kz.mfa.lt
Latvia	no	no	no	
Liechtenstein	no	no	no	
Luxembourg	no	no	no	

Malta	no	no	no	
Moldova	no	visa is required	visa is required	Embassy of Lithuania in Moldova http://md.mfa.lt
Monaco	no	no	no	
Montenegro	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	Embassy of Slovenia in Montenegro http://www.mzz.gov.si/si/predstavnistva_po_svetu/evropa/crna_gora/
Netherlands	no	no	no	
Norway	no	no	no	
Poland	no	no	no	
Portugal	no	no	no	
Romania	no	no	no	
Russian Federation	no	visa is required	visa is required	Embassy of Lithuania in Russian Federation http://ru.mfa.lt
San Marino	no	no	no	
Serbia	no	visa is required only for holders of non-biometric passports holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian <i>Koordinaciona uprava</i>) need visas	visa is required only for holders of non-biometric passports holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian <i>Koordinaciona uprava</i>) need visas	Embassy of Hungary in Serbia http://www.mfa.gov.hu/emb/belgrade

Slovakia	no	no	no	
Slovenia	no	no	no	
Spain	no	no	no	
Sweden	no	no	no	
Switzerland	no	no	no	
Tajikistan	visa is required	visa is required	visa is required	Embassy of Lithuania in Kazakhstan http://kz.mfa.lt
the former Yugoslav Republic of Macedonia	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	Embassy of Hungary in the former Yugoslav Republic of Macedonia http://www.mfa.gov.hu/emb/skopje
Turkey	no	no	visa is required	Embassy of Lithuania in Turkey http://tr.mfa.lt
Turkmenistan	visa is required	visa is required	visa is required	Embassy of Lithuania in Azerbaijan http://www.urm.lt/popup2.php?tmpl name=m_urm_lt_embassy&m_urm_country id=72
Ukraine	no	no	visa is required	Embassy of Lithuania in Ukraine http://ua.mfa.lt
United Kingdom	no	no	no	
United States	no	no	no	
Uzbekistan	visa is required	visa is required	visa is required	Embassy of Latvia in Uzbekistan http://www.am.gov.lv/en/ministry/mission/?lv=1&org=UZB

ADDRESSES OF EMBASSIES/CONSULATES OF LITHUANIA Please consult the website of the Ministry of Foreign Affairs of Lithuania: <http://www.urm.lt/>