



Organization for Security and Co-operation in Europe

**Co-ordinator of OSCE Economic and
Environmental Activities**

Vienna, 31 March 2006

To: All OSCE Delegations
Partners for Co-operation
Mediterranean Partners for Co-operation

Subject: **Fourteenth OSCE Economic Forum – Part 2,
Prague, 22 - 24 May 2006**

Attached herewith is a document consisting of the **Logistic Information** (including the registration form) for the Fourteenth OSCE Economic Forum – Part 2: **“Transportation in the OSCE area: Secure transportation networks and transport development to enhance regional economic co-operation and stability”** to be held in Prague from 22 to 24 May 2006.



Organization for Security and Co-operation in Europe

The Secretariat

Office of the Co-ordinator of OSCE Economic and
Environmental Activities

Vienna, 31 March 2006

The Fourteenth OSCE Economic Forum

Part 2 / Prague, 22 - 24 May 2006

“Transportation in the OSCE area: Secure transportation networks and transport development to enhance regional economic co-operation and stability”

Logistic Information

1. VENUE

The Host country will make premises available in the building of the Ministry for Foreign Affairs of the Czech Republic.

Address: Czernin Palace
Loretánské nám. 5
118 00 Prague 1.

2. WRITTEN CONTRIBUTIONS

Participants are welcome to submit a written contribution reflecting their view on the issues discussed at the Forum and/or in a specific Working Session of their interest. We thank you for sending an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Andrea Gredler, email: andrea.gredler@osce.org, fax. 0043 1 514 36 62 51, tel. 0043 1 514 36 575) to enable a timely distribution to the participants.

3. REGISTRATION

In order to allow a timely accreditation, the organizers kindly request each participant to send the attached registration form (Annex 1) , possibly electronically, completed with all necessary details to the OSCE Prague Office (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org, tel. +420-233 085 473, fax +420-233 085 487).

Deadline: 12 May 2006.

The Delegations are kindly requested to notify the ranking and the title of their members by sending a list, additionally to the registration forms, of their members attending the Forum.

4. ACCREDITATION

Accreditation will take place at the main entrance to the Czernin Palace, beginning on Sunday, 21 May 2006, from 3 p.m. to 6 p.m., as well as on Monday, 22 May 2006, from 10 a.m. to 6 p.m., and on Tuesday, 23 May 2006, starting at 9 a.m.

The accreditation of businesses, NGOs, Academic Community and Press representatives will take place at the accreditation desk on the ground floor upon presentation of a Press and/or ID-card.

Press representatives can, as deemed appropriate, be admitted to the Plenary hall during the opening and the closing of the Economic Forum. We kindly request that a Press ID be presented at the registration counter.

5. PARTICIPANTS' INFORMATION

The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Partners for Co-operation (Afghanistan, Japan, Mongolia, Republic of Korea and Thailand) are invited to participate in the Economic Forum.

International organizations will be invited in line with the procedure established in PC.DEC/684/05, dated 7 July 2005.

Subject to the provisions contained in Chapter IV, paragraphs 15 and 16, of the Helsinki Document 1992, the representatives of non-governmental organizations with relevant experience in the area under discussion are also invited to participate in the Meeting.

Upon request by a delegation of an OSCE participating State, regional groupings may also be invited, as deemed appropriate, to participate in the Meeting.

6. VISA

Participants, if required under the Czech law, are asked to make their own arrangements for securing a visa for entry into the Czech Republic. Further details can be found via the official Czech Foreign Ministry web-site: www.mzv.cz (English), Section: Travel and Living Abroad. The OSCE Prague Office (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org, tel. +420-233 085 473, fax +420-233 085 487) stands ready to support delegates.

7. ACCOMMODATION

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

7.1. The OSCE Prague Office made special rate agreements with:

- **Hotel Savoy** (Annex 2) - **booking deadline: 25 April 2006**
Executive room 175 € Deluxe room 190 €(double or double for single use)
- **Hotel Pyramida** (Annex 3) - **booking deadline: 21 April 2006**
Single room 100 € Double room 110 €

All necessary information about these hotels can be found in the order forms from the respective hotel attached (Annexes 2 and 3).

- Hotel Hilton - booking deadline: 29 April 2006

Double standard room 185 € Double executive room 250 € (Please make your reservation via e-mail: bohoslav.machacek@hilton.com subject: OSCE Economic Forum).

Hotels will not guarantee the special rate after the booking deadline.

7.2. For Internet bookings: please consult following addresses: www.hotel-net.cz ; www.allsuites.cz ; www.abaka.com

It should be noted that due to the time period of the Economic Forum, which is considered high tourist season in Prague, early booking is highly advisable.

8. SOCIAL EVENTS

Information on the social events will be circulated at a later stage.

9. LOGISTIC FACILITIES AT THE CONFERENCE VENUE:

9.1. VEHICLE ACCESS AND PARKING

Delegates will have a parking area located in front of the Czernin Palace at their disposal. Special parking stickers will be provided at the accreditation desk.

9.2. MEETING AREA

The plenary meetings of the Economic Forum will be held in the Plenary hall on the first floor of the Czernin Palace. The room will be equipped for simultaneous interpretation into the six OSCE languages.

The side meetings scheduled will be held in the Gallery room.

Additional rooms will be available for informal meetings.

9.3. COMMUNICATION

IT Access: A special working area with IT facilities & Internet access will be reserved for the participants. Telephones in the meeting area can be used free-of-charge for local telephone calls within Prague. Within the conference premises, seven lines (including fax) will be made available for international calls. The use of those lines will be possible against subsequent payment.

9.4. BANK OFFICE

A Bank will be available at the Czernin Palace located on the ground floor next to the entrance hall.

Updated information regarding social events and last logistical issues for the Fourteenth Economic Forum/ Part 2 will be circulated at a later stage and published on the Website www.osce.org/eea.



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The Secretariat

Vienna, 31 March 2006

Fourteenth OSCE Economic Forum

Part 2 / Prague, 22 - 24 May 2005

“Transportation in the OSCE area: Secure transportation networks and transport development to enhance regional economic co-operation and stability”

REGISTRATION FORM

Deadline: 12 May 2006

Please send this registration form to Ms. Iveta Dzurikova, OSCE Prague Office, email: iveta.dzurikova@osce.org, fax: +420-233 085 487, tel: +420-233 085 473 (Please use capital letters)

Country/Delegation:		
<input type="checkbox"/> Delegation (*) (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Business <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> OSCE		
Title(Amb, Mr, Ms, Dr)	First Name	Family Name
Organization & Department:		
Position:		
Mailing Address:		
Phone (with country code):	Fax:	E-Mail:
Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title:		
Arrival Date & Time:		
Departure Date & Time:		
Hotel in Prague:		

POINTS TO REMEMBER

(*) **Delegations:** are kindly requested to add to registrations of their members (above form) a notification clearly indicating the special ranking and title of their members and possibly submit it electronically.

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

Visa Information: Participants, if required under the Czech law, are requested to make their own arrangements for securing a visa for entry into the Czech Republic. The OSCE Prague Office stands ready to support delegations. Please note that participants can obtain further information on visas through the official Czech Foreign Ministry web-site as follow: www.mzv.cz (English) Section: Travel and Living Abroad.

Conference Venue: Ministry for Foreign Affairs of the Czech Republic, Czernin Palace, Loretánské nám. 5, 118 00 Prague 1.

Further Information: Office of the Co-ordinator of OSCE Economic and Environmental Activities, Kärntner Ring 5-7, 1010 Vienna, Austria (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 575, Fax: +51436 6251) or www.osce.org/eea.



Hotel Savoy – E.I.H., a.s., Keplerova ul. 6, 118 00 Praha 1, Czech Republic,
tel.n: + 420 224 302 123, fax.: + 420 224 302 125, e-mail: group@hotel-savoy.cz

Contact person: Lucia Čudová, Asst. Sales & Marketing Director

BOOKING FORM - Room block for 14th OSCE Economic Forum

Please fill in this form and send it back to the hotel Savoy by fax or by e-mail (listed above)

by April 21st, 2006

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible **till May 2nd, 2006**. In case of late cancellation or no-show there will be a charge of one night stay. The agreed special rate of 175,- EUR/Executive room/night and 190,- EUR/Deluxe room/night (incl. breakfast and 5%VAT) is valid for reservations made **by April 21st 2006**. After this date, this rate may no longer be available. In order for us to confirm your reservation, it is necessary to provide your credit card number. Without credit card number, reservation can not be guaranteed and confirmed.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs./Ms.	
Sure name:	First name:	
Arrival date:	Departure date:	
Room type: Executive room (double or double for single use) Deluxe room (double or double for single use)	Rate: 175,- EUR per Executive room/night; 190,- EUR per Deluxe room/night rate includes breakfast and VAT	
4,- EUR per person portorage in/out		
Credit card details (mandatory):		
<input type="checkbox"/> VISA	<input type="checkbox"/> Diner's	
<input type="checkbox"/> American Express	<input type="checkbox"/> JCB	
<input type="checkbox"/> Eurocard/Mastercard	Expiry date:	
CC number:		
Contact details (also possibility to arrange express check-in upon arrival): Home/Office address:		
Phone/Mobil:		Fax:/E-mail:
Date of birth:		Passport No.:
Transportation:		
<input type="checkbox"/> No, I do not want to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from.		
<input type="checkbox"/> Yes I would like to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from:		
<input type="checkbox"/> International airport Ruzyně	<input type="checkbox"/> Main train station	<input type="checkbox"/> Holešovice train station
Flight number:		Train Number:
Landing time:		Arrival time:
Flying from:		Arriving from:
Rate per 1 car:	790,- CZK (approx. 28,- EUR)	Rate per 1 car :
		500,- CZK (approx. 18,- EUR)
Our hotel driver will be waiting for you under all circumstances, e.g. flight time-delay or luggage delay. Will you kindly contact the hotel concierge desk at +420 224 302 106 if you do not recognise or meet the driver. Please note, that in case you will use another transportation without contacting the concierge, you will be responsible for the hotel car's charge.		



OREA HOTEL PYRAMIDA****
BĚLOHORSKÁ 24, 169 01 PRAGUE 6
CZECH REPUBLIC



14TH "OSCE ECONOMIC FORUM"
22ND - 24TH MAY 2006
HOTEL RESERVATION FORM

PLEASE COMPLETE THIS FORM FOR THE HOTEL RESERVATION
 AND RETURN IT TO THE HOTEL PYRAMIDA BEFORE **21.04. 2006**

SURNAME, NAME: ORGANIZATION:
 ADDRESS: VAT NO.
 PHONE NO.: FAX NO.: E-MAIL:

ACCOMMODATION ORDER:

THE PERIOD: FROM TO 2006

	Room rate	No. of nights	Total price
<input type="checkbox"/>	1/1	100 EUR
<input type="checkbox"/>	1/2	110 EUR

PAYMENT METHOD:

- CREDIT CARD
- ▷ TYPE:
 - ▷ NUMBER:
 - ▷ EXP.DATE:
 - ▷ SIGNATURE.....

- bank to 15.05.2006 in EUR currency on this bank account:
 CSOB, na příkopě 854/14, Prague 1- bank account nr. 01391286/0300

REFERENCE: "2205".

CANCELLATION CONDITIONS:

CANCELLATION TO 25.04.2006	FREE OF CHARGE
CANCELLATION TO 15.05.2006	50% OF THE CHARGE OF 1 ST NIGHT
CANCELLATION AFTER 20.05.2006	100% OF THE CHARGE OF 1 ST NIGHT

DATE:.....

SIGNATURE:

THANK YOU FOR YOUR RESERVATION AT THE OREA HOTEL PYRAMIDA**** .
 RESERVATION NO. _____

DATE:.....

SIGNATURE:

CONTACT PERSON:
 LENKA VOPLATKOVA – E-MAIL: VOPLATKOVA@HOTELPYRAMIDA.CZ
 FAX: +420-233 357 312 – TEL: +420-233 102 780
WWW.OREA.CZ, WWW.HOTELPYRAMIDA.CZ