

10 July 2008
Helsinki

CIRCULAR NOTE Nr 2

The Ministry for Foreign Affairs of Finland 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, the Asian Partners for Co-operation, the International Organizations as well as the OSCE Secretariat, and would like to inform the following regarding the accreditation and hotel reservation during the Helsinki Ministerial Council 4-5 December:

1. TIME AND VENUE OF THE MINISTERIAL COUNCIL

The 16th Meeting of the OSCE Ministerial Council will be held in Finland on 4 and 5 December 2008. The venue of the meeting will be the Helsinki Fair Centre (Helsingin Messukeskus), located at Messuaukio 1, P.O Box 21, FI-00521 Helsinki, Finland. For more information on the venue, please see the website <http://www.finnexpo.fi/>

Preparatory meetings will be arranged on 2 and 3 December 2008. The Fair Centre is available from 1 December 2008 onwards.

2. HOTEL RESERVATIONS

Hotel reservations are made through a conference organiser (Congreszon) that will provide a choice of hotels in several price categories. Hotel rooms and suites will be allocated on a first come first serve basis. List of selected hotels is attached (ANNEX 1).

The completed hotel reservation forms (ANNEX 2) for the members of the official delegations, including international organisations, security and drivers should be forwarded **before October 30th 2008** by e-mail to:

Congreszon
Aleksanterinkatu 44 A
00100 Helsinki, Finland
Phone: + 358 9 5840 9350
Fax: + 358 9 5840 9555
E-mail: osce2008@congreszon.fi
<http://www.congreszon.fi>

Cc: Finnish OSCE Chairmanship Task Force
Ms Tarja von Lüders
Katajanokanlaituri 3
P.O.Box 514
FI-00023 VALTIONEUVOSTO
Tel: +358 9 160 56656
Fax: + 358 9 160 56168
E-mail: tarja.vonlueders@formin.fi

After the cut-off date of October 30th 2008 accommodation in the selected hotels can not be guaranteed.

In accordance with the OSCE standards Finland will cover accommodation expenses for Heads of Delegations (not before 2nd December and no later than 5th December). Kindly note that all extra expenses (minibar, dry cleaning ect.) must be covered by the Heads of Delegations themselves.

Please note that the Heads of Delegations also need to submit their booking form.

The accommodation expenses of members of delegations should be paid directly to the conference organiser (Congreszon) by delegations and/or their respective embassies in Finland.

3. ACCREDITATION

3.1. ACCREDITATION OF HEADS OF DELEGATIONS - PIN

The Heads of Delegations will receive a pin upon arrival. Heads of Delegations are not expected to report at the accreditation desk. Please note that the Heads of Delegations should also submit their booking form. (ANNEX 2).

3.2. ACCREDITATION OF DELEGATES - GREEN BADGE

In order to complete the accreditation process all members of delegations are requested to fill in the accreditation form (ANNEX 2). The applicants' personal data will be sent to the Finnish Police for a security check before issuing the accreditation. All personal information will be treated according to the highest security standards.

Completed forms together with a passport size color photo (.jpg) should be sent by e-mail by 30th October 2008 to:

Congreszon
Aleksanterinkatu 44 A
00100 Helsinki, Finland
Phone: + 358 9 5840 9350
Fax: + 358 9 5840 9555
E-mail: osce2008@congreszon.fi
<http://www.congreszon.fi>

In addition, the Permanent Delegations in Vienna are requested to send the Ministry for Foreign Affairs a note verbal listing the members of their delegation to ensure that all delegates issued with accreditation forms have been given permission by their authorities to attend the Ministerial Council. Should changes occur, an updated note verbal should be sent to the Ministry for Foreign Affairs as soon as possible.

Please note that badges can only be issued on the basis of a completed accreditation form AND a note verbal by the Permanent Delegations.

Members of Delegations providing the necessary information by 30 October 2008 and arriving together with the Minister of Foreign Affairs/Head of Delegation will receive badges through their respective Liaison Officer upon arrival at Helsinki-Vantaa Airport.

Members of Delegations arriving separately from the official delegation will receive a badge at the accreditation desk at the Press Entrance of the Fair Centre on presentation of the delegate's passport. A photograph can be taken on the spot, but it is strongly recommended to send the photo in advance together with the accreditation form. The accreditation desk will be open starting from 1 December 2008 from 10.00 after which the delegation offices will also be available.

Operating hours of accreditation desk for delegates:

Monday 1 December	10.00 - 20.00
Tuesday 2 December	08.00 - 22.00
Wednesday 3 December	08.00 - 22.00
Thursday 4 December	06.00 - 20.00
Friday 5 December	06.00 - 15.00

Accreditation will be valid only together with an adequate identity document (e.g. passport). The issuing of accreditation will be possible only upon presentation of a corresponding identity document.

To gain entry to the Fair Centre compound and when inside the building, a valid badge must be worn visibly at all times.

3.3. ACCREDITATION OF SECURITY PERSONNEL - RED BADGE

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 (ANNEX 3) 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 Verbal from the Permanent Mission in Vienna to the Finnish OSCE Chairmanship Task Force in Helsinki.

Weapons and radiofrequencies

Security personnel can bring only semiautomatic small arms into Finland. 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 are applied, using a diplomatic note, from the Ministry for Foreign Affairs. The Finnish 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 Finland (only one armed officer per delegation is allowed), delegations should send an application by Note Verbal to the Finnish OSCE Chairmanship Task Force in Helsinki, not 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, their 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 Finnish 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 Helsinki-Vantaa Airport.

3.4. ACCREDITATION OF DRIVERS - ORANGE BADGE

Since the Fair Centre 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 (ANNEX 4) for drivers and cars (plate number needed), accompanied by two colour photos of each driver/licence number. The same accreditation procedure as outlined above will apply. **Drivers should also be listed in a separate Note Verbal from the Permanent Mission in Vienna to the Finnish OSCE Chairmanship Task Force in Helsinki.**

A waiting room for drivers will be arranged. It is not permitted for drivers to enter the fair centre area for delegates unless they are accompanied by a member of their delegation.

3.5 ACCREDITATION OF NATIONAL JOURNALIST ACCOMPANYING DELEGATIONS

Delegations may be accompanied by national journalist if they wish so. Journalist travelling with delegations must be included in the registration list of the delegation, with their status clearly indicated.

However, they must be accredited as press using press accreditation forms and as such will only have access to the press areas in the Fair Centre. Further information on press accreditation will follow separately.

3.6 DELEGATION LIST

Missions are kindly requested to forward, at their earliest convenience, but **not later than 30 October 2008, a comprehensive delegation list**, including Vienna-based members of the delegation, in order of protocol, including titles. This list should be forwarded by e-mail, to the Finnish Ministry for Foreign Affairs, Ms Irina Sirén, irina.siren@formin.fi.

For further information concerning accreditation, please contact:

Ms Irina Sirén
Finnish OSCE Chairmanship Task Force 2008
P.O Box 514
FI-00023 VALTIONEUVOSTO
Tel: +358 9 160 56658
Fax: +358 9 160 56168
E-mail: irina.siren@formin.fi

4. SOCIAL EVENT

The City of Helsinki will host a networking reception & buffet dinner for Delegates and the media at the City Hall on Thursday December 4, 2008 starting at 19.30 hrs.

City Hall is located in Helsinki's centre, in a block bordered by the Market Square, the Senate Square, Katariinankatu and Sofiankatu. City Hall overlooks the Market Square and the sea side.

Kindly note that all delegates are advised to mark their tentative participation to the accreditation form (ANNEX 2)

Transportation will be provided by bus from the various Hotels and the Fair Centre to the Helsinki City Hall. Further information on Shuttle Bus services will be provided in due course.

5. VISAS

Visa requirements must be met before arrival in Finland. 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 Helsinki-Vantaa airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Finland.

More information can be found on the web page of the Ministry for Foreign Affairs of Finland, <http://www.formin.fi> under the heading "Foreign nationals arriving in Finland information".

In order to receive a visa free of charge, participants can apply to the consular section of the respective Finnish Embassy by submitting the following documents (no difference between regular, service or diplomatic passports). Free-of-charge visas may not be assured in countries where another EU Embassy is tasked with the issuance of Schengen visas.

The following documents are required for visa applications:

- Visa application form
- Travel insurance
- 2 pictures
- Copy of passport
- In some cases Embassies may ask for further documents

Please find annexed (annex 5) a list of countries whose citizens (with all categories of passports) will need a visa to enter into Finland, a list of countries whose citizens enjoy a visa-free regime upon entry to Finland, as well as a list of Finnish Embassies abroad.

For queries related to visa issues: Ministry for Foreign Affairs of Finland, Passport and Visa Unit, e-mail: visas.passports@formin.fi, tel. +358 9 160 05, fax. +358 9 1605 5228.

6. 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 16th OSCE Ministerial Council.

Various circular notes on other issues, including on media, will be distributed at a later stage.

7. GENERAL INFORMATION

For further information concerning arrangements for delegations please contact:

Ms Annikka Alanko

Finnish OSCE Chairmanship Task Force

Katajanokanlaituri 3

P.O.BOX 514

FI-00023 VALTIONEUVOSTO

Tel: +358 9 1605 5686

Fax: +358 9 1605 6168

E-mail: annikka.alanko@formin.fi

The Ministry for Foreign Affairs of Finland 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 Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.



1 HOTEL KÄMP
Pohjoisesplanadi 29, FI-00100 Helsinki
www.hotelkamp.fi

2 HOTEL GLO
Kluuvikatu 4, FI-00100 Helsinki
www.palacekamp.fi

3 CROWNE PLAZA HELSINKI
Mannerheimintie 50, FI-00260 Helsinki
www.restel.fi

4 HOLIDAY INN HELSINKI
Messuaukio 1, FI-00520 Helsinki
www.restel.fi

5 HOLIDAY INN CITY CENTRE
Elielinaukio 5, FI-00100 Helsinki
www.restel.fi

6 HOTEL SEURAHUONE
Kaiwokatu 12, FI-00100 Helsinki
www.restel.fi

7 HILTON HELSINKI STRAND
John Stenbergin rantaa 4,
FI-00530 Helsinki
www.hiltonhotels.fi

8 HILTON HELSINKI KALASTAJATORPPA
Kalastajatorppantie 1, FI-00330 Helsinki
www.hiltonhotels.fi

9 SCANDIC CONTINENTAL
Mannerheimintie 46, FI-00260 Helsinki
www.scandic.fi

10 SCANDIC GRAND MARINA
Katajanokanlaituri 7, FI-00160 Helsinki
www.scandic.fi

11 SCANDIC SIMONKENTTÄ
Simonkatu 9, FI-00100 Helsinki
www.scandic.fi

12 SCANDIC MARSKI
Mannerheimintie 10, FI-00100 Helsinki
www.scandic.fi

13 KLAUS K
Bulevardi 2, FI-00120 Helsinki
www.klaushotel.com

14 RADISSON SAS PLAZA
Mikonkatu 23, FI-00100 Helsinki
www.radissonsas.fi

15 RADISSON SAS ROYAL
Runeberginkatu 2, FI-00100 Helsinki
www.radissonsas.fi

16 RADISSON SAS SEASIDE
Ruoholahdenranta 3, 00180 Helsinki
www.radissonsas.fi

17 SOKOS HOTEL HELSINKI
Kluuvikatu 8, FI-00100 Helsinki
www.sokoshotels.fi

18 SOKOS HOTEL PRESIDENTTI
Eteläinen Rautatiekatu 4, FI-00100 Helsinki
www.sokoshotels.fi

19 SOKOS HOTEL TORNI
Yrjönkatu 26, FI-00100 Helsinki
www.sokoshotels.fi

20 SOKOS HOTEL VAAKUNA
Asema-aukio 2, FI-00100 Helsinki
www.sokoshotels.fi

21 HOTEL HELKA
Pohjoinen rautatiekatu 23, FI-00100 Helsinki
www.helka.fi

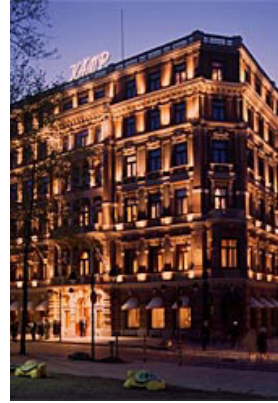
22 HOTEL ANNA
Annankatu 1, FI-00120 Helsinki
www.hotelanna.fi

23 HELSINKI FAIR CENTRE
Messuaukio 1, FI-00520 Helsinki

HOTELS

- 1 Hotel Kämp
- 2 Hotel GLO
- 3 Crowne Plaza Helsinki
- 4 Holiday Inn Helsinki
- 5 Holiday Inn City Centre
- 6 Hotel Seurahuone
- 7 Hilton Helsinki Strand
- 8 Hilton Helsinki Kalastajatorppa
- 9 Scandic Continental
- 10 Scandic Grand Marina
- 11 Scandic Simonkenttä
- 12 Scandic Marski
- 13 Klaus K
- 14 Radisson SAS Plaza
- 15 Radisson SAS Royal
- 16 Radisson SAS Seaside
- 17 Sokos Hotel Helsinki
- 18 Sokos Hotel Presidentti
- 19 Sokos Hotel Tornii
- 20 Sokos Hotel Vaakuna
- 21 Hotel Helka
- 22 Hotel Anna

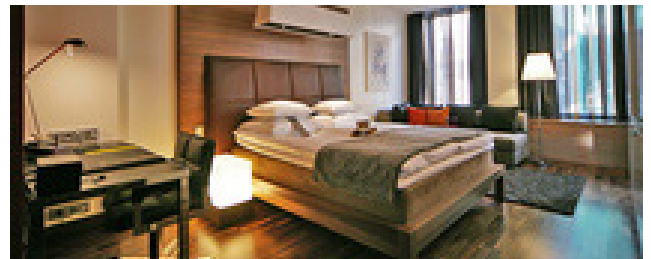
- 1 Hotel Kämp
Pohjoisesplanadi 29, 00100 Helsinki



Hotel Kämp is a 5 star hotel located in the heart of Helsinki across from Esplanade Park and next to boutique shopping. The 179 guestrooms are decorated in a traditional 19th century style, using dark wood furnishings, rich fabrics and a warm autumnal colour scheme.

Suite	560 – 785 €
Standard	250 – 330 €

- 2 Hotel GLO
Kluuvikatu 4, 00100 Helsinki



GLO is a modern and urban lifestyle hotel. The most important idea behind the hotel is customising the stay at the hotel to meet the needs of each individual guest. GLO offers its guests a staggering variety of recreational opportunities including sports, culture, dining, and health services in the hotel itself and outside its walls.

Suite	340 €
Standard	150 €

- 3 Crowne Plaza Helsinki
Mannerheimintie 50, 00260 Helsinki



The Crowne Plaza Helsinki offers the discerning business and leisure traveller first-class facilities and personalised service. The Crowne Plaza Helsinki offers every guest newly renovated rooms that provide brilliantly executed interior design that is both comfortable and practical with a touch of Finnish as well as Oriental feeling.

Suite	455 – 880 €
Standard	299 €

HOTELS

4 Holiday Inn Helsinki
Messuaukio 1, 00520 Helsinki



Conveniently located in the business district of Pasila in Helsinki and interconnected to the Helsinki Fair and Conference Center, the Holiday Inn Helsinki hotel is very popular with business and conference travelers as well as leisure travelers.

Suite 430 €
Standard 220 €

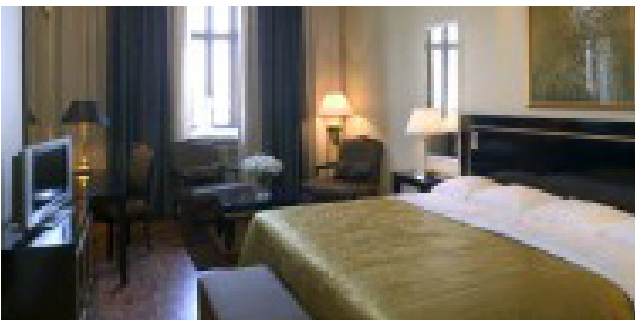
5 Holiday Inn City Centre
Elielinaukio 5, 00100 Helsinki



The Holiday Inn Helsinki City Centre is located just in the heart of Helsinki right next to the Main Railway Station. All the city's main shopping areas and department stores as well as its most important sights are nearby. Trains to all parts of Finland leave from the railway station and airport buses stop right outside the hotel.

Suite 224 €
Standard 194 €

6 Hotel Seurahuone Helsinki
Kaivokatu 12, 00100 Helsinki



Hotel Seurahuone Helsinki is a high class, tasteful business hotel in the heart of Helsinki. Historically over 170 years old Seurahuone is one of the most traditional hotels in Finland, and can be considered even internationally a state of the art hotel.

Suite 420 €
Standard 175 €

7 Hilton Helsinki Strand
John Stenbergin ranta 4, 00530 Helsinki



The Hilton Helsinki Strand hotel, is located on the waterfront within walking distance of numerous attractions in Helsinki. Relax at the rooftop sauna, pool and gym complex or hire bicycles and ride along the bay.

Suite 750 € – 950 €
Standard 195 €

8 Hilton Helsinki Kalastajatorppa
Kalastajatorpantie 1, 00330 Helsinki



The peaceful Hilton Helsinki Kalastajatorppa hotel, overlooking the Gulf of Finland, just 10 minutes' drive from central Helsinki. This modern hotel lies by the sea surrounded by beautiful park area. Each of the 238 bedrooms have been newly refurbished and come with either a sea or park view.

Suite 750 €
Standard 185 €

9 Scandic Continental
Mannerheimintie 46, 00260 Helsinki



Scandic Continental offers an ideal location within walking distance of the city centre and surroundings of Töölönlahti Bay. Work out in the Imperial Health Club or take a dip in the heated rooftop pool.

Suite 750 €
Standard 165 €

HOTELS

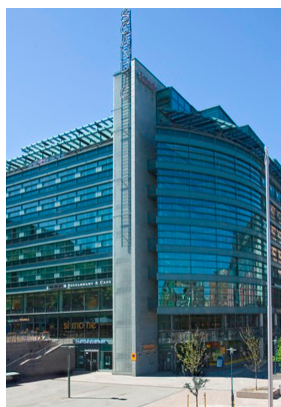
10 Scandic Grand Marina
Katajanokanlaituri 7, 00160 Helsinki



The Scandic Grand Marina is a four star hotel located in the city centre of Helsinki. The rooms are tastefully decorated in a modern European style and many have views over the marina.

Suite 465 €
Standard 155 €

11 Scandic Simonkenttä
Simonkatu 9, 00100 Helsinki



Scandic Simonkenttä combines modern design and Scandinavian architecture. The 360 modern rooms are furnished with environmentally friendly materials, yet making no compromises on comfort. The hotel is located in the city centre of Helsinki.

Suite 750 – 995 €
Standard 185 €

12 Scandic Marski
Mannerheimintie 10, 00100 Helsinki



The Hotel Scandic Marski is located in the city centre in Helsinki. The hotel's gym, three saunas, their comfortable lounge and the wide roof terrace provide well-earned relaxation after a long day. The entire cultural and leisure offering of the city is within walking distance.

Suite 700 €
Standard 165 €

13 Klaus K
Bulevardi 2, 00120 Helsinki



Housed in a late 19th-century building in Helsinki's city center, Klaus K is a personal, contemporary hotel inspired by the contrasts of Finland's national Kalevala epic. Each of the hotel's 137 rooms reflects one of the epic's emotional themes, such as mysticism, passion, desire, or even envy.

Suite 211 – 400 €
Standard 167 €

14 Radisson SAS Plaza
Mikonkatu 23, 00100 Helsinki



The Radisson SAS Plaza Hotel is housed in a premise of rich tradition where old and new architecture meet harmoniously. This 4 star hotel is located in the heart of Helsinki, it is close to the central railway station, bus station, underground terminal and tram stops.

Suite 300 €
Standard 173 €

15 Radisson SAS Royal
Runeberginkatu 2, 00100 Helsinki

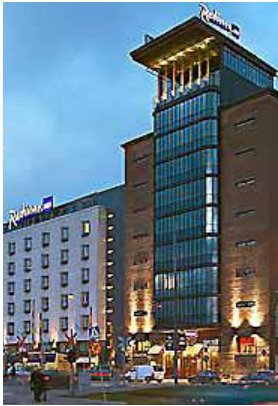


One of the finest hotels in Finland, the stylish Radisson SAS Royal Hotel is located in the heart of Helsinki. Housed in a building that has been a modern landmark since 1991, the hotel welcomes you to experience its fresh, hospitable and international atmosphere.

Suite 300 – 450 €
Standard 169 €

HOTELS

- 16 Radisson SAS Seaside
Ruoholahdenranta 3, 00180 Helsinki



Radisson SAS Seaside is located right by the sea offering beautiful views of the Gulf of Finland. City centre is ten minutes by walk and tram stops in front of the hotel. Rooms are newly renovated and they offer guests a combination of modern elegance and warm cosines.

Junior Suite 250 €
Standard 132 €

- 17 Sokos Hotel Helsinki
Kluuvikatu 8, 00100 Helsinki



Modern and cosy Sokos Hotel Helsinki is located in the pulsating heart of Helsinki, between Ateneum (the Museum of Finnish Art), and the Senate Square. All the hotel rooms and the majority of the other facilities were refurbished recently in a contemporary, fresh, Scandinavian style.

Suite 390 €
Standard 150 €

- 18 Sokos Hotel Presidentti
Eteläinen Rautatiekatu 4, 00100 Helsinki



Recently completely refurbished, Sokos Hotel Presidentti is located next to the Kamppi mall, in the heart of Helsinki, next to a wealth of culture attractions and the best shopping in town.

Suite 335 €
Standard 150 €

- 19 Sokos Hotel Torni
Yrjönkatu 26, 00100 Helsinki



The impressive 14-storey building, designed in 1928 by a famous firm of architects, is known for its personal hotel, great cuisine and romantic atmosphere. All the rooms of Sokos Hotel Torni have been recently refurbished in three different decoration styles: Art deco, Art nouveau and Functionalism.

Suite 292 €
Standard 152 €

- 20 Sokos Hotel Vaakuna
Asema-aukio 2, 00100 Helsinki



The beautiful Functionalist Sokos Hotel Vaakuna is located on the best spot in town, in the centre of everything, with all of central Helsinki within easy reach. The hotel comprises 270 rooms for non-smokers with sound-insulated windows and individual room cooling system. From the balconies of the rooms on floor 9, you see Helsinki in all its glory.

Suite 339 €
Standard 120 €

- 21 Hotel Helka
Pohjoinen Rautatiekatu 23, 00100 Helsinki



Hotel Helka's interior combines cosiness, friendly service and Finnish design with style. Among others famous Finnish designer Alvar Aalto and design company Artek is nicely presented in decoration. Renovated in 2006 and located in the heart of Helsinki.

Standard 150 €

HOTELS

22 Hotel Anna
Annankatu 1, 00120 Helsinki



Hotel Anna is a cosy and quiet hotel within easy reach of the city centre. The hotel offers two floors for non-smokers and there are also rooms for guests with allergies.

Standard 120 €



REGISTRATION FORM FOR DELEGATIONS

D

Please make sure to fill out all fields using clear capital letters or typing.

Delegation
Delegation contact person
Contact person's telephone
Mobile phone
Fax
Email

DELEGATE DETAILS

Surname
First name
Title
Function Head of Delegation
Mark here if you are attending the meeting as Head of Delegation.
Date and place of birth
Nationality Blood type
Passport number & date and place of issue
Special needs & dietary requirements

TRAVEL DETAILS

Arrival date Time Flight number
Departure date Time Flight number
Other transport, please specify

SOCIAL EVENT

The City of Helsinki will host a networking reception & buffet dinner for Delegates and the media at the City Hall on Thursday December 4, 2008 at 19.30 hrs. If you tentatively wish to participate, please tick the box on the right.

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

Date:

Signature:

HOTEL RESERVATION FORM



Surname First name

Hotel options & room types can be seen in a separate hotel listing.
Hotel rooms will be reserved on 'first come, first served' basis.

The organisers reserve the right to place delegations in any of the official hotels according to availability.

Hotel preference

Check-in date Check-out date

Number of nights

Room type

Price per night

Total amount to pay

Special requirements regarding accommodation

PAYMENT

The credit card number will be used as guarantee for the reservation.
The total sum will be charged at the hotel upon check-out.

Credit card: Visa Master Card American Express Diners Club

Card number

Cardholder's name

Expiry date

CVC number (three last digits on the back of your credit card)

CANCELLATION

All cancellations must be made in writing to osce2008@congreszon.fi.

For cancellations received after October 31, 2008
the deposit of one night's room rate will be charged.

Also in case of no-shows one night's room rate will be charged.

Date:

Signature:



REGISTRATION FORM FOR INTERNATIONAL ORGANISATIONS

IO

Please make sure to fill out all fields using clear capital letters or typing.

Organisation
Organisation contact person
Contact person's telephone
Mobile phone
Fax
Email

DELEGATE DETAILS

Surname
First name
Title
Function
Date and place of birth
Nationality Blood type
Passport number & date and place of issue
Special needs & dietary requirements

TRAVEL DETAILS

Arrival date Time Flight number
Departure date Time Flight number
Other transport, please specify

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Hotel preference

Check-in date Check-out date

Number of nights

Room type

Price per night

Total amount to pay

Special requirements regarding accommodation

PAYMENT

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The total sum will be charged at the hotel upon check-out.

Credit card: Visa Master Card American Express Diners Club

Card number

Cardholder's name

Expiry date

CVC number (three last digits on the back of your credit card)

CANCELLATION

All cancellations must be made in writing to osce2008@congreszon.fi.

For cancellations received after October 31, 2008
the deposit of one night's room rate will be charged.

Also in case of no-shows one night's room rate will be charged.

Date:

Signature:



REGISTRATION FORM FOR DRIVERS

C

Please make sure to fill out all fields using clear capital letters or typing.

DELEGATE DETAILS

Surname

First name

Delegation

Date and place of birth

Nationality

Passport number & date and place of issue

Vehicle's registration number

Driver's licence type and number

TRAVEL DETAILS

Arrival date Time Flight number

Departure date Time Flight number

Other transport, please specify

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

Date:

Signature:

HOTEL RESERVATION FORM



Surname First name

Hotel options & room types can be seen in a separate hotel listing.
Hotel rooms will be reserved on 'first come, first served' basis.

The organisers reserve the right to place delegations in any of the official hotels according to availability.

Hotel preference

Check-in date Check-out date

Number of nights

Room type

Price per night

Total amount to pay

Special requirements regarding accommodation

PAYMENT

The credit card number will be used as guarantee for the reservation.
The total sum will be charged at the hotel upon check-out.

Credit card: Visa Master Card American Express Diners Club

Card number

Cardholder's name

Expiry date

CVC number (three last digits on the back of your credit card)

CANCELLATION

All cancellations must be made in writing to osce2008@congreszon.fi.

For cancellations received after October 31, 2008
the deposit of one night's room rate will be charged.

Also in case of no-shows one night's room rate will be charged.

Date:

Signature:



REGISTRATION FORM FOR SECURITY PERSONNEL

S

Please make sure to fill out all fields using clear capital letters or typing.

DELEGATE DETAILS

Surname

First name

Delegation

Date and place of birth

Nationality

Passport number & date and place of issue

Type of firearm(s)

Serial number(s)

Amount of ammunition

Additional security equipment

TRAVEL DETAILS

Arrival date Time Flight number

Departure date Time Flight number

Other transport, please specify

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

Date:

Signature:

HOTEL RESERVATION FORM



Surname First name

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The organisers reserve the right to place delegations in any of the official hotels according to availability.

Hotel preference

Check-in date Check-out date

Number of nights

Room type

Price per night

Total amount to pay

Special requirements regarding accommodation

PAYMENT

The credit card number will be used as guarantee for the reservation.
The total sum will be charged at the hotel upon check-out.

Credit card: Visa Master Card American Express Diners Club

Card number

Cardholder's name

Expiry date

CVC number (three last digits on the back of your credit card)

CANCELLATION

All cancellations must be made in writing to osce2008@congreszon.fi.

For cancellations received after October 31, 2008
the deposit of one night's room rate will be charged.

Also in case of no-shows one night's room rate will be charged.

Date:

Signature:

VISA PROCEDURES FOR FINLAND

1) List of countries whose citizens (with all categories of passports) will need a visa to enter into Finland

The general rule is that applicants should apply for visas in the country in which they live.

Country	Visa required for nationals of	Embassy of Finland to (*)	Competent Embassy of Finland to (**)	Finland represented in the Country by a Schengen State (***)
Albania	X (diplomatic passports are exempted from visa obligation)			Denmark
Armenia	X			Italy
Azerbaijan	X			Norway
Belarus	X			Estonia
Bosnia and Herzegovina	X (diplomatic passports are exempted from visa obligation)			Denmark
Georgia	X			Germany
Kazakhstan	X			The Netherlands
Kyrgyzstan	X			Germany
The former Yugoslav Republic of Macedonia	X (diplomatic passports are exempted from visa obligation)		Serbia or Bulgaria	
Moldova	X (diplomatic passports are exempted from visa obligation)		Romania	
Montenegro	X (diplomatic passports are exempted from visa obligation)		Serbia or Bulgaria	
Russian Federation	X (diplomatic passports are exempted from visa obligation)	Russia		
Serbia	X (diplomatic passports are exempted from visa obligation)	Serbia		
Tajikistan	X			Germany
Turkey	X	Turkey		
Turkmenistan	X			Germany
Ukraine	X (diplomatic	Ukraine		

	passports are exempted from visa obligation)			
Uzbekistan	X			Germany

(*) The third column is listing the countries in which Finnish Embassies represented.

(**) The fourth column represents the countries in which the Finnish Embassy issues visas for nationals of the considered country (e.g. the Finnish Embassy to Lithuania can deliver visas for Belarus nationals who live in Belarus).

(***) The fifth column indicates the Embassies of Schengen countries, having an agreement with Finland and which are entitled to issue Schengen visas (e.g. Norwegian Embassy to Azerbaijan can deliver visas for citizens of Azerbaijan travelling to Finland).

OSCE Partners for co-operation	Visa required for nationals of	Embassy of Finland to (*)	Competent Embassy of Finland to (**)	Finland represented in the Country by a Schengen State (***)
Algeria	X			Denmark
Egypt	X	Egypt		
Jordan	X			Norway
Morocco	X	Morocco		
Tunisia	X	Tunisia		
Afghanistan	X	Afghanistan		
Mongolia	X			Germany
Thailand	X	Thailand		

2) List of countries whose citizens enjoy a visa-free regime upon entry to Finland

Andorra, Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Israel, Italy, Japan, Republic of Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom, and the U.S.

EMBASSIES/CONSULATES OF FINLAND

formin.finland.fi (website of the Ministry for Foreign Affairs of Finland)

Afghanistan

Embassy of Finland
Street 10, Lane 1, House 39
Wazir Akbar Khan, Kabul
Afghanistan

Tel +93 (0) 20 210 30 51
Fax: +358 9 160 581504
e-mail: sanomat.kab@formin.fi

Bulgaria

Embassy of Finland
26, Bacho Kiro
1000 Sofia
Bulgaria

Tel. +359-2-810 2110
Fax: +359-2-810 2111 tai 810 2120
E-mail: sanomat.sof@formin.fi

China

Embassy of Finland
Beijing Kerry Centre
Level 26, South Tower
Guanghua Lu 1, Beijing 100020
People's Republic of China

Tel. +86 10 8519 8300
Fax: +86 10 8519 8301
E-mail: sanomat.pek@formin.fi

Egypt

Embassy of Finland
3 Abu El-Feda Street, 13th floor
11211 Zamalek, Cairo
Arab Republic of Egypt

Tel. (0020 2) 2736 3722
Fax: (0020 2) 2737 1376
E-mail: sanomat.kai@formin.fi

Lithuania

Embassy of Finland
Klaipedos gatve 6, 3rd floor
Lt-01117 Vilnius
Lithuania

Tel. +370-5-212 1621, 212 2775 (viisumit)
Fax: +370-5-212 2463, 2122 441
e-mail: sanomat.vil@formin.fi

Morocco

Ambassade de Finlande
B.P. 590, Rabat Chellah
10002 Rabat
Morocco

Visiting address:

145 rue Soufiane Ben Wahb
OLM Souissi Rabat

Tel: + 212-3-765 8788 visas
Fax: +212-3-765 8904
E-mail: sanomat.rab@formin.fi

Romania

Embassy of Finland
Strada Atena 2 bis
Bucuresti 011832
Romania

Tel. +40-21-230 7504
Fax: +40-21-230 7505
E-mail: sanomat.buk@formin.fi

Russian Federation

Posolstvo Finljandii
Kropotkinskij pereulok 15-17
119034 Moskva G-34
Russia

Tel. +7-495-787 4174 (arkisin kello 09.00 - 17.00)
Fax: +7-495-247 3380
E-mail: sanomat.mos@formin.fi

Serbia

Finska Ambasada
Bircaninova 29
11001 Belgrad
Serbia

Tel. +381-11-306 5400
Fax: +381-11-306 5375
E-mail: sanomat.beo@formin.fi

Syria

Visiting address:

Embassy of Finland
Mezzeh, East Villas, Area 3,
Doha Street, Building No. 164 A
Damascus
Syria

Embassy of Finland
P.O.Box 3894
Damascus
Syrian Arab Republic

Tel. +963-11-373 3646, 373 3649, 373 6505, 3736504
Fax: +963-11-373 4740
E-mail: sanomat.dam@formin.fi or finland@scs-net.org

Thailand

Visiting address:
Amarin Tower, 16th floor
500 Ploenchit Road
Bangkok 10330

Postal address:
Embassy of Finland
G.P.O.Box 295
Bangkok 10501
Thailand

Tel. +66-2-250 8801
Fax: +66-2-250 8802
E-mail: sanomat.ban@formin.fi

Tunisia

Ambassade de Finlande
Dar Nordique
Rue du Lac Neuchâtel
Les Berges du Lac
1053 Tunis
Tunisie

Tel.+216-71861777
Fax:+216-71961080
E-mail: sanomat.tun@formin.fi

Turkey

Embassy of Finland
P.K. 22
06692 Kavaklidere
Ankara
Turkey

Visiting address:
Kader sokak No. 44
Gaziosmanpasa

Tel: +90-312-426 74 22 (visas)
Fax: +90-312-426 74 29 (visas)
E-mail: sanomat.ank@formin.fi

Ukraine

Embassy of Finland
vul. Striletska, 14
01901 Kyiv
Ukraine

Tel. +380-44-278 7049, 278 7551

Fax: +380-44-278 3433

E-mail: sanomat.kio@formin.fi

Full listing of Finnish missions abroad by country can be found at the following link:

<http://213.214.146.178/public/default.aspx?nodeid=15131&contentlan=2&culture=en-US>

Contact information of the Embassies of Schengen countries, having an agreement with Finland and which are entitled to issue Schengen visas:

In Albania:

Royal Danish Embassy
Rr. Nikolla Tupe No. 1
4th Fl Apt 4, Tirana
Tel. +355 4 25 74 22/3/4
e-mail: tiaamb@um.dk

In Armenia:

Embassy of Italy
Viale Italia 5
375010 Jerevan
Tel. +3741 0542336
e-mail: ambitaly@arminco.com

In Azerbaijan:

Royal Norwegian Embassy
ISR Plaza
11th floor 340
Nizami Street
Baku
Tel. +994 12 497 43 25/26

In Bosnia and Herzegovina:

Royal Danish Embassy
Splitska 9
71000 Sarajevo
Tel. +387 33 66 59 01
e-mail: sjjamb@um.dk

In Georgia:

Embassy of the Federal Republic of Germany
c/o Sheraton Metechi Palace Hotel
Telawi Str. 20
0103 Tbilisi
Tel. +995 32 91 03 32, 91 12 63
e-mail: info@tiflis.diplo.de

In Kazakhstan:

Royal Dutch Embassy
Nauryzbai Batyr Street 103
480072 Almaty
Tel. +7 3272 503773
e-mail; alm@minbuza.nl

In Kyrgyzstan:

Embassy of the Federal Republic of Germany
Ul. Razzakova 28
Bischkek
Tel. +996 312 66 66 24, 66 19 75, 90 50 00
e-mail: info@bischkek.diplo.de

In Tadjikistan:

Embassy of the Federal Republic of Germany
Warsobskaja 16
734017 Duschanbe
Tel. +992 372 21 21 89, 21 21 98
e-mail: info@dusc.diplo.de

In Uzbekistan:

Embassy of the Federal Republic of Germany
Scharaf-Raschidow-Kutschassi 15
Taschkent
Tel. +998 71 120 84 40
e-mail: info@taschkent.diplo.de

In Algeria:

Royal Danish Embassy
12 Avenue Emile Marquis
Lot Djenane El-Malik
16035 Hydra
Alger
Tel. +213 21 54 82 28/21 54 97 98
e-mail: algamb@um.dk

In Jordan:

Royal Embassy of Norway
Visiting address:
25 Damascus Street, Abdoun, Amman

Postal address:

P.O. BOX 830510, Amman 11183
Tel: +962 6 593 1646
Fax: +962 6 593 1650
E-mail: emb.ammanfa.no

In Mongolia:

Embassy of Germany
Strasse der Vereinten Nationen
210613 Ulan-Bator
Tel. + 976 11 323325, + 976 11 323915, +976 11 320908