

MC.INF/1/04  
9 September 2004  
(excerpt)  
ENGLISH only



**CIRCULAR NOTE No. 1**  
**(excerpt)**

The Ministry of Foreign Affairs of the Republic of Bulgaria 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 Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to inform them as follows.

**1. VENUE**

According to the Ministerial Council Decision No 11/03 of 2 December 2003, the 12th Meeting of the OSCE Ministerial Council will be held in Bulgaria on 6 and 7 December 2004. The venue will be the National Palace of Culture (NPC), located in Sofia at 1 Bulgaria Sq., Sofia 1414, Bulgaria. For more information see <http://www.ndk.bg/eng/index.html>

Preparatory meetings can be accommodated on 4 and 5 December 2004. The conference centre is available as from 3 December 2004.

**2. FACILITIES**

The National Palace of Culture 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, fax, computer and printer, as well as stationery. Photocopiers will be made available near the offices and the meeting rooms and bilateral meeting rooms. Meeting and bilateral meeting rooms will be in close proximity to one another. Participants will be able to reserve rooms at special desks.

The entire compound will be a secured area. Access to the buildings will only be possible with a valid visible badge, to be issued via accreditation.

**3. ACCREDITATION**

**for accreditation (including forms) and travel arrangements, please check the full circular note on the internal website**

**4. HOTEL RESERVATIONS**

Please find enclosed the list of selected hotels and the hotel reservation form for members of the official delegations (Annex 4). Hotel rooms and suites will be allocated on a first come and first serve basis. The completed forms should be sent preferably by E-mail to:

VEGENA Ltd.  
Address: 62 B, Vitosha Blvd.  
1463 Sofia, Bulgaria

Tel.: + 359 2 981 55 74 or 981 87 66  
Fax: + 359 2 980 25 66  
E-mail: [reservations@vegena-bg.com](mailto:reservations@vegena-bg.com), [vegena.inc@einet.bg](mailto:vegena.inc@einet.bg)

Cc: Ministry of Foreign Affairs of the Republic of Bulgaria  
OSCE Ministerial Council 2004 Coordination Team  
2 Alexander Zhendov Str.  
1040 Sofia  
Republic of Bulgaria  
Tel: + 359 2/ 948 2109; + 359 2/ 948 2108  
Fax: + 359 2/ 971 10 18; + 359 2/ 971 03 19  
E-mail: [osce\\_mc2004@mfa.government.bg](mailto:osce_mc2004@mfa.government.bg)

Delegates should submit these forms before 10 October 2004 so that their wishes regarding accommodation can be met as far as possible. Every effort will be made to accommodate delegates whose forms are received after that date in an appropriate way.

## **5. VISAS**

Visa requirements must be met before arrival in the Republic of Bulgaria. In order to be able to travel on time, it is therefore advisable to apply for visas at the earliest possible opportunity.

Participants requiring entry visas should submit their applications to the nearest diplomatic mission of the Republic of Bulgaria.

## **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 12<sup>th</sup> OSCE Ministerial Council.

## **7. GENERAL INFORMATION**

For further information concerning arrangements for delegations please contact:

Mr. Svetlan Stoev, Head of OSCE Coordination Team  
Ministry of Foreign Affairs of the Republic of Bulgaria  
2 Alexander Zhendov Str.  
1040 Sofia  
Republic of Bulgaria  
Tel: + 359 2/ 948 2109; + 359 2/ 948 2108  
Fax: + 359 2/ 971 10 18; + 359 2/ 971 03 19  
email: [osce\\_mc2004@mfa.government.bg](mailto:osce_mc2004@mfa.government.bg)

The Ministry of Foreign Affairs of the Republic of Bulgaria 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.

Sofia, 8 September 2004

12<sup>th</sup> Meeting of the OSCE Ministerial Council

Sofia 6-7 December 2004

*Delegate Hotel Booking Form*

Please send this registration form to:

**DEADLINE: 10.10.2004****VEGENA Ltd.****Address:** 62 B, Vitosha Blvd.  
1463 Sofia, Bulgaria**Tel.:** + 359 2 981 55 74  
981 87 66**Fax:** + 359 2 980 25 66**E-mail:** reservations@ vegena-bg.com,  
vegena.inc@inet.bg**Cc:** Ministry of Foreign Affairs of  
the Republic of Bulgaria  
OSCE Ministerial Council 2004  
Coordination Team**Address:** 2 Alexander Zhendov Str.  
1040 Sofia  
Republic of Bulgaria**Tel:** + 359 2/ 948 2109;  
+ 359 2/ 948 2108**Fax:** + 359 2/ 971 10 18;  
+ 359 2/ 971 03 19**E-mail:** [osce\\_mc2004@mfa.government.bg](mailto:osce_mc2004@mfa.government.bg)*Personal details***Delegation (Country):**

.....

**Contact Person**

.....

**Name Delegate**       Mr       Mrs

.....

**Position / Title**

.....

**Mailing address**

.....

**Postal Code**      ..... **City:**.....**Country**

.....

**Telephone**..... **Telefax:**.....**E-mail**

.....

**Means of transportation:**  By car By airplane:    Flight # on arrival .....

Flight # on departure.....

*Hotel rooms*

Date of arrival      :..... day ..... December 2004

Date of departure :..... day .....December 2004

single room  double room

For the selected hotels see page 3.

Hotel rooms and suites will be allocated on a first come and first serve basis.

Rates are in Euro, per room, per night, *including breakfast and city tax.*

Hotel 1st choice: ..... Hotel 2nd choice:.....

Hotel 3<sup>rd</sup> choice: .....

Remarks:.....

Please return this reservation form **before 10.10.2004**, after this date there is less chance of availability of requested hotel capacity.

Your hotel request will be confirmed within 4 weeks after receipt.

VEGENA Ltd. reserves the right to book you into a hotel of a similar quality standard, in case the requested hotel is fully booked

**Hotel deposit**

Payment will be done directly to the hotel booked.

One of the following guarantees is required:

- **Swift transfer:** Full payment of the total reservation to bank account of the hotel.  
If you choose this way of payment, we will send to you the bank account of the hotel booked.
- **Credit card guarantee.** Please include the following information. The credit card will only be charged in case of cancellation or no-show.

American Express  Eurocard  Diners Club  Visa Card  
 Company Card  Private Card

In the name of :.....  
Organization :.....  
Mrs./Mr. :.....  
Card number :.....  
Expiry date :.....  
CVC Code\* :.....

- Only necessary by Euro/Mastercard and Visa card (Last 3 digits at the back of the credit card)

Signature Cardholder:.....

Payment may only be made in Euro's, free of bank charges.

**In the event of bank charges, € 25 will be deducted from your hotel deposit.**

After receipt of your payment/credit card guarantee, the required accommodation will be reconfirmed. Any deposit will be deducted from your hotel bill upon payment at the hotel reception desk.

**Cancellations:**

If written cancellation is received until 31.10. 2004, full refund less bank expenses will be provided.  
From 01.11.2004 on, no refunds are guaranteed.

Date:.....

Signature:.....

## LIST OF SELECTED HOTELS

**All rates are per room per night, in EURO, including breakfast and VAT**

HOTEL	Location	Standard rooms	Deluxe /Superior rooms	Executive / Business rooms	Junior suites	Executive suites	Senior suites
HILTON ***** <a href="http://www.sofia.hilton.com">www.sofia.hilton.com</a>	City center	Sgl: 222.00 Dbl: 222.00		Sgl: 294.00 Dbl: 294.00		Sgl: 378.00 Dbl: 378.00	Sgl: 1000.00 Dbl: 1000.00
RADISSON SAS***** <a href="http://sofia.radissonas.com/">http://sofia.radissonas.com/</a>	City center	Economy Sgl:165.62 Sgl: 220.62 Dbl: 231.24	Sgl: 230.62 Dbl: 241.24	Sgl: 270.62 Dbl: 281.24	Sgl: 310.62 Dbl: 321.24	Sgl: 310.62 Dbl: 321.24	Sgl: 500.62 Dbl: 501.24
SHERATON***** <a href="http://www.luxurycollection.com/sofia">www.luxurycollection.com/sofia</a>	City center	Sgl: 195,62 Dbl: 216.24		Sgl: 265,62 Dbl: 286,24	Sgl: 325,62 Dbl: 346,24	Sgl: 350,62 Dbl: 371,24	
KEMPINSKI***** <a href="http://www.kempinski.bg">www.kempinski.bg</a>	City center		Sgl: 160.00 Dbl: 176.52		Sgl: 208.51 Dbl: 225.02		
GRAND HOTEL SOFIA***** <a href="http://www.grandhotels Sofia.bg">www.grandhotels Sofia.bg</a>	City center	Sgl: 195.00 Dbl: 195.00	Sgl: 210.00 Dbl: 210.00	Sgl: 245.00 Dbl: 245.00	Sgl: 270.00 Dbl: 270.00	Sgl: 345.00 Dbl: 345.00	Sgl: 595.00 Dbl: 595.00
DOWNTOWN***** <a href="http://www.hotel-downtown.net">www.hotel-downtown.net</a>	City center	Sgl: 120.00 Dbl: 140.00			Sgl: 160.00 Dbl: 180.00	Sgl: 180.00 Dbl: 200.00	

CRYSTAL PALACE **** <a href="http://www.crystalpalace-sofia.com">www.crystalpalace-sofia.com</a>	City center			Sgl: 160.00 Dbl: 194.00	Sgl: 202.00 Dbl: 212.00	Sgl: 226.00 Dbl: 236.00	
PRINCESS**** <a href="http://princess.pc-link.net">http://princess.pc-link.net</a>	City center	Sgl: 80.00 Dbl: 90.00					
AMBASSADOR**** <a href="http://www.ambassador-bg.com">www.ambassador-bg.com</a>	20 min by car	Sgl: 80.00 Dbl: 90.00			Sgl: 160.00 Dbl: 160.00		
OLYMP**** <a href="http://www.maxisofia.com">www.maxisofia.com</a>	20 min by car	Sgl: 83.00 Dbl: 112.00					
RODINA**** <a href="http://www.rodina.bg">www.rodina.bg</a>	City center	Economy Sgl: 60.00 Dbl: 80.00	Sgl: 80.00 Dbl: 90.00				
PARK HOTEL MOSKVA*** <a href="http://www.parkhotelmoskva.net">www.parkhotelmoskva.net</a>	15 min by car	Sgl: 51.00 Dbl: 53.00	Sgl: 70.00 Dbl: 70.00		Sgl: 65.00 Dbl: 65.00	Sgl: 82.00 Dbl: 82.00	