



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 6 September 2012

To: The Delegations of participating States to the OSCE
Mediterranean Partners for Co-operation
Asian Partners for Co-operation

Subject: Practical Arrangements – 2012 OSCE Mediterranean Conference on the topic “*Economic co-operation with Mediterranean Partners in the democratic transition processes and political reforms*”, to be held in Rome, Italy, on 30 and 31 October 2012

PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision No. PC.DEC/1046, the Section for External Co-operation would like to inform all participants in the 2012 Mediterranean Conference, to be held Rome, Italy, on 30 and 31 October 2012, about the following:

1. VENUE	<p>The Conference will be hosted at the Italian Ministry of Foreign Affairs Room: <i>Sala Conferenze Internazionali</i></p> <p>Address: Ministero degli Affari Esteri Piazzale della Farnesina, 1 00135 Roma</p>
2. REGISTRATION	<p>Each participant is requested to send the attached registration form completed with all details and in capital letters to the OSCE Secretariat (pm-ext-coop@osce.org or Fax: (+43-1) 514 36 – 6250), by not later than 18 October 2012.</p> <p>It will not be possible to guarantee access to the premises to participants failing to register with the OSCE Secretariat within the deadline.</p> <p>Participants representing Embassies in Rome are also requested to comply with this requirement.</p>
3. TRAVEL AND ACCOMODATION	<p>All participants are kindly requested to make their own travel and accommodation arrangements.</p> <p>Participants are also kindly requested to arrange for their own transportation in Rome to and from the venue.</p>

4. VISA REQUIREMENTS	<p>All diplomats and their families accredited to the OSCE in Vienna, each in possession of a valid diplomatic identity card issued by the Federal Ministry for European and International Affairs of the Republic of Austria, may travel to Italy without the need for a visa. Participants are reminded to bring their diplomatic identity card with them when travelling.</p> <p>Other participants from capitals or from non-EU/Schengen participating States may require a visa. It is the responsibility of each participant to make the necessary visa arrangements prior to the event.</p>
5. INTERPRETATION	Simultaneous interpretation will be provided in English and French.
6. DOCUMENTS DISTRIBUTION	<p>Speakers are kindly requested to send their presentations to the point of contact in the OSCE Secretariat (aldona.szymanski@osce.org or pm-ext-coop@osce.org) at least 10 days prior to the event to ensure that copies are made available for distribution.</p> <p>Speakers and participants wishing to have their contribution officially registered and distributed should send it in electronic format to documents@osce.org</p> <p>Documents officially circulated will be published on the OSCE website at: http://www.osce.org/ec/92470</p>
7. ADDITIONAL INFORMATION	Relevant PC Decision, agenda and available information on the Conference is published on: http://www.osce.org/ec/92470
8. POINT OF CONTACT IN THE OSCE SECRETARIAT	<p>For further information or assistance, please contact:</p> <p>Ms. Aldona Szymanski, Senior External Co-operation Assistant, Tel: (+43-1) 514 36 – 6190 Fax: (+43-1) 514 36 – 6250 E-mail: aldona.szymanski@osce.org or pm-ext-coop@osce.org</p>



2012 OSCE Mediterranean Conference
**“Economic co-operation with Mediterranean Partners in the democratic transition
processes and political reforms”**
Rome, Italy, 30 – 31 October 2012

Registration Form

Please complete in capital letters

<i>Family Name:</i> <i>Ms.</i> <input type="checkbox"/> <i>Mr.</i> <input type="checkbox"/>	<i>First Name:</i>
<i>Institution/State:</i>	
<i>Title/Position as to appear on the list of participants:</i>	
<i>Street or Mail address:</i>	<i>City Code City Country:</i>
<i>Tel. No. with all prefixes:</i>	<i>Fax No. with all prefixes:</i>
<i>Mobile No. with all prefixes:</i>	<i>E-mail address:</i>

Date: _____ Signature: _____

Please submit this form **not later than 18 October 2012**

by fax or e-mail

Fax: +43-1 514 36- 6250

e-mail: pm-ext-coop@osce.org

PLEASE NOTE:

- For security reasons, failure to register within the deadline will prevent the possibility of having granted access to the premises of the venue.
- Participants from the diplomatic corps in Rome are also requested to register within the deadline with the OSCE Secretariat.
- Delegations failing to register with the OSCE Secretariat within the deadline will not be provided with a nameplate at the main table.