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ENGLISH only

Organization for Security and Co-operation in Europe
The Secretariat

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

Vienna, June 2012

Concluding Meeting of the 20th OSCE Economic and Environmental Forum

Prague, 12 - 14 September 2012

Logistical Modalities

1. VENUE	**Czernin Palace** **Ministry for Foreign Affairs of the Czech Republic** **Loretánské nám. 5** **118 00 Prague 1**
2. PARTICIPANTS' INFORMATION	Representatives from the OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field presences, representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the Forum as stipulated by the Decision of the OSCE Permanent Council (PC.DEC1004/22 July 2011). Press representatives can, as deemed appropriate, be admitted to the Conference Hall during the Opening and Closing sessions. No fee for participation is requested**.**
3. WORKING MODUS OF THE FORUM	The Forum should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The Forum builds up on the recommendations that resulted from the 1st Preparatory Meeting (Vienna, 7-8 February 2012, http://www.osce.org/event/20th_eef1) and the 2nd Preparatory Meeting (Dublin, 23-24 April 2012, http://www.osce.org/event/20th_eef2). The **Panel Debates** and the **Plenary Sessions** will have presentations of panelist/expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the Meeting website: http://www.osce.org/event/20th_eef_2012 after the event.
4. WRITTEN CONTRIBUTIONS	Participants are welcome to submit **written contributions** reflecting their views on the issues discussed at the Forum and/or in a specific 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 (Mr. Gabriel Leonte, e-mail: gabriel.leonte@osce.org and Ms. Edelmira Campos Núñez, e-mail: edelmira.campos-nunez@osce.org Fax. + 43 1 514 36 62 51; Tel. + 43 1 514 36 6688) to enable a timely distribution to the participants.

5. DOCUMENT DISTRIBUTION	**All documents will be published on the OSCE Forum conference website:** http://www.osce.org/event/20th_eef_2012 A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Document Distribution Desk (lobby in front of the Plenary Hall). **Request for the distribution of documents *during* the Forum** should be addressed to the Document Distribution Desk. Documents should possibly be provided to this Desk in electronic format (documents@osce.org).
6. TECHNICAL SUPPORT FOR SPEAKERS	Speakers should address *well in advance* their request for technical support and contact: the Office of the Co-ordinator of OSCE Economic and Environmental Activities in Vienna (Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org; Fax + 43 1 514 36 6251; Tel. + 43 1 514 36 6675). Speakers are kindly requested to send their presentations well in advance as indicated above in item 4 and to take an electronic copy of their presentation (on a USB stick) *as back-up*, when travelling to the Forum.
7. INTERPRETATION	Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish)
8. DEADLINES	**We thank the participants for paying attention to the below deadlines**: - **VISA APPLICATION** for the Czech Republic: **NOT LATER THAN 15 DAYS prior to the date of the travel to Prague** - **HOTEL BOOKING** in Prague: *depending on the hotel (item 12)*: **a) Lindner Hotel Prague Castle: 12 August 2012** **b) Hotel Golden Tulip Savoy Prague: 8 August 2012** (After this deadline, you may still book at the same moderate rate, depending on availability of rooms at the respective hotel) - **Registration** to the Forum: **1 September 2012**
9. REGISTRATION TO THE FORUM **(Annex 1)**	**Deadline: 1 September 2012** Each participant is requested to send the attached **registration form (Annex 1)**, preferably by e-mail, 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). **The Delegations are kindly requested to notify the ranking and the title of their members** by adding a list of their members attending the Forum to the individual registration forms**.**
10. ACCREDITATION AT THE CONFERENCE VENUE	Accreditation will take place at the main entrance to the Czernin Palace (Czech MFA), - Wednesday, 12 September 2012, from 8 a.m. to 6 p.m. - Thursday, 13 September 2012, starting at 8:30 a.m - Friday, 14 September 2012, starting at 8:30 a.m. The presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall. Press representatives can, as deemed appropriate, be admitted to the Conference Hall during *the opening and the closing* sessions of the OSCE Economic and Environmental Forum.

TRAVEL ARRANGEMENTS Participants are kindly requested to make their own travel, visa, accommodation and transfer arrangements, which will not be paid for by the OSCE (except in the case of selected sponsorships)	
11. VISA !	**Deadline: NO LATER THAN 15 DAYS PRIOR TO THE DATE OF TRAVEL** Participants, if stipulated under the Czech law, are asked to make their own arrangements for securing a visa for entry into the Czech Republic. 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 delegations. It is recommended to cross check the most recent visa regulations at the Czech Embassy/Consulate in your country or on the MFA website. Contacts of Czech Missions abroad, as well as visa form, can be found via the official **Czech Foreign Ministry website (English):** http://www.mzv.cz/jnp/en/information_for_aliens/index.html Section: Entry & Residence
12.HOTEL BOOKING ***preferential rates*** **(Booking forms in annexes 3 and 4)**	The OSCE Prague Office made special rate agreements with the following hotels. *Please use the attached hotel forms for the booking at the Lindner Hotel Prague Castle, Golden Tulip Savoy Prague (Annexes 3-4).* **Because the number of rooms available will be limited, we recommend early bookings.** **LINDNER HOTEL PRAGUE CASTLE** **Booking deadline: 12 August 2012** (Booking form in **Annex 3**) www.linderhotels.com (5 min walking distance from the conference venue) Tel: +420 226 080 100 Fax: +420 226 080 507 **Email**: reservation.prague@linderhotels.com **Rates**: **Single Superior room** 139 €, double Superior room 144 € (incl.buffet breakfast, Internet connection, Access to Sauna & Fitness and VAT incl.) **Single Deluxe room** 164 €, double Deluxe room 179 € (incl.buffet breakfast, Internet connection, Access to Sauna & Fitness and VAT incl.) **Transfers from/to Airport**: 28 € /car/one way transfer **GOLDEN TULIP SAVOY PRAGUE** **Booking deadline: 8 August 2012** (Booking form in **Annex 4**) www.goldentulipsavoyprague.cz (5 min walking distance from the conference venue) Tel: +420 224 302 161, Fax: +420 224 302 128 **Email**: group.reservation@ goldentulipsavoyprague.com **Contact:** Ms. Ilona Müllerová, Reservation Agent Rates: Deluxe room 121 € and Executive room 141 € (double or double for single use; incl.breakfast, VAT) Transfers from/to Airport: 28 € Transfers from/to Main train station 16 € Transfers from/to Holešovice train station 14 € Please find all necessary hotel information in the order form of the respective hotel attached in Annexes (3 and 4). ***Please note that the special room rates may still be available after these deadlines.*** **For your convenience, a list of hotels in vicinity of the Czernin Palace (Czech MFA and Forum venue) in Prague is attached (Annex 2)** **For information on other hotels**, please consult following website addresses: http://www.hotel.cz/praha/accommodation/; http://www.praguehotellocator.com/; www.prague-city-apartments.cz **Due to the time period of the conference which is considered high tourist season in Prague, early booking is highly advisable.**

13. PUBLIC TRANSPORTS IN PRAGUE	**Getting to Prague city by public transfers**: **FROM THE AIRPORT**: a) By bus: 119: Prague Airport - Dejvická (metro line A) - 24 min 100: Prague Airport - Zličín (metro line B) - 18 min 179: Prague Airport - Nové Butovice (metro line B) - 45 min 225: Prague Airport - Nové Butovice (metro line B) - 53 min Airport express: Prague Airport - Prague Main Train Station (metro line C and connection to SC, EC, IC and EN trains) - 35 min Detailed information on the transfers Prague Ruzyne Airport – Prague City can be found: www.prg.aero/en/parking-transport/transport/public-transit b) By taxi: we recommend to enquire at the Information desk of the airport for the best available transfer options by taxi. You may contact the taxi companies: PROFI TAXI +420 261 314 151 or AAA +420 222 333 222 c) Booking a transfer through your hotel: please note that guests of the below listed hotels can arrange transfers from airport/railway station through their respective hotel (see par.12 on hotel bookings). **FROM THE RAILWAY STATION**: Getting from the Railway Station in Prague to your hotel: a) By metro b) By taxi you may contact the taxi companies: PROFI TAXI +420 261 314 151 or AAA +420 222 333 222 c) or arrange a transfer through your hotel (as indicated on the hotel booking form) Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the conference venue.
CONFERENCE FACILITIES	
14.MEETING AREAS **(Annex 5)**	On the 1st Floor: Plenary Hall: "Velký sál" all plenary sessions Mirror Hall: "Zrcadlový" side events, informal ad hoc meetings Gallery Hall: "Galerie" side events Oriental Hall: "Orientální" OSCE Chairmanship Office Golden Hall: "Zlatý": Office of the Co-ordinator of OSCE Economic and Environmental Activities – Meeting Assistance Blue Hall: "Modrý": OSCE Prague Office, Language Services Musical Hall: "Hudební" Delegates Working Area **Please find a floor map attached (Annex 5)**
15. INTERNET WORKING AREA AND TECHNICAL SUPPORT	A working area with IT facilities & Internet access is available in "Musical Hall "Hudební" near the plenary hall Telephones in the meeting area can be used free-of-charge for local telephone calls within Prague. In case of international calls, please contact the OSCE Prague Office. A Document Distribution Desk next to the plenary hall will provide assistance to speakers and participants for document registration and distribution, copying of documents and handle request for technical support. Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint, flip chart). Any request on a short notice can be addressed to the Document Distribution Desk as well.
16. COFFEE BREAK & LUNCH	**Coffee/tea break** will be provided to the participants during the Forum. **Lunches:** Participants will have access to the Cafeteria of the Ministry of Foreign Affairs. The lunch tickets will be sold at the Document Distribution Desk. Various restaurants are located in vicinity of the Czernin Palace.

17. SOCIAL EVENTS	**Wednesday, 12 September 2012**: Reception, at 18:30, location tbc **Thursday, 13 September 2012**: Reception, at 18:30, location tbc Please register for the social events on the "Registration form" for the Forum Meeting (Annex 1/line Nr.11)
18. GENERAL INFORMATION	**A map of Prague can be found on the Internet: www.mapsofprague.com** **Vehicle access and parking:** Very limited parking area located in front of the Czernin Palace will be at delegates' disposal. Special parking stickers will be provided at the accreditation desk, upon advanced request (email: iveta.dzurikova@osce.org). **Currency**: The national currency is Czech Crown. 1 EUR is 24,84 Czech Crown (rate of May 2012). Several exchange offices and cash machines are located nearby the Czernin Palace, as well as in hotels. **Electric current**: the standard voltage throughout the Czech Republic is 220V. **Time**: CET Prague time differs from Greenwich time by + 1 hour. **Important notice – Liability - insurance:** To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.
19. CONTACTS	**OSCE Secretariat, Vienna** **Office of the Co-ordinator of OSCE Economic and Environmental Activities** *For **substantial** issues*: Mr. Gabriel Leonte, Head of the Economic and Environmental Forum Unit Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251, Email:gabriel.leonte@osce.org Ms. Edelmira Campos-Nunez, Economic and Environmental Advisor Tel: +43 1 514 36 6220, Fax: +43 1 514 36 6251, Email: edelmira.campos-nunez@osce.org *For **logistical** queries:* Ms. Andrea Gredler, Tel: +43 1 514 36 6675, Fax: +43 1 514 36 6251, Email: andrea.Gredler@osce.org *For **visa** issues and registration/accreditation:* OSCE Office in Prague Ms. Iveta Dzúriková, Tel: +420 233 085 473, Fax: +20 233 085 487, Email: iveta.dzurikova@osce.org **Updated information regarding the agenda, the social events and last logistical issues for the Concluding Meeting of the 20th OSCE Economic and Environmental Forum will be circulated at a later stage and published on the OSCE Forum website: http://www.osce.org/event/20th_eef_2012**

Annex 1

Organization for Security and Co-operation in Europe
T h e S e c r e t a r i a t

Vienna, June 2012

20th OSCE Economic and Environmental Forum
Concluding Meeting

Prague, 12 - 14 September 2012

REGISTRATION FORM
Deadline: 1 September 2012

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 fill in by using capital letters)

1.Country represented:		
2. (Please indicate the category you register in☑)	☐ OSCE Delegation (in Vienna) ☐ International Organization ☐ Non Governmental Organization ☐ Academic Community ☐ Business Community	Government Official: ☐ MFA ☐ other Ministry or public Institution ☐ Embassy in Prague ☐ OSCE Field Presence ☐ OSCE Institution ☐ OSCE Secretariat
	☐ Mr. ☐ Ms.	
3. First Name		
4. Family/Last Name		
5. Position/Title		
6. Organization		
7. Department		
8. City/Country		
9. Email		
10. Phone: **Mobile:**		**Fax:**
11. Social events	**I will take part in the Reception on Wednesday, 12 Sept. 12, 18:30 h Yes ☐ No ☐** **I will take part in the Reception on Thursday, 13 Sept. 12, 18:30 h Yes ☐ No ☐**	
12. TRAVEL INFORMATION		
Arrival to Prague	**Date:** **Time:** **Flight Number:** **Train:**	
Departure from Prague	**Date:** **Time:** **Flight Number:** **Train:**	
Hotel in Prague		
13. Have you participated in the 1st Preparatory Meeting/20th EEF, Vienna, 7-8 February 2012? Yes ☐ No ☐ **Have you participated in the 2nd Preparatory Meeting/20th EEF, Dublin, 23-24 April 2012? Yes ☐ No ☐**		

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

Annex 2

HOTELS IN VICINITY OF CZERNIN PALACE

HOTEL	ADDRESS	WEBSITE	E-mail/tel
******* STARS HOTELS**			
Aria Hotel	Tržiště 9, Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Golden Well Hotel	U Zlate Studně 166/4 Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
****** STARS HOTELS**			
Hotel Questenberk	Úvoz 15/155, Praha 1	www.hotelq.cz	hotel@questenberk.cz +420 220 407 600
Dům u červeného lva	Nerudova 41, Praha 1	www.hotelredlion.cz	redlion@avehotels.cz +420 257 533 832
Biskupský dům	Dražického nám. 6, Praha 1	www.hotelbishopshouse.cz	bh@avehotels.cz +420 257532 320
U páva Praha 1	U lužického semináře 32	www.hotel-upava.cz	rezervace@hotel-upava.cz +420 257 533 360
U krále Karla	Nerudova – Úvoz 4 Praha 1	http://www.ukralekarla.com/	reservation@ukralekarla.cz +420 257 531 211
Hotel Pyramida	Bělohorská 24 Praha 6	www.hotelpyramida.cz	rezervace@hotelpyramida.cz +420 233 102 273
Hotel Neruda	Nerudova 44 Praha 1	www.hotelneruda.cz	info@hotelneruda.cz +420 257 535 557
Hotel Constans	Břetislavova 309 Praha 1	www.hotelconstans.cz	www.hotelconstans.cz +420 234 091 818
Hotel U raka	Černínská 10 Praha 1	www.romantikhotel-uraka.cz	info@romantikhotel-uraka.cz +420 220 511 100
Domus Henrici	Loretánská 11 Praha 1	www.hidden-places.com	henrici@hidden-places.com +420 220 511 369
Domus Balthasar	Mostecká 5 Praha 1	www.hidden-places.com	balthasar@hidden-places.com +420 257 199 499
Hotel U Tří Pštrosů	Dražického nám. 76/12 Praha 1	www.hotelutripstrosu.cz	on-line reservation
***** STARS HOTELS**			
Hotel Adalbert	Markétská 1 Praha 6	www.hoteladalbert.cz	recepce@hoteladalbert.cz +420 233 354 549
Hotel U kříže	Újezd 20 Praha 1	www.ukrize.com	hotel@ukrize.com +420 257 313 272
Hotel Hormeda	Na Zástřelu 422/15 Praha 6	www.hormeda.cz	rezervace@hormeda.cz +420 220 513 604
U Zlatého koníčka	Úvoz 8 Praha 1	www.goldenhorse.cz	goldenhorse@email.cz +420 603 841 790

RESERVATION FORM

LINDNER HOTELS & RESORTS
HOTEL PRAGUE CASTLE
Prague

Annex 3

Dear Guest,

thank you very much for choosing Lindner Hotel Prague Castle as your residence during the Concluding Meeting of the 20th OSCE Economic and Environmental Forum".
The event takes place between 12th – 14th September 2012.

Name:			
Address:		City:	
Post code:		Country	
Telephone:		Email:	
Companion:			
Arrival date:		Departure date:	

☐ Single Superior room (€ 139,/room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)

☐ Double Superior room (€ 144,/room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)

☐ Single Deluxe room (€ 164,/room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)

☐ Double Deluxe room (€ 179,/room/night, Buffet breakfast, Internet connection, Access to Sauna & Fitness incl.)

The Deluxe room provides a nice view either to the courtyard in front of the hotel or to the hotel´s inner atrium. Calm atmosphere guaranteed. CheckIn time: 15:00, CheckOut time: 12:00. The rates include 14% VAT.

☐ Transfer Airport - Hotel:

Flight no:		Arrival time:	

€ 28,/car/one way transfer. The driver will be standing with a sign with your name in the arrival hall.

The deadline for reservation is 12/08/2012. After this date the reservation will be confirmed upon availability.

Cancellation policy:
Total or partial cancellation of reservation between 13/08/2012 and 30/08/2012 will result in a cancellation fee equal to 30% of expected room revenue.

Total or partial cancellation of reservation between 31/08/2012 and 06/09/2012 will result in a cancellation fee equal to 70% of expected room revenue.

Total or partial cancellation of reservation after 06/09/2012 will result in a cancellation fee equal to 100% of the total booking value.

Credit card type:		Credit card holder:			
Credit card no.:		Expiration date:		CVV/CVC code:	

Payment:

I hereby authorize the Lindner Hotel Prague Castle to charge my credit card with the total amount for the accommodation. Lindner Hotel Prague Castle hotel reserves a right not to confirm the reservation if the booking form is not completed or not completed correctly. Lindner Hotel Plaza Prague Castle hotel reserves a right not to confirm the reservation if it is not prepaid or guaranteed by a credit card.

Confirmation number: I hereby confirm the reservation

..... Guest´s signature

Please return a signed form to FAX: +420 226 080 507 or Email: reservation.prague@lindnerhotels.com For further information please contact us at TEL: +420 226 080 100
We are looking forward to welcome you at the Lindner Hotel Prague Castle!
Lindner Hotel Prague Castle ~ Strahovská 128 ~ Praha 1 ~ Czech Republic ~ www.lindnerhotels.com

Annex 4

GOLDEN TULIP
SAVOY - HOTEL

Golden Tulip Savoy Hotel – E.I.H., a.s., Keplerova ul. 6, 118 00 Praha 1, Czech Republic,
tel.n: + 420 224 302 161, fax.: + 420 224 302 128, e-mail: group.reservation@goldentulipsavoyprague.com
Contact person: Ilona Müllerová, Reservation Agent

Concluding Meeting of the 20th OSCE Economic and Environmental Forum Prague, 12 – 14 September 2012

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

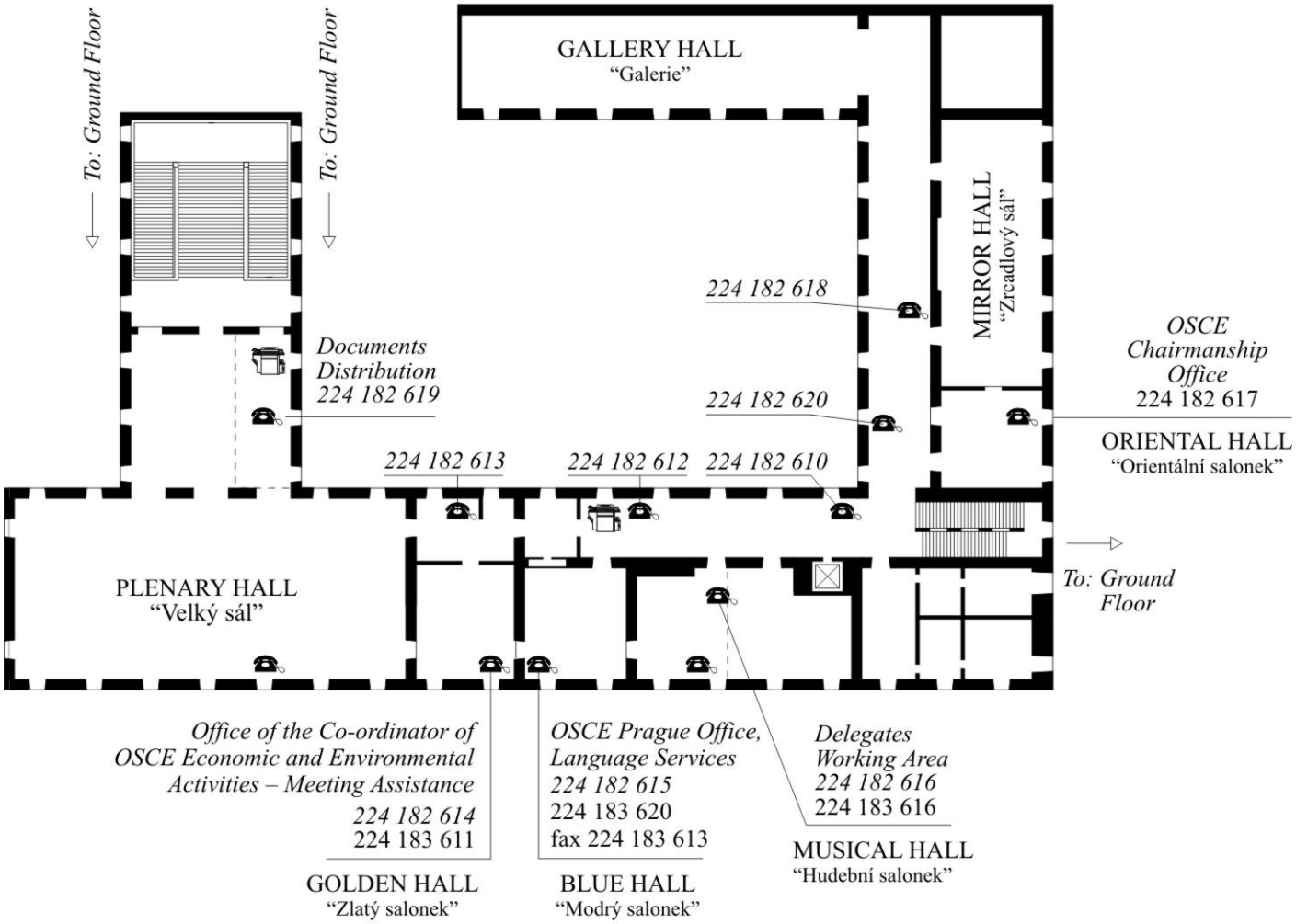
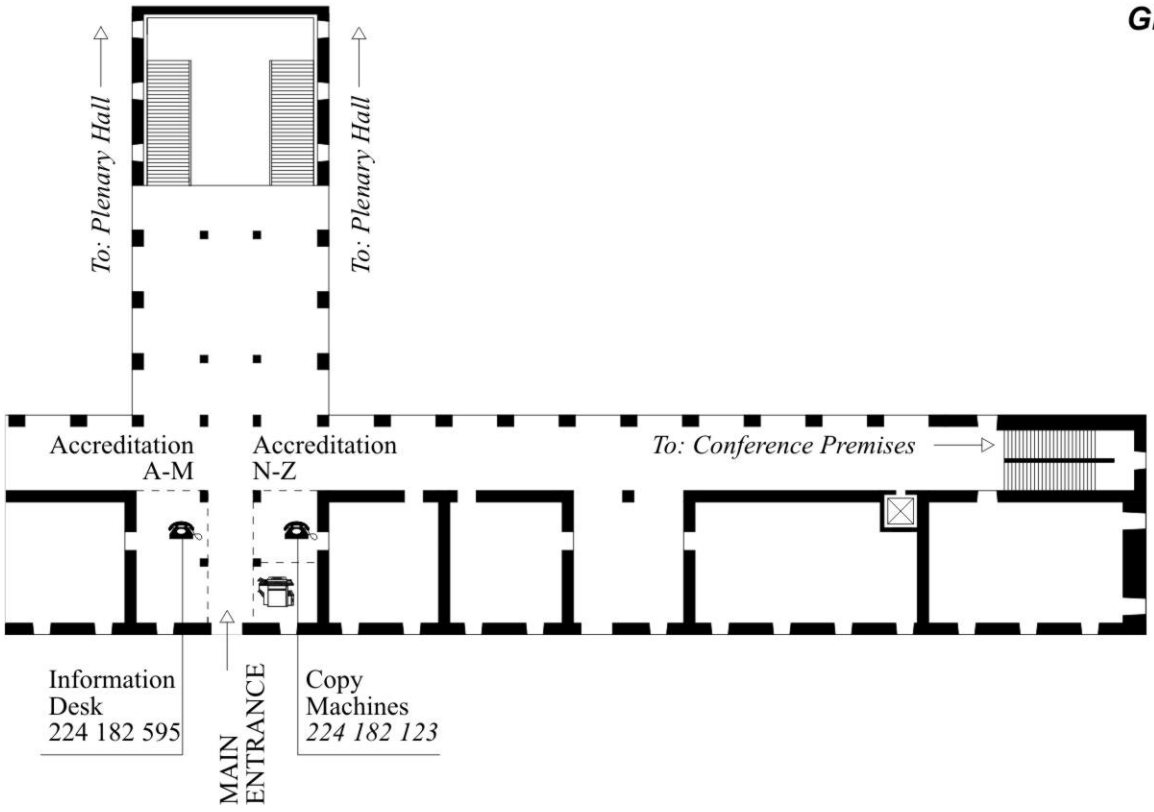
by August 8th, 2012

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible **till August 21st, 2012**. In case of late cancellation or no-show there will be a charge of one night stay. The agreed special rate of 121,- EUR/Deluxe room/night and 141,- EUR/Executive room/night (incl. breakfast and VAT) is valid for reservations made **by August 8th, 2012**. After this date, this rate may no longer be available. In order for us to confirm your reservation, it is neccessary to provide your credit card number. Without credit card number, reservation can not be guaranteed and confirmed.

❑ Mr.		❑ Mrs./Ms.	
Sure name:		First name:	
Arrival date:		Departure date:	
Room type: **Deluxe room (double or double for single use)** **Executive room (double or double for single use)**		Rate: **121,- EUR per Deluxe room/night;** **141,- EUR per Executive room/night** **rate includes breakfast and VAT**	
		4,- EUR per person porterage in/out (obligatory)	
Credit card details (mandatory):			
❑ VISA		❑ Diner´s	
❑ American Express		❑ JCB	
❑ 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:			
❑ No, I do not want to be picked-up (from the airport/train station to Golden Tulip Savoy Hotel) by your hotel car from.			
❑ Yes I would like to be picked-up (from the airport/train station to Golden Tulip Savoy Hotel) by your hotel car from:			
❑ International airport Ruzyně		❑ Main train station	❑ Holešovice train station
Flight number:		Train Number:	
Landing time:		Arrival time:	
Flying from:		Arriving from:	
Rate per 1 car:	700,- CZK (approx. 28,- EUR)	Rate per 1 car :	400,- CZK (approx. 16,- EUR) Main train st. 330,- CZK (approx. 14,-EUR) Holešovice train st.
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 trasnportation without contacting the concierge, you will be responsible for the hotel car´s charge.			

Annex 5

FIRST FLOOR



GROUND FLOOR