



Organization for Security and Co-operation in Europe

OSCE Centre in Ashgabat

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

Chairmanship Conference “Integrating Global Energy Markets – Providing Energy Security”

Ashgabat, 3-4 November 2011

Logistical Modalities

1. Conference Venue	Conference Hall, Ministry of Foreign Affairs of Turkmenistan, Archabil Shayoly, 108, Berzengee, Ashgabat, Turkmenistan.
2. Participants' Information	<p>The conference is open to representatives of the OSCE participating States, of relevant international organizations, non-governmental organizations as well as to expert academics and business representatives with relevant experience in the area under discussion.</p> <p>The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Asian Partners for Co-operation (Afghanistan, Australia, Japan, Mongolia, the Republic of Korea and Thailand) are invited to participate in the Conference.</p>
3. Working Modus of the Sessions	<p>The Conference should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. Written materials may be submitted in advance for circulation by the secretariat of the Conference.</p> <p>The plenary sessions will have presentations of expert speakers followed by discussions. A moderator will facilitate the discussion and a rapporteur will summarize the key issues discussed.</p> <p>Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint, overhead projector, flip chart).</p>
4. Translation	Simultaneous translation will be provided during the conference sessions in English and Russian.

5. Document Registration and Distribution	<p>Participants are welcome to distribute documents related to their organization and/or theme of the conference. We kindly request the receipt of documents in electronic format and well in advance to facilitate their timely distribution. An English translation of the documents submitted in another language is highly appreciated. Please contact secretariat of the Conference.</p>
6. Registration	<p>Deadline 20 October 2011</p> <p>Please return the attached conference “REGISTRATION FORM” (ANNEX 1) to the Office of the Co-ordinator of OSCE Economic and Environmental Activities to Mylene.Lichtenberg@osce.org or Fax: +43 1 514 36 6251</p>
7. Accreditation at the Conference	<p>Accreditation will start on Thursday, 3 November 2011, at 12:00 noon at the Conference Venue (Conference Hall, Ministry of Foreign Affairs of Turkmenistan), and will remain open throughout the conference.</p>
8. Visa Requirements	<p>Nationals <u>of all</u> countries need visas to enter Turkmenistan.</p> <p>Exempt from visa are holders of Diplomatic and Service passports from the following countries: Armenia, Azerbaijan, Belarus, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Moldova, Russian Federation, Romania, Slovakia, Turkey, Tajikistan, Ukraine, Uzbekistan.</p> <p>The list of Embassies of Turkmenistan is enclosed (ANNEX 3)</p> <p><u>Steps for the visa application:</u></p> <p><u>STEP 1.</u> All travelers will need to obtain first an <u>invitation letter from the State Migration Service of Turkmenistan</u></p> <p>For this purpose, participants must send a copy of their passport, preferably scanned, via email (page with photo, indicating the full name, passport number, issue and expiry date and issuing authority) <u>and</u> indicate their occupation (working title, affiliation/institution) to: the OSCE Centre in Ashgabat, Atajan.Rozymuradov@osce.org and cc to Lyale.Nazarova@osce.org <i>Please note that the passport copy should have good reading quality!</i></p> <p><u>STEP 2.</u> Once issued by the State Migration Service of Turkmenistan, the letter of invitation will be sent via email or fax to the respective participant.</p> <p><u>STEP 3.1. Visa application at the Embassy of Turkmenistan:</u> Participants can then apply for a visa at the embassy of Turkmenistan. Following documents will have to be submitted:</p> <ul style="list-style-type: none"> - the invitation letter from the State Migration Service of Turkmenistan - 2 photos

	<ul style="list-style-type: none"> - 2 passport copies - the visa application form <p>(in case of a visa application at the Embassy of Turkmenistan <i>in Vienna</i>, participants may use the attached Visa Application form (ANNEX 2) and submit 2 copies duly filled in). If applying to an Embassy of Turkmenistan located <i>outside of Vienna</i>, contact the Embassy directly to receive the correct application form.</p> <p>OR (PREFERABLE)</p> <p>STEP 3.2. <u>Visa application at the Ashgabat airport:</u> Following documents will have to be submitted upon arrival at the airport:</p> <ul style="list-style-type: none"> - The copy of the invitation letter from the State Migration Service of Turkmenistan, which will be sent to the respective participant by the OSCE Centre in Ashgabat via e-mail or fax <p><u>It is highly recommendable to apply for the visa as soon as possible and no later than 10 calendar days before the arrival date in Ashgabat.</u></p> <p>All visas (step 3.1 and 3.2) will be free of charge.</p> <p>IMPORTANT NOTICE: Those participants who will have to <u>stay longer than three business days</u> in Turkmenistan will need to register with MFA of Turkmenistan. Participants should <u>send by e-mail a color version the scanned passport photo page</u> in order to complete application for registration. The OSCE Centre in Ashgabat will handle this application at the conference venue. <i>Although this additional application process is not expected to last longer than 1 working day, we recommend bringing an additional copy of your passport, as a safeguard for potential ID controls in the city.</i></p>
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<p>9. Hotel Booking</p>	<p>Booking deadline: 15 October 2011</p> <p>Rooms have been <u>pre-booked</u> for the conference participants at the Hotel President (Berzengee, Archabil Shayoly), Grand Turkmen Hotel and Nusay Hotel .</p> <p>9.1) PRESIDENT HOTEL (Berzengee) Archabil Shayoly Street 54, Ashgabat 744036, Turkmenistan Fax (993 12) 400041, 400222 Phone (993 12) 400000 e-mail: Presidenthotel@online.tm</p> <p>Room categories: Standard prices - Single room 165 USD, Double bed room 175 USD, Suite 230 USD, Presidential suite 506 USD. Room rate doesn't include VAT. Corporate prices are the subject of additional agreement between</p>
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the hotel and the Foreign Ministry/Ministry of Oil&Gas and Mineral Resources and will be forwarded to the registered participants additionally.

Breakfast *not* included. Price: 24 Turkmen Manats, (approx. 9 USD). Please note that a ½ night at the arrival will be charged full price.

Cancellation policy and fee:

An individual reservation from the block can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of one night room rate.

Payment modus:

in cash – manats and USD, credit cards – Visa and AmEx plus 5% bank charge.

9.2) GRAND HOTEL –

Gorogly Street 50, Ashgabat 744000, Turkmenistan

Fax (993 12) 51-12-51

Phone (993 12) 51-05-55

e-mail: grandhtl@online.tm

Room categories:

Single room 70 USD, Deluxe 100 USD, Junior Suite 125 USD, Presidential suite 330 USD. VAT excluded.

Breakfast included in room rate

Please note that a ½ night at the arrival will be charged full price.

Cancellation policy and fee:

An individual reservation from the block can be cancelled 72 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of one night room rate.

Payment modus:

in cash – manats and USD, credit cards – Visa and AmEx plus 3% bank charge.

9.3) NUSAY HOTEL–

Galkynysh Street 70, Ashgabat 744000, Turkmenistan

Fax (993 12) 22-10-34

Phone (993 12) 22-10-25

e-mail: nusay-hotel@online.tm

Room categories:

Single room 144 USD, Double 164 USD, Lux 200 USD, Presidential suite 400 USD. VAT excluded.

Breakfast included in room rate

Please note that a ½ night at the arrival will be charged full price.

Cancellation policy and fee:

An individual reservation from the block can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of one night room rate.

Payment modus:

in cash – manats and USD, credit cards – Visa plus 3% bank charge.

10. Lunches	Lunch and coffee breaks will be provided to the participants during the event.
11. Customs Regulations (ANNEX 4)	Please consult Annex 4 for information on the customs regulations.
12. Social Events	Information about social events will be forwarded to the registered participants additionally.
13. Transport	<p>Ashgabat Airport – Ashgabat hotels</p> <p>Transfers (bus shuttles) from the airport to the 3 hotels (Hotel President, Grand Turkmen Hotel and Nusay Hotel) will be provided <u>upon receipt of the precise arrival and departure information</u> on the registration form (date, flight number, arrival/departure time). Taxis are available at Ashgabat Airport. Approximate cost to the hotel by taxi is 10 USD.</p> <p>Hotels – Conference venue</p> <p>The Ministry of Foreign Affairs of Turkmenistan is situated in Berzengee. Participants staying at the hotels President, Grand Turkmen and Nusay will be provided with free transport to the venue of the conference and back. The participants will receive the transport timetable upon their check-in in the respective hotels. Participants staying at other hotels will need to arrange their own transportation to the conference venue.</p>
14. General Information	<p>14.1. Communication</p> <p>The local mobile phone network Altyn Asyr is available in the city, but some international GSM systems do not work in Turkmenistan. Long distance calls are available from the better hotels, some private homes and at the post / telegraph office. Public phones are scarce throughout the country and usually not suitable for international calls. There are several internet-cafes in Ashgabat.</p> <p>14.2. Currency: The national currency is Turkmen Manat (TMT) (1 USD is 2.85 TM (commercial rate); 1 EUR is appr. 3.8 TMT as of October 2011). Money can be changed upon arrival in Ashgabat in exchange bureaus and banks.</p> <p>14.3. Electric current: the standard voltage throughout Turkmenistan is 220V.</p> <p>14.4. Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p>14.5. Time: Ashgabat time differs from Greenwich time by + 5 hours in</p>

	<p>winter and + 4 in summer.</p> <p>14.6. Weather: The weather in Ashgabat in the beginning of November is relatively warm (about +20). Actual weather conditions should be checked before departure.</p> <p>14.7. Dining out in Ashgabat: The staff of the OSCE Centre will advise the participants where to dine out in Ashgabat.</p> <p>14.8. Security Turkmenistan is a very safe place for travellers. It is advisable to hold a passport with visa at all time, as well as to take a copy of the passport on the travel.</p>
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<p>15. Contacts</p>	<p>OSCE SECRETARIAT, VIENNA</p> <p>Office of Co-ordinator of OSCE Economic and Environmental Activities</p> <p>For substantial issues: Mr. Richard Wheeler, Tel: +43 1 51436 6913, Fax: +43 1 51436 6251, e-mail: Richard.Wheeler@osce.org</p> <p>For logistical queries: Ms. Mylene Lichtenberg, Tel: +43 1 51436 6151, Fax: +43 1 514 6251, e-mail: Mylene.Lichtenberg@osce.org</p> <p>OSCE CENTRE IN ASHGABAT</p> <p>For substantial issues: Ms Nana Baramidze, Tel: +99312 946092/946016/947613, Fax: +99312 946041, e-mail: Nana.Baramidze@osce.org</p> <p>For logistical queries: Ms. Lyale Nazarova, tel +99312 946092/946016/947613, Fax: +99312 946041, e-mail: Lyale.Nazarova@osce.org;</p> <p>For visa issues and hotel bookings: Atajan Rozymuradov, e-mail Atajan.Rozymuradov@osce.org, tel +99312 946092/946016/946511, Fax: +99312 946041</p>
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Organization for Security and Co-operation in Europe
The Secretariat

Chairmanship Conference
“Integrating Global Energy Markets – Providing Energy Security”

Ashgabat, 3-4 November 2011

REGISTRATION FORM

Deadline: 20 October 2011

*Please send this registration form to Ms. Mylene Lichtenberg,
E-mail: mylene.lichtenberg @osce.org, Fax + 43 1 514 36 6251;
Tel. + 43 1 514 36 6151. (Please fill in using capital letters)*

1. Country/Delegation:		
2. (Please indicate the category you register in <input checked="" type="checkbox"/>)		
<input type="checkbox"/> Delegation (*)	<input type="checkbox"/> International Organization	<input type="checkbox"/> Business <input type="checkbox"/> NGO
<input type="checkbox"/> Academic	<input type="checkbox"/> OSCE Field Presence	<input type="checkbox"/> OSCE Secretariat
3. Title (Amb, Mr, Ms, Dr)	4. First Name	5. Family Name
6. Organization & Department:		
7. Position:		
8. Mailing Address:		
9. Phone (with country code):		
Fax (with country code):		
Email:		
10. Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title:		
11. Hotel preference (if applicable).		
12. FOR BOOKING the TRANSFER AIRPORT-HOTEL .		
Arrival date in Ashgabat:	Time:	Flight Number:
Departure date of Ashgabat:	Time:	Flight Number:

POINTS TO REMEMBER

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

Transfers airport-hotel: Please note that transfers in Ashgabat from airport to the hotels can only be arranged upon receipt of the details arrival/departure information as indicated above.

Visa Information: Please consult the respective paragraph on visa procedures in the document. The OSCE Centre in Ashgabat stands ready to support delegations and participants.

Conference venue: Conference Hall, Ministry of Foreign Affairs of Turkmenistan

Botschaft von Turkmenistan in Wien / Visa Antrag
Embassy of Turkmenistan in Vienna / Visa Application

Bitte füllen Sie 2 Visaanträge aus (Schreibmaschine oder Druckschrift) und fügen Sie 2 Passfotos, die Einladung (Original für einen privaten, Kopie für touristischen oder geschäftlichen Aufenthalt) mit der Bestätigung des Außenministeriums von Turkmenistan, den Reisepass (noch mindestens 6 Monate gültig) bei.

Passfoto
Photo

Please complete (type or print) two Visa Application forms and attach two pictures, an invitation (copy for business/tourism and original for private trips) confirmed by the Ministry of Foreign Affairs of Turkmenistan and submit your passport valid for no less than 6 month from the date of appliance for visa.

1	Familiename: Surname:	
2	Vorname: First name:	Andere Namen: Other names:
3	Nationalität: Nationality:	
4	Geschlecht: Sex:	<input type="checkbox"/> männlich male <input type="checkbox"/> weiblich female
5	Geburtsdatum: Date of birth:	Geburtsort: Place of birth:
6	Reisepassnummer: Passport number:	Datum der Ausstellung: Date of issue:
	Ausstellungsbehörde: Issuing authority:	Gültigkeitsdauer: Date of expiry:
7	Grund der Reise: <input type="checkbox"/> offiziell <input type="checkbox"/> geschäftlich <input type="checkbox"/> touristisch <input type="checkbox"/> privat Purpose of journey: official business tourism private	
8	Name der Institution/Firma/Privatperson, die Sie besuchen (Adresse und Telefonnummer): Name of Institution/Company/Private person to be visited in Turkmenistan (please indicate address and tel/fax numbers): _____ _____ _____	
9	Aufenthaltsort(e): Point(s) of destination:	Grenzübergang: Boarder cross point:
	_____ _____	_____ _____
10	Datum der Einreise: Date of entry:	Datum der Ausreise: Date of departure:
11	Beruf, Position, Name Ihrer Institution/Firma, Telefon/Faxnummer: Your occupation, position, name of institution/company, its address, tel/fax numbers: _____ _____	

12	<p>Sie suchen an um (bitte ankreuzen): What kind of visa you are applying (please stick):</p> <p>Einreise / Number of entries: <input type="checkbox"/> einmalige / single <input type="checkbox"/> 2-3 malige / two-three <input type="checkbox"/> mehrmalige / multiple</p> <p>Aufenthaltsdauer /Duration of stay : <input type="checkbox"/> 10 Tage / days <input type="checkbox"/> 20 Tage / days <input type="checkbox"/> 30 Tage / days <input type="checkbox"/> 2-3 Monate/ month <input type="checkbox"/> 1 Jahr / year <input type="checkbox"/> 4-6 Monate / month</p> <p><input type="checkbox"/> Transitvisum / transit visa (kann nur für 3 Tage ausgestellt werden, wenn Sie im Besitz eines gültigen Visums für einen Nachbarstaat von Turkmenistan sind / can be issued only for 3 days and if you have a valid visa for the neighbouring country of Turkmenistan)</p>
13	<p>Ihre Wohnadresse, Tel/Faxnummer: Your home address, tel/fax numders:</p> <p>_____</p> <p>_____</p>
14	<p>Waren Sie schon einmal in Turkmenistan? Have you ever been in Turkmenistan before?</p> <p><input type="checkbox"/> Ja / yes Wie oft?: <input type="checkbox"/> Nein / no How many times:</p> <p>Datum der letzten Reise: Date of the last trip:</p>
15	<p>Mitreisende Kinder unter 16: Children under 16 years travelling with you:</p> <p>Familiennamen: Vorname: Geburtsdatum: Surname: First name: Date of birth:</p> <p>_____ _____ _____</p> <p>_____ _____ _____</p> <p>_____ _____ _____</p>
16	<p>Aufenthaltsadresse in Turkmenistan: Address you will stay in Turkmenistan:</p> <p>_____</p> <p>_____</p>
17	<p>Telefon/Faxnummer für allfällige Rückfragen: Tel/fax number you can be reached in case of extra questions:</p> <p>_____</p> <p>_____</p>
19	<p>Datum: Unterschrift: Date: Signature:</p>

Embassies and Consulates of Turkmenistan

1	Embassy in Kazakhstan	Astana, 473000, ul. Otyrar 64	Phone: +7 (7172) 210823 Fax: +7 (7172) 2210882
2	Embassy in Tajikistan	Dushanbe, prospect Rudaki 105/1	Phone: +992 (372) 242640, 241162, 242567 Fax: +992 (372) 216884
3	Embassy in Great Britain and Ireland	14- 17 Wells street, 2-nd floor, London W1 3fp	Phone: +44 (207) 2551071 Fax: +44 (207) 3239184
4	Embassy in Austria	Argentinierstr. 22/2, 1040 Vienna	Tel. +43-1-5036470 Fax: +43-1-5036473
5	Embassy in the Ukraine	Kiev, ul. Pushkina, d. 6, UKR-252034	Phone: +380 (44) 2793449, 2788860, 2793779 Fax: +380 (44) 2793034
6	Embassy in Belarus	22000, Minsk, ul. Kirova 17	Phone: +375 (17) 2293427 Fax: +375 (17) 2223367
7	Embassy in Germany	Botschaft von Turkmenistan, Langobardenallee 14, 14052 Berlin	Phone: +49 (30) 30102451/2 Fax: +49 (30) 30102453 Mail: botschaft-turkmenistan@t-online.de , info@botschaft-turkmenistan.de
8	Embassy in France	13 B rue Picot, Paris 75116	Phone: +33 (1) 47550536 Fax: +33 (1) 47550568
9	Embassy in Belgium	Boulevard Reyers – 106 1030 Bruxelles	Phone: +32 (2) 6481874 or 6481929 Fax: +32 (2) 6481906 Email: turkmenistan@skynet.be
10	Embassy in Uzbekistan	Tashkent, 1 Bol. Mirabadskaya, 10, 700090	Phone: +998 (71) 1205278, 9 Fax: +998 (71) 1205281 Mail: uztemb@mail.uznet.net
11	Embassy in Turkey	Koza Sokak 28, Gankya, Ankara	Phone: +90 (312) 4417124, 4417122, Fax: +90 (312) 4417125 Mail: embturkm@ijinter.com
12	Consulate in Istanbul	Snr 13, Yeshilkoy, Istanbul	Tel.: +90 212 66 202 22 Fax: +90 (212) 6620224
13	Embassy in the United States of America	2207 Massachusetts Ave., NW, Washington D.C., 20008 USA	Phone: 202-588-1500 Fax: (202) 588 0697 Web Site: www.turkmenistanembassy.org/ Email: turkmen@mindspring.com
14	Embassy in Afghanistan	City of Kabul, Gazi Evrenos AV, Baharistan	Phone: +(9320), 2302550 Fax: +(9320), 2301504
15	Consulate of Turkmenistan in Mazar-e-Sharif	City of Mazar-e-Sharif	Phone: +(9370), 512059 Fax: +(9320), 569311
16	Embassy in Russia	Filippovskij per.22 RUS-121019, Moscow	Phone: +7 (095) 2916591, 2916636, 2911544, 2916593, 2911356 Fax: +7 (095) 2910935, 2910166
17	Embassy in Pakistan	Nazim-ud-Din Road 22-a, F-7/1 Islamabad	Phone: +92 (51) 2278699, 2274913, Fax: +925 (51) 278799
18	Embassy in Iran	Barati Str. 5, Avenue Lavasani Vatanpur Street Tehran	Phone: +98 (21) 22206306, 22206731 Fax: +98 (21) 2226732
19	Embassy in India	C-11 West End Colony 110021 New Dehli	Phone: +91 (11) 24116527 Fax: +91 (11) 24116526
20	Embassy in China	San Li Tun Diplomatic Office Building 1-15-2 100600Beijing	Phone: +86 (10) 65326976 Fax: (+86-10) 65322269
21	Embassy in Armenia	Yerevan, Norki Aiginer Str. 288/5	Tel: +37 (410) 221029 Fax: +37 (410) 226656
22	Embassy in Azerbaijan	Baku, Shamti Rahimov Str. 14	Tel/Fax: +99 (142) 4654876
23	Embassy in Romania	Bucharest, 5 Crangului street, sector 1	Tel: +40 (21) 316 90 66 Fax: +40 (21) 316 90 47

CUSTOMS REGULATIONS

Law of Turkmenistan on currency regulation

Article 7. Transfer of cash

Import or export of cash is subject to being declared at the Customs Station at entrance and exit. Foreign currency cash bought from the authorized banks of Turkmenistan as well as the currency declared at the entrance shall be exported without any restrictions. Import of foreign currency cash is not restricted.

The procedure and terms of import and export of foreign currency values and the national currency of Turkmenistan shall be determined by the Customs Code of Turkmenistan and regulations of the Central Bank of Turkmenistan.

Customs

Upon arrival and departure from Turkmenistan a person is requested to fill out a customs declaration in duplicate. The person should declare the exact amount of foreign currency he is taking in/out of the country as well as all electronic items carried (cameras, telephones, computers, etc) and valuable souvenirs bought before or during your trip (especially rugs and handicrafts). He should keep one copy of the stamped declaration for exit or onwards travel within the CIS in order to facilitate smooth customs procedures throughout his trip. Customs check is usually quite detailed and prolonged. It is recommendable that all receipts from stores are kept.

Export and import of arms, ammunition and drugs is prohibited.

Rugs & Jewellery

Art and antique items can be exported-imported only with the permission of the Ministry of Culture of Turkmenistan. Many antique souvenirs, especially silver, and items dating back as little as 20 years are entirely restricted from export.

In order to take Turkmen rugs or jewellery out of the country a person needs to present an official receipt and registration form from the State or Hotel shop where she/he bought the items to customs officials. Items purchased otherwise (such as those bought at Tolkuchka Bazaar in Ashgabat) are subject to a documentation procedure at the Carpet Museum in Ashgabat, that requires at least one full working day in Ashgabat and tax depending on the size of the carpet.