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28 January 2008

ENGLISH only



Organization for Security and Co-operation in Europe

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

Vienna, 25 January 2008

To: All OSCE Delegations
Partners for Co-operation
Mediterranean Partners for Co-operation

Subject: Logistical modalities – Second Preparatory Conference to the Sixteenth OSCE Economic and Environmental Forum, Ashgabad, 6 - 7 March 2008.

Please find attached the logistical modalities for the Second Preparatory Conference to the Sixteenth OSCE Economic and Environmental Forum “Maritime and Inland Waterways Co-operation in the OSCE Area: Increasing Security and Protecting the Environment”, Ashgabad, 6 - 7 March 2008.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 25 January 2008

Second Preparatory Conference for the Sixteenth Economic and Environmental Forum

“Maritime and inland waterways co-operation in the OSCE area:
Increasing security and protecting the environment”

Ashgabad, 6-7 March 2008

Organizational Modalities

Conference Venue:

President Hotel

Archabil Shayoly 54

744036, Ashgabad

Turkmenistan

Tel./Fax (993 12) 400000, (993 12) 400041/400222

Participants will have at their disposal conference rooms for the plenary and working group sessions. Access to PCs and Internet will be available in a separate Internet area.

A conference secretariat will provide assistance for speakers and participants. Printing and copying facilities for the display and distribution of relevant publications, documents and information materials will be available.

Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint, overhead projector, flip chart).

1) PARTICIPATION

Representatives from the OSCE participating States, 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 conference.

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 OSCE Secretariat. **No fee for participation is requested.**

2) WORKING MODUS OF THE SESSIONS

The plenary sessions and parallel sessions of the working groups will have presentations of expert speakers followed by discussions. A moderator will facilitate the discussion and a rapporteur will summarize the key issues discussed.

3) TRANSLATION SERVICES

Simultaneous translation will be provided during the conference sessions in English and Russian.

4) DOCUMENT REGISTRATION AND DISTRIBUTION

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.

Please contact OSCE Secretariat, Ms. Andrea Gredler, email: andrea.gredler@osce.org

5) REGISTRATION (ANNEX 1): Deadline 27 February 2008

Please return the attached workshop “REGISTRATION FORM” (ANNEX 1) to the OSCE Secretariat, Office of the Co-ordinator of OSCE Economic and Environmental Activities, Ms. Andrea Gredler (email: andrea.gredler@osce.org, fax: +43 1 514 36 6251), completed with your precise arrival and departure time.

6) ACCREDITATION AT THE CONFERENCE

Accreditation will start at the President Hotel:
on Wednesday 5 March 2008, at 18:00 – 20:00
and on Thursday 6 March 2008, 9:00-17:00

7) VISA REQUIREMENTS

Nationals of all countries need visas to enter Turkmenistan.

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, Ukraine.

Holders of Diplomatic passports of Tajikistan and Uzbekistan are exempted of visa as well but not holders of Service Passports of these countries. They should obtain visas through the usual procedures.

Please note that for the Conference participants the visa application at Embassies of Turkmenistan will be free of charge.

Participants who apply for a visa at the Ashgabad airport will have to pay a service charge of 13 USD.

The list of Embassies of Turkmenistan is enclosed (ANNEX 3)

Steps for the visa application:

STEP1. All travelers will need to obtain first an **invitation letter from the State Agency of Turkmenistan for Registration of Foreign Citizens.**

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) and indicate their occupation (working title, affiliation/institution) to:

OSCE Centre in Ashgabad.

Ms. Annasoltan Hudaynazarova, e-mail: Annasoltan.Hudaynazarova@osce.org

tel +99312 353092/353116, Fax: + 99312 353041

Please note that the passport copy should have good reading quality!

STEP 2. Once issued by the State Agency of Turkmenistan for Registration of Foreign Citizens, the letter of Invitation will be sent via email or fax to the respective participant.

STEP 3.1. Visa application at the Embassy of Turkmenistan:

Participants can then apply for a visa at the embassy of Turkmenistan. The visa application will be free of charge.

Following documents will have to be submitted:

- the invitation letter from the State Agency of Turkmenistan
- 2 photos
- 2 passport copies
- the visa application form

(in the case of a visa application at the Embassy of Turkmenistan *in Vienna*, participants may use the attached Visa Application form (ANNEX 2) and submit 2 copies duly filled in).

OR

STEP 3.2. Visa application at the Ashgabad airport:

In the case of visa application at arrival at the Ashgabad airport a duty of 13 USD for visa processing will have to be paid.

Following documents will have to be submitted:

- The copy of the invitation letter from the State Agency of Turkmenistan, which will be sent to the respective participant by the OSCE Centre in Ashgabad via e-mail or fax

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 Ashgabad.

IMPORTANT NOTICE:

Those participants who will have to stay longer than three days in Turkmenistan will need to register with the State Agency for Registration of Foreign Citizens.

Participants should bring with them 3 passport-sized photographs in order to complete registration formalities.

The OSCE Centre in Ashgabad will handle this application at the conference venue.

Although this additional application process is not expected to last longer than ½ day, we recommend bringing an additional copy of your passport, as a safeguard for potential ID controls in the city.

8) ACCESS to VIP/CIP lounges:

In case participants wish to use the facility of a VIP lounge or a CIP (commercial important person), we kindly request to indicate it on the registration form (ANNEX 1, item Nr. 13). This service will be charged with a fee of 30 USD.

9) HOTEL BOOKING – booking deadline: 27 February 2008

Participants are kindly requested to make their own accommodation arrangements, which will not be paid for by the OSCE or the host country, **through the OSCE Centre in Ashgabat.**

Rooms have been pre-booked for the workshop participants at the Hotels President (conference venue), the Hotel Nissa and the Turkmen Grand Hotel.

We kindly request the participants to **use the attached hotel booking form for the respective hotel** (Annexes 4 a-c) and to refer to **“OSCE Preparatory Conference”** when booking.

The form has to be sent to the OSCE Centre in Ashgabat:

Ms. Annasoltan Hudaynazarova, E-mail: Annasoltan.Hudaynazarova@osce.org

Tel +99312 353092/353116, Fax: + 99312 353041

9.1) PRESIDENT HOTEL (Ahal Group Hotels) - *Conference venue* (booking form **ANNEX 4a**)

Archabil Shayoly Street 54, Ashgabad 744036, Turkmenistan

Fax (993 12) 400041, 400222

Phone (993 12) 400000

e-mail: Presidenthotel@online.tm

Contact name at the hotel:, Ms. Natalya Gafarova, Chief of Administration

Room categories:

Single room 70 USD, Double bed room 75 USD, Suite 130 USD, Presidential suite 250 USD.

Room rate includes VAT.

Breakfast *not* included. Price: 120 000 Turkmen Manat, (approx. 6 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 TURKMEN HOTEL (booking form **ANNEX 4b**)

Gorogly Street 50, Ashgabad 744000, Turkmenistan, Fax (993 12) 51 12 51, Phone (993 12) 510555

Email: grandhtl@online.tm

Contact name at the hotel: General Director Mr. Serdar Sakhatmuradov.

For reservations – Reservations Department

Room categories:

Single 50 USD, Single room (better furnished) 75 USD, Double bed room 80 USD, suite 112 USD and 135 USD. Breakfast and VAT included.

Cancellation policy and fee:

An individual reservation from the block can be cancelled 72 hours before arrival without any cancellation fee, 50 % night rate 48 hours before arrival and 100% night rate for 1 day prior arrival.

Payment modus:

Only manats and USD are accepted as cash. Credit cards Visa and AmEx are accepted. Euros can be changed in banks and exchange offices.

Distance from the President Hotel-conference venue: 20 minutes drive by bus or taxi.

9.3) NISSA HOTEL (Ahal Group Hotels) (booking form **ANNEX 4c**)

Ashgabad 744005, Turkmenistan, Fax (993 12) 22 10 23, Phone (993 12) 22 10 25

Email: ahal@online.tm

Contact name at the hotel: Jebrail Mirzaev, Chief of Administration

Room categories:

Single 50 USD, Double 60 USD, Presidential suite 120 USD. Room rate includes VAT.

Breakfast *not* included. Price: 120 000 Turkmen Manat, (approx. 6 USD).

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

Cancellation policy and fee: No cancellation fee until 48 hours prior to the arrival. If cancellation was made later or no information received, a 100% room rate will be charged.

Payment modus: cash – manats and USD, credit cards – Visa and AmEx plus 5% bank charge

Distance from the President Hotel-conference venue: 20 minutes drive by bus or taxi.

10) LUNCHESES

Lunches and coffee breaks will be provided free of charge to the participants on both days of the conference.

11) FLIGHT INFORMATION (ANNEX 5)

An indicative flight schedule to and from Ashgabad is attached in **Annex 5** for your information. Please consult your travel agency or air companies' websites for confirmation of the latest valid schedules.

12) CUSTOMS REGULATIONS (ANNEX 6)

Please consult **Annex 6** for information on the customs regulations.

13) SOCIAL EVENTS:

Information on the social events and study visits planned on the margins of the Conference will be communicated at a later stage.

14) TRANSPORTATION Ashgabad airport – hotels President/Grand Turkmen/Nissa:

Transfers (bus shuttles) from the airport to the hotels President/Grand Turkmen/Nissa, will be considered and can only be provided to participants upon receipt of the precise arrival and departure information on the registration form (date, flight number, arrival/departure time).

Taxis are available at Ashgabad Airport. Approximate cost to the hotel by taxi is 50,000 Turkmen mantas (or USD 2,5).

Shuttle busses between the hotels Grand Turkmen/Nissa and the President hotel/conference venue will be provided in the morning and evenings.

Further information on the transfers will be provided.

15) GENERAL INFORMATION:

15.1. Communication

The local mobile phone network (Russian MTS subsidiary) 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 Ashgabad.

15.2. Currency: The national currency is Turkmen Manat (TM) (1 USD is 20 000 TM (commercial rate); 1 EUR = 33 000 TM as of January 2008). Money can be changed upon arrival in Ashgabad in exchange bureaus and banks.

15.3. Electric current: the standard voltage throughout Turkmenistan is 220V.

15.4. Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.

15.5. Time: Ashgabad time differs from Greenwich time by + 5 hours.

15.6. Weather: The weather in Ashgabad in March is sunny. Actual weather conditions should be checked before departure.

15.7. Dining out in Ashgabad: The staff of the OSCE Centre will advise the participants where to dine out in Ashgabad.

15.8. 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.

16) CONTACTS:

OSCE SECRETARIAT, VIENNA

Office of Co-ordinator of OSCE Economic and Environmental Activities

For substantial issues:

Mr. Gabriel Leonte, Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251, Email:

Gabriel.Leonte@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

OSCE CENTRE IN ASHGABAD

For substantial issues:

Mr. Gaurav Thapa-Raina, tel +99312 353092/353116/ 357613, Fax: + 99312 353041, e-mail:

Gaurav.Thapan-Raina@osce.org

For logistical queries:

Ms. Lyale Nazarova, tel +99312 353092/353116/ 357613, Fax: + 99312 353041, e-mail:

Lyale.Nazarova@osce.org;

For visa issues and hotel bookings

Ms. Annasoltan Hudaynazarova, tel +99312 353092/353116, Fax: + 99312 353041, e-mail:

Annasoltan.Hudaynazarova@osce.org;

Mr. Merdan Atayev, e-mail Merdan.Atayev@osce.org



Organization for Security and Co-operation in Europe
The Secretariat

Vienna, 22 January 2008

Second Preparatory Conference to the 16th Economic and Environmental Forum
Ashgabad, 6-7 March 2008

REGISTRATION FORM
Deadline: 27 February 2008

Please send this registration form to Ms. Andrea Gredler, OSCE Secretariat,
email: Andrea.Gredler@osce.org (Please use 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"/> 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. Please indicated which one of the <u>parallel</u> working groups listed below you wish to attend: (Indicate the working group you register in <input checked="" type="checkbox"/>)		
Working Group I <input type="checkbox"/>	Working Group III <input type="checkbox"/>	
Working Group II <input type="checkbox"/>	Working Group IV <input type="checkbox"/>	
12. <u>FOR BOOKING the TRANSFER AIRPORT-HOTEL.</u>		
Arrival date in Ashgabad:	Time:	Flight Number:
Departure date of Ashgabad:	Time:	Flight Number:
13. Request for VIP service : access to the VIP lounge or CIP lounge (30 USD: see details in paragr.8)		
VIP – lounge <input type="checkbox"/>	CIP- lounge <input type="checkbox"/>	
14. Hotel in Ashgabad (please cross on your hotel):		
President Hotel <input type="checkbox"/>	Nissa Hotel <input type="checkbox"/>	Grand Turkmen Hotel <input type="checkbox"/>

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-hotels: Please note that transfers in Ashgabad from airport to hotel 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 Ashgabad stands ready to support delegations and participants.

Conference venue: President Hotel Ashgabad, Turkmenistan, Tel/Fax: +99312 400000/+993 12 400041/400222

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	Familiennamen: 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: _____ _____	

Embassies and Consulates of Turkmenistan

1	Embassy in Kazakhstan	Astana, 473000, ul. Otyrar 64	Phone: +7 (3272) 509604 Fax: +7 (3272) 509604
2	Embassy in Tajikistan	Dushanbe, prospect Rudaki 105/1	Phone: +992 (372) 210461/4/6 Fax: +992 (372) 216884
3	Embassy in Great Britain and Ireland	14- 17 Wells street, 2-nd floor, London W1 3FP	Phone: +44 (20) 72551071 Fax: +44 (20) 73239184
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) 293449, 2286870, 2293363 Fax: +380 (44) 2293034
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	Avenue Franklin, Roosevelt 2106, 1050 Bruxelles	Phone: +32 (2) 6481874 or 6481929 Fax: +32 (2) 6481906 Email: turkmenistan@skynet.be
10	Embassy in Uzbekistan	Tashkent, ul. Makhmouda Taraby 16/ ----- 1 Bol. Mirabadskaya 10 700090	Phone: +998 (71) 1205278, 9 Fax: +998 (71) 1205281
11	Embassy in Turkey	Koza Sokak 28, Gankya, Ankara	Phone: +90 (312) 4416122/3/4, 4397445, 4417126, Fax: +90 (312) 4417125 Mail:
12	Consulate in Istanbul	Gazi Evrenos Denadesi, Bakharistan sokan 13, Yeshilnoj	Tel.+ 90 212 66 202 22
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 Herat	
15	Consulate	City of Mazar-e-Sharif	
16	Embassy in Syria	Damask, Miset, Ruki ed-Din st.4097, 2/F Damascus	Phone: +9 (6311) 2241834 Fax: +9 (6311) 3320905
17	Embassy in Russia	Filippovskij per.22 RUS-121019, Moscow	Phone: +7 (095) 2916591, 2916636, 2911544, 2916593, 2911356 Fax: +7 (095) 2910935, 2910166
18	Embassy in Pakistan	Nazim-ud-Din Road 22-a, F-7/1 Islamabad	Phone: +92 (51) 2278699, 2214913, 2210297, 2280898, 2210207 Fax: +925 (1) 278799
19	Embassy in Iran	No. 39 Parsdaran Avenue Golestan 5 Street before: 34, Dr. Shariati Avenue/8 Maleka Street Tehran	Phone: +98 (21) 2542178, 2548686 Fax: +98 (21) 2540432
20	Embassy in India	C-17 Malcha Marg Chanakyapuri 110021 New Dehli	Phone: +91 (11) 6118054 Fax: +91 (11) 6118332
21	Embassy in China	San Li Tun Diplomatic Office Building 1-15-2 100600Beijing	Phone: +86 (10) 65326976 Fax: (+86-10) 65322269

Second Preparatory Conference to the 16th OSCE Economic and Environmental Forum
Ashgabad, 6-7 March 2008

PRESIDENT HOTEL
(Ahal Group Hotels)

HOTEL BOOKING FORM

(booking deadline: 27 February 2008)

Reference: "OSCE Preparatory Conference"

(this is not the registration form for the conference!)

Please return this hotel booking form by e-mail or fax to:
Ms Annasoltan Hudaynazarova, OSCE Center in Ashgabad,

E-mail: Annasoltan.Hudaynazarova@osce.org,

Tel +99312 353092/353116, Fax: + 99312 353041

Title(Amb, Mr, Ms, Dr)	First Name	Family Name
Country:		
Organization:		
Mailing Address:		
Phone (with country code):		
Fax (with country code):		
Email:		
Arrival date:	Time:	Flight Number:
Departure date:	Time:	Flight Number:
Please indicate the room of your choice:		
Single room: 70 USD breakfast and VAT NOT included <input type="checkbox"/>		
Double room 75 USD breakfast and VAT NOT included <input type="checkbox"/>		

Contacts at the President Hotel: Archabil Shayoly Street 54, Ashgabad 744036, Turkmenistan

Fax (993 12) 400041, 400222, Phone (993 12) 400000

Contact name at the hotel: Ms Natalya Gafarova e-mail: Presidenthotel@online.tm

Cancellation 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.

Second Preparatory Conference to the 16th OSCE Economic and Environmental Forum
 Ashgabad, 6-7 March 2008

GRAND TURKMEN HOTEL

HOTEL BOOKING FORM

(booking deadline: 27 February 2008)

Reference: "OSCE Preparatory Conference"

(this is not the registration form for the conference!)

Please return this hotel booking form by e-mail or fax to:
 Ms Annasoltan Hudaynazarova, OSCE Center in Ashgabad,

E-mail: Annasoltan.Hudaynazarova@osce.org

Tel +99312 353092/353116, Fax: + 99312 353041

Title(Amb, Mr, Ms, Dr)	First Name	Family Name
Country:		
Organization:		
Mailing Address:		
Phone (with country code):		
Fax (with country code):		
Email:		
Arrival date:	Time:	Flight Number:
Departure date:	Time:	Flight Number:
Please indicate the room of your choice:		
Single room 50 USD and 75 USD including breakfast and VAT		<input type="checkbox"/>
Double room 80 USD including breakfast and VAT		<input type="checkbox"/>

Contacts at the Grand Turkmen Hotel

Gorogly Street 50, Ashgabad 744000, Turkmenistan

Fax (993 12) 51 12 51, Phone (993 12) 510555, Email: grandhtl@online.tm

Contact at the hotel: Reservation Department

Cancellation 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.

Second Preparatory Conference to the 16th OSCE Economic and Environmental Forum
Ashgabad, 6-7 March 2008

NISSA HOTEL
(Ahal Group Hotels)

HOTEL BOOKING FORM

(booking deadline: 27 February 2008)

Reference: "OSCE Preparatory Conference"

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Please return this hotel booking form by e-mail or fax to:
Ms Annasoltan Hudaynazarova, OSCE Center in Ashgabad,

E-mail: Annasoltan.Hudaynazarova@osce.org,

Tel +99312 353092/353116, Fax: + 99312 353041

Title(Amb, Mr, Ms, Dr)	First Name	Family Name
Country:		
Organization:		
Mailing Address:		
Phone (with country code):		
Fax (with country code):		
Email:		
Arrival date:	Time:	Flight Number:
Departure date:	Time:	Flight Number:
Please indicate the room of your choice:		
Single room 50 USD breakfast and VAT NOT included <input type="checkbox"/>		
Double room 60 USD breakfast and VAT NOT included <input type="checkbox"/>		

Contacts at the Nissa Hotel: Address 70, Galkynysh street, 744013, Ashgabad
Tel, Fax. (99312) 22 10 25/(99312) 22 10 23, email: ahal@online.tm
Contact person : Mr Jebrail Mirzaev, Chief of Administration

Cancellation 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.

ANNEX 5

FLIGHT SCHEDULE (VALID UNTIL 28 MARCH 2008)

Destination	Flight No	Type of plane	Departure days from ASB	Departure time	Arrival time	Return flight No	Departure days to ASB	Departure time	Arrival time
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TURKMENISTAN AIRLINES

Turkmenbashy	T5 241	B 717	Daily	07:50	08:40	T5 242	Daily	09:40	10:30
Turkmenbashy	T5 243	B 717	1,3	17:10	18:10	T5 244	1,3	19:10	20:10
Turkmenbashy	T5 245	B 717	2,4,5,6,7	13:20	14:20	T5 246	2,4,5,6,7	19:20	20:20
Turkmenbashy	T5 247	B 717	Daily	19:20	20:20	T5 248	Daily	21:20	22:20
Birmingham	T5 421	B 757	3	19:25	21:15	T5 422	3	22:35	09:55*
Birmingham	T5 429	B 757	7	13:20	15:10	T5 430	7	16:40	04:00
London	T5 427	B 757	6	11:55	13:35	T5 428	6	15:35	03:00*
Istanbul	T5 401	B 737	2	20:00	02:50	T5 404	2	20:00	02:50*
Istanbul	T5 405	B 737	3	07:50	08:50	T5 406	3	09:30	16:20
Istanbul	T5 407	B 737	6	15:40	16:40	T5 408	6	17:30	00:20*
Istanbul	T5 409	B 737	7	21:40	22:40	T5 410	7	23:40	06:30*
Frankfurt	T5 461	B 757	6	12:00	13:45	T5 462	6	15:00	00:30*

Moscow	T5 701	B 737	3,5	08:15	10:20	T5 702	3,5	11:50	17:35
Moscow	T5 705	B 737	6	13:05	15:10	T5 706	6	17:10	22:55
Moscow	T5 707	B 757	7	20:00	22:05	T5 708	7	23:55	05:40*
Moscow	T5 709	B 757	2	18:20	20:25	T5 710	2	22:30	04:15*
Almaty	T5 711	B 737	5	07:50	11:35	T5 712	5	13:05	14:55
Almaty	T5 711	B 737	2	19:10	22:55	T5 712	3	00:25	02:15

LUFTHANSA

Baku	LH 613	A-330	1,3,5	03:05	03:35	LH 612	2,4,7	22:45	01:15*
Baku-Frankfurt	LH 613	A-310	1,3,5	04:35	06:25	LH 612	2,4,7	14:30	21:55

TURKISH AIRLINES

Istanbul	TK 1365	A-310	1,2,7	08:00	09:10	TK 1364	1,6,7	23:40	06:15
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S7 (SIBERIAN AIRLINES)

Moscow	SBI 970	B-737	2,4,6	06:45	08:45	S7-7970	2,4,6	00:05*	05:45*
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Notes:

* Arrival next day

- 1) Only those flights which have relevance to the dates of the workshop were included in this schedule.
- 2) Turkmenistan Airlines has representative offices in Almaty, Moscow, Istanbul, London

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 he bought the items to customs officials. Items purchased otherwise (such as those bought at Tolkuchka Bazaar in Ashgabad) are subject to a documentation procedure at the Carpet Museum in Ashgabad, that requires at least one full working day in Ashgabad and tax depending on the size of the carpet.