



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 28 March 2007

The Fifteenth OSCE Economic and Environmental Forum

Part 2 / Prague, 21 - 23 May 2007

“Key challenges to ensure environmental security and sustainable development in the OSCE area:
Land degradation, soil contamination and water management”

Logistical Information

1. VENUE

The Host country will make premises available in the building of the Ministry for Foreign Affairs of the Czech Republic.

Address: Czernin Palace
Loretánské nám. 5
118 00 Prague 1.

2. WRITTEN CONTRIBUTIONS

Participants are welcome to submit a written contribution reflecting their view on the issues discussed at the Forum and/or in a specific Working 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 (Ms. Andrea Gredler, email: andrea.gredler@osce.org, fax. 0043 1 514 36 62 51, tel. 0043 1 514 36 575) to enable a timely distribution to the participants.

3. REGISTRATION - **Deadline: 11 May 2007.**

In order to allow a timely accreditation, the organizers kindly request each participant to send the attached registration form (Annex 1) , possibly electronically, 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 sending a list, additionally to the registration forms, of their members attending the Forum.

4. ACCREDITATION

Accreditation will take place at the main entrance to the Czernin Palace, beginning on Sunday, 20 May 2007, from 3 p.m. to 6 p.m., as well as on Monday, 21 May 2007, from 10 a.m. to 6 p.m., and on Tuesday, 22 May 2007 and Wednesday, 23 May 2007, starting at 9 a.m.

The accreditation of businesses, NGOs, Academic Community and Press representatives will take place at the accreditation desk on the ground floor upon presentation of a Press and/or ID-card.

Press representatives can, as appropriate, be admitted to the Plenary hall during the opening and the closing of the Forum. We kindly request that a Press ID be presented at the registration counter.

5. PARTICIPANTS' INFORMATION

The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Partners for Co-operation (Afghanistan, Japan, Mongolia, Republic of Korea and Thailand) are invited to participate in the Forum.

International organizations will be invited in line with the procedure established in PC.DEC/735/06, dated 6 July 2006.

Subject to the provisions contained in Chapter IV, paragraphs 15 and 16, of the Helsinki Document 1992, the representatives of non-governmental organizations with relevant experience in the area under discussion are also invited to participate in the Meeting.

Upon request by a delegation of an OSCE participating State, regional groupings or expert academics and business representatives may also be invited, as appropriate, to participate in the Meeting.

6. VISA

Participants, if required under the Czech law, are asked to make their own arrangements for securing a visa for entry into the Czech Republic. Further details, contacts of Czech Missions abroad as well as visa form can be found via the official Czech Foreign Ministry web-site: www.mzv.cz (English), Section: Travel and Living Abroad. 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.

7. TRANSPORTATION AND ACCOMMODATION

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

7.1. Getting from the Airport to the city by public transfers:

By bus and metro: bus Nr. 100 or bus Nr. 119 provide transfers to the nearest metro stations from which the city center can be reached (fare 20,- CZK, tickets can be bought from vending machines in the airport and in newspaper kiosks) :

Bus 100 - Terminal North 1 – Terminal north 2 – ZLIČIN (change to metro line B) – journey time 15 min to the closest metro station.

Bus 119 – Terminal North 1 – Terminal North 2 – Divoká Šárka – DEJVICKA (change to metro line A) – journey time 20 min. to the closest metro station.

By taxi: we recommend to inquire at the Information desk of the airport for the best available transfer options by taxi.

Further information on the transfers Prague Ruzyne Airport – Prague City can be found on http://www.prg.aero/en/site/klient/sluzby_kontakty/doprava_na_letiste/do_mhd.htm

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 (price indicated below).

7.2. The OSCE Prague Office made special rate agreements with following hotels.

Please use the attached hotel forms for the booking (Annexes 2-5).

- Hotel Savoy (Annex 2) - booking deadline: 25 April 2007

www.hotel-savoy.cz - (in 5 min walking distance from the conference venue)

Executive room 175 €; Deluxe room 190 € (double or double for single use;incl.breakfast,5% VAT)

Transfers from/to Airport: 790,- CZK (cca 28,- EUR)

Transfers from/to train station 500,- CZK (cca 18,- EUR)

- Hotel Pyramida (Annex 3) - booking deadline: 21 April 2007

www.orea.cz (in 15 min walking distance from the conference venue)

Single room 100 €; double room 110 € (incl. breakfast and 5 % VAT)

Transfers from/to Airport and from/to Railway station: 650,- CZK (cca 23,- EUR)

- Hotel Aria (Annex 4) – booking deadline: 20 April 2007

www.aria.cz (20 min walking distance from the conference venue)

DeLux room 195 € (incl. breakfast, excl. 5 % VAT)

Transfers from/to Airport: 850,- (cca 30,- EUR)

Transfers from/to Railway station: 460,- CZK (cca 17,- EUR)

- Golden Well Hotel (Annex 5) – booking deadline: 20 April 2007

www.goldenwell.cz (15 min walking distance from the conference venue)

Superior room (single or double occupancy) 150 € (incl. breakfast, excl. 5% VAT)

Please find all necessary hotel information in the order form of the respective hotel attached in Annexes 2-5. Hotels will not guarantee the special rate after the booking deadline.

For information on other hotels, please consult following website addresses: www.hotel-net.cz ; www.allsuites.cz ; www.abaka.com

Due to the time period of the Economic and Environmental Forum, which is considered high tourist season in Prague, early booking is highly advisable!

8. SOCIAL EVENTS

Information on the social events will be circulated at a later stage.

9. LOGISTIC FACILITIES AT THE CONFERENCE VENUE:

9.1. VEHICLE ACCESS AND PARKING

The 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.

9.2. MEETING AREA

The plenary meetings in the Plenary hall on the first floor of the Czernin Palace. The room will be equipped for simultaneous interpretation into the six OSCE languages. Additional rooms will be available for informal meetings.

9.3. IT FACILITIES & INTERNET

A special working area with IT facilities & Internet access will be reserved for the participants. Telephones in the meeting area can be used free-of-charge for local telephone calls within Prague. Within the conference premises, seven lines (including fax) will be made available for international calls. The use of those lines will be possible against subsequent payment.

9.4. BANK OFFICE

A Bank will be available at the Czernin Palace located on the ground floor next to the entrance hall.

10. CONTACTS:

OSCE SECRETARIAT, Vienna

For substantial issues: Mr. Gabriel Leonte, Tel: +43 1 514 36 776, Fax: +43 1 514 36 6251, Email: Gabriel.Leonte@osce.org

For logistical queries: Ms. Andrea Gredler, Tel: +43 1 514 36 575, Fax: +43 1 514 36 6251, Email: Andrea.Gredler@osce.org

Updated information regarding the agenda, the social events and last logistical issues for the Fifteenth Economic and Environmental Forum/ Part 2 will be circulated at a later stage and published on the Website www.osce.org/conferences/eef_2007_2.html



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 28 March 2007

Fifteenth OSCE Economic and Environmental Forum

Part 2 / Prague, 21 - 23 May 2007

“Key challenges to ensure environmental security and sustainable development in the OSCE area:
Land degradation, soil contamination and water management”

REGISTRATION FORM

Deadline: 11 May 2007

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 use capital letters)

Country/Delegation:		
<input type="checkbox"/> Delegation (*) (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Business <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> OSCE		
Title (Amb, Mr, Ms, Dr)	First Name	Family Name
Organization & Department:		
Position:		
Mailing Address:		
Phone (with country code):	E-Mail:	
Fax (with country code):		
Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title:		
Arrival Date & Time:	at the Airport:	at the Railway station:
Departure Date & Time:	from the Airport:	from the Railway station:
Hotel in Prague:		

POINTS TO REMEMBER

(*) **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.

Accommodation and transfers: Participants are kindly requested to make their own travel, accommodation and transfer arrangements, which will not be paid for by the OSCE. Please note that transfers airport/railwaystation-hotel can be arranged through your respective hotel.

Visa Information: Participants, if required under the Czech law, are requested to make their own arrangements for securing a visa for entry into the Czech Republic. The OSCE Prague Office stands ready to support delegations. Further information on visas can be obtained through the official Czech Foreign Ministry web-site: www.mzv.cz (English) Section: Travel and Living Abroad.

Conference Venue: Ministry for Foreign Affairs of the Czech Republic, Czernin Palace, Loretánské nám. 5, 118 00 Prague 1. **Further Information:** Office of the Co-ordinator of OSCE Economic and Environmental Activities, Kärntner Ring 5-7, 1010 Vienna, Austria (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 575, Fax: +51436 6251) or www.osce.org/conferences/eef_2007_2.html



Hotel Savoy – E.I.H., a.s., Keplerova ul. 6, 118 00 Praha 1, Czech Republic,
tel.n: + 420 224 302 123, fax.: + 420 224 302 125, e-mail: group@hotel-savoy.cz

Contact person: Martina Kohoutkova, Group Sales Manager

BOOKING FORM - Room block for 15th OSCE Economic and Environmental Forum

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

by April 25th, 2007

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible **till May 2nd, 2007**. In case of late cancellation or no-show there will be a charge of one night stay. The agreed special rate of 175,- EUR/Executive room/night and 190,- EUR/Deluxe room/night (incl. breakfast and 5%VAT) is valid for reservations made **by April 25th 2007**. After this date, this rate may no longer be available. In order for us to confirm your reservation, it is necessary to provide your credit card number. Without credit card number, reservation can not be guaranteed and confirmed.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs./Ms.	
Sure name:	First name:	
Arrival date:	Departure date:	
Room type: Executive room (double or double for single use) Deluxe room (double or double for single use)	Rate: 175,- EUR per Executive room/night; 190,- EUR per Deluxe room/night rate includes breakfast and VAT	
4,- EUR per person portorage in/out		
Credit card details (mandatory):		
<input type="checkbox"/> VISA	<input type="checkbox"/> Diner's	
<input type="checkbox"/> American Express	<input type="checkbox"/> JCB	
<input type="checkbox"/> 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:		
<input type="checkbox"/> No, I do not want to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from.		
<input type="checkbox"/> Yes I would like to be picked-up (from the airport/train station to Hotel Savoy) by your hotel car from:		
<input type="checkbox"/> International airport Ruzyně	<input type="checkbox"/> Main train station	<input type="checkbox"/> Holešovice train station
Flight number:		Train Number:
Landing time:		Arrival time:
Flying from:		Arriving from:
Rate per 1 car:	790,- CZK (approx. 28,- EUR)	Rate per 1 car :
		500,- CZK (approx. 18,- EUR)
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 transportation without contacting the concierge, you will be responsible for the hotel car's charge.		

OREA HOTEL PYRAMIDA
 Bělohorská 24, 169 01 Praha 6, Czech Republic
 tel.: +420 233 102 111, fax: +420 233 357 312
 e-mail: info@hotelpyramida.cz www.orea.cz
 Bankovní spojení: ČSOB, Na Příkopě 854/14, Praha 1
 č.ú.: 17552733/0300

**15TH "OSCE ECONOMIC AND ENVIRONMENTAL FORUM"
 21ST - 23RD MAY 2007
 HOTEL RESERVATION FORM**

PLEASE COMPLETE THIS FORM FOR THE HOTEL RESERVATION
 AND RETURN IT TO THE HOTEL PYRAMIDA BEFORE **21.04. 2007**

SURNAME, NAME: ORGANIZATION:

ADDRESS: VAT NO.

PHONE NO.: FAX NO.: E-MAIL:

ACCOMMODATION ORDER:

THE PERIOD: FROM TO 2007

	<i>Room rate</i>	<i>No. of nights</i>	<i>Total price</i>
<input type="checkbox"/> 1/1	100 EUR
<input type="checkbox"/> 1/2	110 EUR

PAYMENT METHOD:

CREDIT CARD

- > TYPE:
- > NUMBER:
- > EXP. DATE:
- > SIGNATURE:

**bank to 15.05.2007 in EUR currency on this bank account:
 ČSOB, Na příkopě 854/14, Prague 1- bank account nr. 01391286/0300 - REFERENCE: "2105"**

Transportation:			
<input type="checkbox"/> No, I do not want to be picked-up (from the airport/train station to Hotel Pyramida) by your hotel car from.			
<input type="checkbox"/> Yes I would like to be picked-up (from the airport/train station to Hotel Pyramida) by your hotel car from:			
<input type="checkbox"/> International airport Ruzyně		<input type="checkbox"/> Main train station	<input type="checkbox"/> Holešovice train station
Flight number:		Train Number:	
Landing time:		Arrival time:	
Flying from:		Arriving from:	
Rate per 1 car:	650,- CZK (approx. 23,- EUR)	Rate per 1 car :	650,- CZK (approx. 23,- EUR)
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 +420 233 102 271 if you do not recognise or meet the driver. Please note, that in case you will use another transportation without contacting the concierge, you will be responsible for the hotel car's charge.			

CANCELLATION CONDITIONS:

CANCELLATION TO 25.04.2007	FREE OF CHARGE
CANCELLATION TO 15.05.2007	50% OF THE CHARGE OF 1 ST NIGHT
CANCELLATION AFTER 20.05.2007	100% OF THE CHARGE OF 1 ST NIGHT

DATE:

SIGNATURE:

THANK YOU FOR YOUR RESERVATION AT THE OREA HOTEL PYRAMIDA****.
 RESERVATION NO. _____

DATE:

SIGNATURE:

CONTACT PERSON:

LENKA VOPLATKOVA – E-MAIL: VOPLATKOVA@HOTELPYRAMIDA.CZ
 FAX: +420-233 357 312 – TEL: +420-233 102 780
WWW.OREA.CZ, WWW.HOTELPYRAMIDA.CZ



Hotel Reservation Form

15th OSCE Economic and Environmental Forum

Please kindly fill in this form and send it back to Aria hotel by April 20th 2007.

After this date all reservations will be possible only on request and subject to availability. Cancellation free of charge is possible till April 30th 2007. In case of late cancellation or no-show there will be a charge of 50% of the whole stay.

The agreed special rate of 195,- EUR per Deluxe room and night (incl. breakfast and excluding 5%VAT) is valid for reservations made by April 20th 2007. After this date, this rate may no longer be available.

mr: <input type="checkbox"/>	surname:
mrs/ms : <input type="checkbox"/>	first name:
Arrival date:	Departure date:
Room type: DeLuxe	Room rate: 195,- EUR per room per night
Rate is excluding VAT (5%) and includes the following:	
*breakfast	*fitness centre
	*high/speed internet
	*Music Library
	*parking place
Credit card details: without credit card details reservation can not be guaranteed and confirmed	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VISA
<input type="checkbox"/>	American Express
<input type="checkbox"/>	Dinner' s
<input type="checkbox"/>	Eurocard/Mastercard
Other:	
CC number:	Expiry date:
Contact details: also possibility to arrange express check-in upon arrival	
Date of birth:	Passport number:
Home/Office address:	
Phone number:	Fax/e-mail:
Transportation:	
<input type="checkbox"/>	No, I do not want to be picked up from the airport to hotel Aria by hotel car
<input type="checkbox"/>	Yes, I would like to be picked up from the airport to Aria hotel by your hotel car from:
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
International airport Ruzyně	Main train station
	Holešovice train station
Flight number:	Train number:
Landing time:	Arrival time:
Flying from:	Ariving from:
Rate per 1 car: 850,- CZK	Rate per 1 car: 460,- CZK
Our hotel driver will be waiting for you under all circumstances e.g. flight time-delay or luggage delay. Kindly contact our reception at +420 225 334 111 if you do not recognise or meet your driver. Please note that, in case you will use another transportation without contacting our reception, you will be responsible for the hotel car's charge.	
Hotel contact: Lucia Čudová lucie.cudova@aria.cz 420,225,334,780	Confirmation number:
Tržiště 9, 118 00, Praha 1, Czech Republic, www.aria.cz, phone 420-225-334-111, fax 420-225-334-122	



Hotel Reservation Form
Golden Well Hotel (Hotel U Zlaté Studně)
15th OSCE Economic and Environmental Forum
May 21-23 2007

Superbly located in the heart of Prague connected to the Prague Castle and only five minutes from the Charles Bridge, the Golden Well offers luxurious accommodation, attentive service and the finest cuisine. Hotel has splendid panoramic views of both the Castle Gardens and Prague.

The Rate includes:

- » Buffet Breakfast and breakfast a la Carte or breakfast served in the room
- » Room Safe
- » Highspeed Internet Access
- » Welcome drink upon arrival
- » Turndown Service with mineral water and chocolates
- » Bathrooms with heated floors and Jacuzzi
- » Molton Brown Toiletries
- » Pillow Menu
- » Egyptian Cotton Beddings
- » DVD Rental
- » Tea Service available daily in the lobby

We kindly ask you to fill up this form for the hotel reservation and return to the hotel by fax or email **before April 20, 2007.**

After this date the agreed special rate may not longer be available and all the reservations will be possible only upon request and subject to availability.

Room Type : Superior Room			
May 21-23 2007			
Rate per night: 150 EUR excluding 5% VAT (single or double occupancy)			
Arrival Date:	Departure Date:		
Number of guests in the room:			
Guest Details			
" Mr.	" Mrs./Ms.		
Last Name:			
First Name:			
Address:			
Phone (Mobile):	E-mail:		
Date of Birth:	Passport Number:		
Credit Card Details (Mandatory)			
"Visa	"American Express	"Eurocard/Mastercard	"Diner's
CC number:	Expiration Date:		
Date:	Signature:		

Cancellation free of charge is possible till May 5, 2007. In case of late cancellation or no show there will be a charge of one night stay.

We thank you for your reservation and we are looking forward to welcome you at the Golden Well Hotel.

Contact person: Ms. Zdenka Breznoscakova, Sales Manager
 zdenka.breznosc@goldenwell.cz

U Zlaté Studně 166/4 118 00 Prague 1 Czech Republic

Tel: +420 257 011 213 Fax: +420 257 533 320

www.goldenwell.cz email: hotel@goldenwell.cz