

Vienna, 12 July 2012

Regional Seminar
“Identifying, Restraining and Recovering
Stolen Assets in the OSCE Region”

Hofburg, Vienna, 3-5 September 2011

Logistical Modalities

- I. VENUE**
Ratsaal
OSCE Congress Centre, Hofburg
Heldenplatz
A-1010 Vienna, Austria
- II. REGISTRATION – DEADLINE 31 JULY 2012**
In order to allow for timely arrangements, the organiser kindly request all participants to send the attached registration form (**Annex 1**) latest by 31 July 2012, preferably by e-mail, completed with all necessary details to:

Ms. Petronela Durekova
Tel: +43 1 514 36 6934
Email: petronela.durekova@osce.org
- III. ACCREDITATION**
Accreditation will take place at the Vienna Hofburg, the Segmentgalerie (Groundfloor), on Monday, 3 September 2012, between 9:00 and 9:30 am. Presentation of a valid ID/Passport is required for accreditation. Please note that a badge will be required to access the meeting venue.
- IV. WRITTEN CONTRIBUTIONS**
Participants are welcome to submit written contributions in advance reflecting their views on the issues discussed at the seminar to petronela.durekova@osce.org to enable timely distribution to the participants.
- V. VISA**
Participants, if stipulated under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmaa.gv.at. In case a letter of confirmation of participation for visa requirements is needed, please contact petronela.durekova@osce.org

VI. TRANSFERS AIRPORT - CITY:

A transport from/to the airport will be organised by minibus or taxi based on the arrival times for sponsored participants.

VII. ACCOMMODATION AND TRAVEL ARRANGEMENTS

Please consult the list of hotels in Vienna in ANNEX 2

Practical information about Vienna can be found at:

<http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

SPONSORED PARTICIPANTS

The OSCE will purchase an economy class ticket for sponsored participants in advance and send the participants an e-ticket before the event (please do not buy the ticket yourself).

Daily Subsistence Allowance (DSA) will be paid to sponsored participants to cover the costs of accommodation and boarding after submitting Supplier and Liability Form.

No reimbursement will be done without submitting original receipts.

NON-SPONSORED PARTICIPANTS

ALL NON-SPONSORED PARTICIPANTS ARE KINDLY REQUESTED TO MAKE THEIR OWN TRAVEL, TRANSFER AND ACCOMMODATION ARRANGEMENTS WHICH WILL NOT BE PAID FOR BY THE OSCE.

Reaching Vienna Centre from the Airport:

Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.

Taxis: a pick up at the airport can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: € 29 one way) or from the company Airport Drivers (Tel: +43 1 22 82 250 – price: € 29)

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line 3 and 4) and taxis: www.cityairporttrain.com

Price: € 9 one way; € 16 return

Schedule: every ½ hours: Airport-Vienna 5/35 min. after every full hour;

Vienna-Airport 8/38min. after every full hour. Trip: 16 min. non-stop.

OR

b) Schnellbahn (S1, S2 or S7) – to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Line 3 and 4) and taxis.

<http://www.schnellbahn-wien.at/netz/s7.htm>

Price: € 4,40 one way.

Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).

Bus Services Vienna Airport Lines (2 lines)

Price :€ 6 one way; € 11 return

Busses go either to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus.

Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour; Schwedenplatz-Airport: every 00/30 min. after full hour Trip: 40 min.
www.postbus.at – Tel: +43 (1) 7007-32300

VIII. SOCIAL EVENTS

Participants are invited to a reception on Monday, 3 September 2012 at 18:00. Further details on social event(s) will be provided in due time.

IX. CONTACTS

OCEEA/OSCE Secretariat

Wallnerstrasse 6
A-1010 Vienna, Austria

For substantial issues: **Ms. Nina Lindroos-Kopolo**, Senior Economic Officer
Tel: +43 1 514 36 6295,
email: nina.lindroos-kopolo@osce.org, in urgent situations mobile +43 664 916 3527

For logistical queries: **Ms. Petronela Durekova**, Project Assistant
Tel: +43 1 514 36 6259, Fax: +43 1 514 36 96, e-mail: petronela.durekova@osce.org, in urgent situations mobile +43 664 231 4645

X. OTHER INFORMATION

INTERPRETATION - Working languages of the meeting will be **English**, interpretation into/from Russian will be available.

COMMUNICATION – INTERNET WORKING AREA

Several working areas with IT facilities & Internet access will be available for the participants at the site of the Seminar.

CURRENCY - The national currency is Euro.

BANK FACILITIES - Bank services and exchange operations can be done at the banks or exchange offices situated in the city.

ELECTRIC CURRENT - The standard voltage in the electric circuit of Vienna is 220 V.
Time: Central European Time (CET) + 0100 UTC.

WEATHER - The weather in Vienna in September is expected to be warm; the daily temperature is usually +20 C, but actual weather conditions should be checked before departure on the website <http://www.zamg.ac.at/weather>.

EMERGENCIES AND FIRST AID - First aid will be provided at the workshop venue. In case of major emergencies please dial 112 (no international dialling code required even if you are dialling from a non-Austrian mobile phone).

LIABILITY - 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 participation in this meeting. 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.

Annex 1



REGISTRATION FORM

**Regional Seminar
“Identifying, Restraining and Recovering
Stolen Assets in the OSCE Region”**

**Vienna, Austria
3-5 September 2012**

*Please return this form to: Ms. Petronela Durekova: petronela.durekova@osce.org;
Tel: +43 1 514 36 6934; Fax: +43 1 514 36 6251 by **31 July 2012***

Country:		
<input type="checkbox"/> Government (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Expert/advisor to parliamentary committees <input type="checkbox"/> NGO or business sector		
Title (Amb, Mr, Ms, Dr)	First Name	Family Name
Name of Institution / Organization		
Position:		Department:
Mailing Address/Postal Address:		
Passport Number: Passport Type: <input type="checkbox"/> Diplomatic <input type="checkbox"/> Service / Official <input type="checkbox"/> Ordinary		
Phone (with country code)	Fax:	E-Mail:
AREAS OF INTEREST: Based on the attached draft agenda, could you please indicate the key issues / areas which according to you are more important or interesting and therefore need to be addressed during this Roundtable?		
TRAVEL INFORMATION: please fill in before returning the registration form		
Arrival Date:	Arrival time:	Flight Number:
Departure Date:	Departure time:	Flight Number:
SPONSORSHIP: please fill in before returning the registration form		
<input type="checkbox"/> I wish to apply for sponsorship from the OSCE Secretariat (OCEEA), and therefore I agree to reimburse the OSCE any expenditures or bills paid in advance or to be paid in connection with my participation in the seminar, planned by OCEEA, should I be unable to travel or to fully participate in the seminar, with the exception of a personal emergency situation or an act of god for which I would have to provide proof.		
Date		Signature

HOFBURG LOCATION MAP

Map A - Overview



- Tramway
- Underground
- Bus
- by car

You can reach us via public transportation:

- Underground: U1, U3
- Tramway: D, J, 1, 2
- Bus: 2A, 3A

Josefsplatz no parking-site!
Only for delivery
(freight vehicles below 7,5t)

Hofburg Kongresszentrum & Redoutensäle Wien
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: <http://www.hofburg.com>

HOTELS IN VIENNA

OSCE Special Rate
No Special Rate Offered

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>Telephone +43 1</i>	<i>Fax +43 1</i>	<i>sg/db rate</i>
Vienna MARRIOTT Hotel	vienna.marriott.reservations@marriotthotels.com www.marriott.de (booking code: OSXC PPLUS NO 036544)	Parkring 12a, 1010 Wien	515 18 53	515 18 6736	€ 155 breakfast from €17.50
INTER-CONTINENTAL Wien	vienna@interconti.com www.intercontinental.at	Johannesgasse 28, 1037 Wien	711 22 26	711 22 344	€ 120 deluxe € 185 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hoteldefrance.at	Sschottenring 3 1010 Wien	313 68-0	319 59 69	€ 132/€ 152 incl breakfast
Hotel HERRENHOF	nadine.berschig@herrenhof-wien.steigenberger.at www.herrenhof-wien.steigenberger.at	Herrengasse 10, 1010 Wien	534 04	534 04 100	€ 139 deluxe € 169 breakfast € 26
RADISSON SAS STYLE Hotel Vienna	sales.vienna@radissonsas.com www.radissonsas.com	Herrengasse 12, 1010 Wien	22 78 00	512 22 16	from € 199 excl. breakfast
HILTON VIENNA PLAZA	info_vienna-plaza@hilton.com www.hilton.at	Schottenring 11, 1010 Wien	313 90	313 90 160	from € 169 excl. breakfast
VIENNA HILTON	rm_vienna@hilton.com www.hilton.de/wien	Am Stadtpark, 1030 Wien	717 00 344	713 06 91	from € 151 excl. breakfast
HOTEL SACHER	wien@sacher.com	Philharmonikerstrasse 4	51 456 0	51456810	€ 191 Buffet breakfast from €30

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Best Western Hotel KAISERHOF Vienna	reservation@hotel-kaiserhof.at www.hotel-kaiserhof.at	Frankenberggasse 10, 1040 Wien	505 17 01 81	505 88 75 88	€ 109 superior € 132 incl. 1 breakf
Hotel AM PARKRING Wien (Schick Hotels)	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	514 80 40	€ 117/€ 160 incl. breakfast
Best Western Hotel ERZHERZOG RAINER (Schick Hotels)	rainer@schick-hotels.com www.schick-hotels.com	Wiedner Hauptstr. 27-29, 1040 Wien	22 111	22 111 350	€ 96/€ 134 incl. breakfast
Hotel CAPRICORNO Wien (Schick Hotels)	capricorno@schick-hotels.com www.schick-hotels.com	Schwedenplatz 3-4, 1010 Wien	533 31 04	533 76 714	€ 99/€ 136 incl. breakfast
Hotel CITY CENTRAL Wien (Schick Hotels)	city.central@schick-hotels.com www.schick-hotels.com	Taborstrasse 8, 1020 Wien	211 05	211 05 140	€ 95/€ 129 incl. breakfast
Hotel STEFANIE Wien (Schick Hotels)	sabine.pollak@schick-hotels.com www.schick-hotels.com	Taborstrasse 12, 1020 Wien	211 50	211 50 160	€ 157/€ 208 incl. breakfast
Hotel AMADEUS	office@hotel-amadeus.at www.hotel-amadeus.at	Wildpretmarkt 5, 1010 Wien	533 87 38	533 87 38 38	€ 90-126/€ 53- 161 incl. breakf
Hotel ASTORIA (Austria Trend Hotels & Resorts)	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	515 77 82	€ 118/€ 158 incl. breakfast
Hotel JOHANN STRAUSS	info@hotel-johann-strauss.at www.hotel-johann-strauss.at	Favoriten Strasse 12, 1040 Wien	505 76 24	505 76 28	€ 88/€ 125 incl. breakfast
Das TYROL	reception@hotel-tyrol-vienna.com www.das-tyrol.at	Mariahilferstraße 15, 1060 Wien	587 54 15	587 54 15 9	€ 129/€ 165 incl. breakfast
Hotel REGINA (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Rooseveltplatz 15, 1090 Wien	404 46	408 83 92	€ 89/€ 109 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	512 15 31 20	€ 89/€ 109 incl. breakfast
Hotel ROYAL (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Singerstraße 3, 1010 Wien	515 68 96	513 96 98	€ 89/€ 109 incl. breakfast

NH Hotels	m-kral@nh-hotels.com	Airport, Belvedere, Mariahilfe strasse	260 20 8110	260 20 8108	€ 89/€ 109 incl. breakfast
Mercure Secession	H3532@accor.com	Getreidemarkt 5	58838212	58838	€ 90/€ 116 incl. breakfast

Best Western Hotel DAS TIGRA	info@hotel-tigra.at www.hotel-tigra.at	Tiefer Graben 14, 1010 Wien	533 96 41	533 96 45	€ 108 - € 167 incl. breakfast
Hotel MAILBERGER HOF	reception@mailbergerhof.at www.mailbergerhof.at	Annagasse 7, 1010 Wien	512 06 41	512 06 41 10	€ 80 - € 95 incl. breakfast
Hotel MARC-AUREL	marcaurel@chello.at www.hotel-marcaurel.com	Marc-Aurel-Straße 8, 1010 Wien	533 36 40	533 00 78	€ 99 - € 159 incl. breakfast

Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nossek.at	Graben 17, 1010 Wien	533 70 41	535 36 46	€ 73-97/€ 115 incl. breakfast
Hotel ALPHA	alpha@austria-hotels.at www.hotelalpha.at	Buchfeldgasse 8 1080 Wien	403 52 91	403 52 91-62	€ 75/€ 105 incl breakfast
Hotel GTAF STADION	hotel@graf-stadion.com www.graf-stadion.com	Buchfeldgasse 5, 1080 Wien	40 55 284	40 50 111	€ 60-90/€ 80- 150
Hotel POST	office@hotel-post-wien.at www.hotel-post-wien.at	Fleischmarkt 24, 1010 Wien	515 83	515 83 808	€ 74/€ 112
Hotel SCHWEIZERHOF	office@schweizerhof.at www.schweizerhof.at	Bauernmarkt 22, 1010 Wien	533 19 31	533 02 14	€ 90/€ 130 incl. breakfast
Hotel zur WIENER STAATSOPER	office@zurwienerstaatsoper.at www.zurwienerstaatsoper.at	Krugerstraße 11, 1010 Wien	513 12 74	513 12 74 15	€ 80-100/ € 113-135
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	534 55 77	€ 92-110/ € 143-198
Hotel KÄRTNERHOF	karntnerhof@netway.at www.karntnerhof.com	Grashofgasse 4, 1011 Wien	512 19 23	513 22 28 33	€ 68 - € 108 incl. breakfast
Hotel DREI KRONEN	office@hotel3kronen.at www.hotel3kronen.at	Schleifmühlgasse 25, 1040 Wien	587 32 89	587 32 89 11	€ 59 - € 89 excl. breakfast
CLIMA CITY Hotel	reservierung@climacity-hotel.com www.climacity-hotel.com	Theresianumgasse 21a, 1040 Wien	505 16 96	504 35 52	€ 75/€ 90
Hotel AUSTRIA Wien	office@hotelaustria-wien.at www.hotelaustria-wien.at	Am Fleischmarkt 20, 1010 Wien	515 23	515 23 506	€ 60 - € 124