

“Women in the Security Sector: Challenges and Opportunities for the OSCE Area and Beyond”

Vienna, 1 October 2018

INFORMATION PACKAGE

VENUE

The Event will take place on Monday, 1 October 2018, at the OSCE premises in the **Hofburg Congress Center, 1010 Vienna**, Heldenplatz, Neuer Saal.

Please note that access to the OSCE premises is permitted only on presentation of a photo ID card (passport, national ID card or driver’s license) in accordance with the registration modalities outlined below.

ACCREDITATION / REGISTRATION

Participants are kindly requested to fill out the registration form, specifying their affiliation, and return it by email to Ms. Elke Lidarik, < elke.lidarik@osce.org > no later than **Friday 26 September 2018, 5:00 p.m. CET**. Please note that the registration is only definite upon receipt of a confirmation email from the OSCE.

Access to the conference venue will be granted only to duly registered participants and upon presentation of a valid photo identity document. Badges may be obtained at the registration desk located in a temporary facility, clearly marked with OSCE logo, next to the main entrance (open on Monday 1 October, 2018, from 8.30 a.m. to 17 p.m.)

CONFERENCE FORMAT AND LANGUAGE

The conference will consist of a high level opening and closing and three working sessions on specific thematic areas, which will be addressed in an interactive format. OSCE delegations and all participants are invited to raise questions and engage in an interactive and result-oriented discussion. Speakers from government, international organizations, institutions and other organizations will take part to the event.

The working language of the Conference will be **English and Russian**.

VISA

Participants required under Austrian law to obtain a visa for entry into Austrian territory, are asked to make their own arrangements for securing a visa prior to their arrival.

Further details can be found on the Austrian MFA website www.bmeia.gv.at.

In case you seek a letter confirming your participation at the conference, kindly complete Section 2 of the registration form and e-mail it to Ms. Elke Lidarik < elke.lidarik@osce.org >. A copy of

- 1) valid passport
- 2) information on who will be funding travel and accommodation
- 3) date of the appointment at the Embassy

should be annexed to the request. Please note that due to the short notice it is hardly guaranteed that your request is being processed in time, therefore you need to hand in your request by 24 September 2018 at the latest.

DOCUMENT DISTRIBUTION

Participating States who wish to distribute documents are requested to send these materials in electronic format to the OSCE Gender Section < equality@osce.org >, by **Wednesday, 26 September 2018**. In addition, photocopiers will be available at the meeting venue for minor quantities of materials.

TRANSPORTATION

Participants are kindly requested to make their own travel and accommodation arrangements. Travel and accommodation expenses are not covered by the OSCE.

TAXI: Taxis can be found in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. € 40.00 - € 50.00. A pick-up at the airport can be booked in advance at a more moderate price from the company C&K www.cundk.at or from the company Airport Drivers www.airportdriver.at

TRAINS

City Airport Train (CAT) – to Vienna "Wien-Mitte – Landstraße/Hauptstraße" with access to the Underground (U-Bahn Lines 3 and 4) and taxi service.

For schedule and further information, kindly visit: www.cityairporttrain.com

AIRPORT BUS LINE Service

For schedule and further information, kindly visit:

http://www.viennaairport.com/en/passengers/arrival_parking/bus_connections

ACCOMODATION

Participants are kindly requested to make their own hotel arrangements, which will not be paid for by the OSCE. For your convenience, a list of hotels in Vienna is enclosed. Timely booking is highly advisable.

Hotel STEIGENBERGER HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at
Hotel PARK HYATT Vienna	https://vienna.park.hyatt.com/en/hotel/home.html

	Vienna.park@hyatt.com
Hotel K+K PALAIS	www.kkhotels.com kk.palais.hotel@kuk.at
Hotel STEFANIE	www.schick-hotels.com sabine.pollak@schick-hotels.com
Hotel CITY CENTRAL	www.schick-hotels.com city.central@schick-hotels.com
Hotel 25HOURS	www.25hours-hotels.com res.wien@25hours-hotels.com
Hotel JOHANN STRAUSS	www.kremsleherhotels.at js@kremslehnerhotels.at

POINTS OF CONTACT

For substantive issues:

Alessandra Scalia
Italian OSCE Chairmanship
Viennaosce.dimension1@esteri.it

For registration and visa issues:

Elke Lidarik
Conference Services
elke.lidarik@osce.org

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Registration Form

Please submit this form **not later 26 September 2018** by e-mail to elke.lidarik@osce.org

SECTION 1

Please complete in **ENGLISH** and in **CAPITAL LETTERS**

Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Names:
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Please tick the correct box and indicate which country/organization/OSCE/NGO etc you are representing:

<input type="checkbox"/> Participating State Please indicate country:	<input type="checkbox"/> Partner for Co-operation Please indicate country:	<input type="checkbox"/> International Organization Please indicate name of organization:
<input type="checkbox"/> OSCE Secretariat Please indicate department:	<input type="checkbox"/> OSCE Field Operation Please indicate name of FO:	<input type="checkbox"/> OSCE Institution Please indicate name of institution:
<input type="checkbox"/> NGO Please indicate name of NGO:		<input type="checkbox"/> Other:

Title / Position as to appear on the list of participants:
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Tel No. <u>with all prefixes, including national code:</u>	E-mail address:
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Special physical needs :

YES

NO

SECTION 2

TO BE FILLED IN BY NOT PERMANENTLY ACCREDITED DELEGATION MEMBERS AND PERSONS REQUESTING VISA SUPPORT LETTERS

Should you require visa support, (a) the passport copy as well as information on (b) which Embassy the letter should be sent to, (c) the date of visa appointment and (d) who is funding the travel, should be sent to elke.lidarik@osce.org. Please note that it can take up to 14 days to process, so applications should be lodged as soon as possible

<i>Nationality</i>		<i>Current country of residence</i>		<i>Day</i>	<i>Month</i>	<i>Year</i>			
<i>Passport number</i>		<i>Issued on and by</i>		<i>Passport type</i>			<i>Expiry date</i>		
				<i>Diplomatic</i>	<i>National</i>	<i>Other</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Arrival		Flight #:	Departure			Flight #:			
Date:		Time:		Date:		Time:			