

Vienna, 7 November 2007

Launch Seminar of the Mediterranean edition of the Handbook on Establishing Effective Labour Migration Policies

Logistical Modalities

Rabat, 12-13 December 2007

Seminar Venue:
Balafraj Conference Center
Ministry of Foreign Affairs and Cooperation
Kingdom of Morocco
Address: Avenue F.Roosevelt, Quartier Hassan

1. REGISTRATION

In order to allow for timely arrangements, the organizers kindly request sponsored participant to send the attached registration form latest by **20 November 2007**, preferably by e-mail, in English or French, completed with all necessary details to:

Ms. Maha Bargach, IOM Rabat
Email: Medhandbooklaunch@iom.int
Tel.: +212 37 652881
Fax: +212 37 758540

AND

Ms. Ina Jurasin, Office of the Co-ordinator of OSCE Economic and Environmental Activities
Email: registration-rabat-at@osce.org
Tel.: +43 1 51436756
Fax: +43 1 514366251

Additional registrations can be received after the 20 November 2007 deadline, but they will not be considered for financial sponsorship.

2. TRAVEL ARRANGEMENTS

2.1. Sponsorship

For a limited number of sponsored participants, mainly from the countries of the Southern Mediterranean region, the travel and accommodation costs will be covered by the organizers of the seminar.

All other participants are kindly requested to make their own travel arrangements.

Procedure for sponsored participants:

➤ **Application for sponsorship:**

The application for sponsorship should be submitted before 20 November 2007 to Ms. Nina Lindroos-Kopolo, Office of the Co-ordinator of OSCE Economic and Environmental Activities, Vienna (e-mail: registration-rabat-at@osce.org; fax: +43-1-514 36 6251).

2.2. Hotel Booking

Sponsored participants will be accommodated at the **Golden Tulip Farah Hotel**, Place Sidi Makhoulf, 1000 Rabat.

Non-sponsored participants are kindly requested to make their own accommodation arrangements. Rooms have been pre-booked for the seminar participants at the **Rabat Hotel until 21 November 2007** at a preferential rate. When making the booking, you should mention that you are a seminar participant to ensure that you get the preferential rate. You are also kindly requested to inform us of the hotel you have selected on the registration form.

Please find the list of hotels below:

1. Hôtel tour Hassan : <http://www.latourhassan.com>

Rates, including taxes, by night	single Dh	euro
Room	1325	120

2. Hôtel Rabat : <http://www.hotelrabat.com>

Rates, including taxes, by night and breakfast	single Dh	euro
Room	990	90

3. Hotel Hilton:

http://www1.hilton.com/en_US/hi/hotel/RBAHITW-Rabat-Hilton/index.do

Rates, including taxes, by night	single Dh	euro
Room	1250	114

***breakfast not included:** 190 MAD (21 USD)

4. Hôtel Oumlil : Email : oumlil1@iam.net.ma Tel: 037-68-34-34

Rates, including taxes, by night	single Dh	euro
Room	656.5	59

3. TRANSPORTATION

Free-of-charge transfers between the airport (Casablanca and Rabat) and your hotel will be provided on **11 December 2007** for arrivals and on **14 December 2007** for departures for all participants. Please look for an IOM sign upon arrival at the airport. In order to enable us to organize the transport service, we kindly request you to clearly indicate your arrival and departure date/time/flight number on the registration form.

Daily transfers between the hotel and the seminar venue will be provided from selected hotel.

4. ACCREDITATION AT THE CONFERENCE

Accreditations at the **Seminar Venue – Balafrej Conference Center** – will start

- on Wednesday, 12 December 2007, as from 8:00 am
- on Thursday, 13 December 2007, as from 8:00 am

Participants are kindly requested to contact the registration desk, where on-site registration and distribution of meeting badges will take place. Please note that seminar badges are required for access to the Launch Seminar. They will be issued upon presentation of the participants' passport or ID.

5. DOCUMENT REGISTRATION & DISTRIBUTION

Participants are welcome to distribute documents related to their Institution/Organization and/or to the theme of the Seminar. All documents, if not sent in advance, have to be submitted for registration to the *Seminar Secretariat* prior to distribution.

In view of protecting the environment the organizers wish to limit to the extend possible the printing of documents. Therefore, all speeches, presentations and other documents will be made available on the Launch Seminar website www.osce.org/conferences/eea_migmed.html. Please note that the website will be activated shortly.

The organizers kindly request the participants:

- a) to send their documents in electronic format well in advance to Ms. Ina Jurasin, email: registration-rabat-at@osce.org, tel.:+43 1 514 36 756.
- b) to request a printed copy only when necessary, as the documents can be retrieved from the specific conference website.

6. TRANSLATION SERVICES

Simultaneous interpretation will be provided during the seminar in English, Arabic and French.

7. VISA REQUIREMENTS

Visas shall be issued to seminar participants upon their request to the respective Embassies of Morocco abroad. Participants, who require a visa under the Moroccan law, shall contact for assistance Ms. Maha Bargach (Medhandbooklaunch@iom.int) at IOM Rabat.

Further details can be found and downloaded from the MFA website, under the following link: <http://www.maec.gov.ma/en/default.html>.

8. LUNCHESES

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

9. SOCIAL EVENTS

9.1. Reception

- Wednesday 12 December 2007

19.30 – 21.00 Reception hosted by the Ministry of Foreign Affairs of the Kingdom of Morocco

9.2. Optional Excursion Programme offered to participants

- Excursions on a self-paying and voluntary basis can be offered for the days after the seminar. The different excursion options will be provided by a Travel Agency at a later stage to the participants. Kindly inform us of your interest in participating in such excursions.

10. GENERAL INFORMATION

Rate of Exchange: 1 EUR = 11 Morocco Dirhams

Weather: In Rabat the temperatures are expected to be between 9 and 18 degrees Celsius in December.

Time difference: The time in Morocco is two hours behind the Central European Time (CET).

11. CONTACTS

For further information or assistance, please contact:

IOM Rabat

Ms. Maga Bargach

Email: Medhandbooklaunch@iom.int

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OSCE Vienna

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