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15 September 2015

ENGLISH only

## Organization for Security and Co-operation in Europe

Office of the Secretary General  
*External Co-operation Section*

Vienna, 15 September 2015

**To:** Delegations of participating States to the OSCE  
Mediterranean Partners for Co-operation  
Asian Partners for Co-operation  
International Organizations invited to attend the 2015 Mediterranean Conference

**Subject:** Practical Arrangements – 2015 Mediterranean Conference  
“Common security in the Mediterranean region – challenges and opportunities”, to be held in the Hashemite Kingdom of Jordan, on 20 and 21 October 2015

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### I PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision PC.DEC/1175 of 16 July 2015, the External Co-operation Section would like to inform all participants in the 2015 Mediterranean Conference, to be held in the Hashemite Kingdom of Jordan, on 20 and 21 October 2015, about the following:

#### I.1 Venue

The conference will be held at the Mövenpick Resort Dead Sea, Sweimeh, Dead Sea Road  
Tel: +962 5 356 11 11 | [resort.deadsea@moevenpick.com](mailto:resort.deadsea@moevenpick.com)

<http://www.moevenpick-hotels.com/en/middle-east/jordan/amman/resort-dead-sea/overview/>

#### I.2 Accreditation of Participants in the Conference

A **Note Verbale** from each Mission/Delegation should be sent to the OSCE Secretariat ([pm-extco@osce.org](mailto:pm-extco@osce.org)), indicating **in protocol order** the composition of Delegation, together with a completed **registration form** (attached) for each member of the Delegation, **no later than by 5 October 2015 COB.**

### **I.3 Hotel Accommodation**

The host country has arranged for special rates for participants at the Mövenpick Resort Dead Sea – the venue of the conference. The agreed rates per night, including breakfast are JOD 85.00 for a single room and JOD 95.00 for a double room. Rates are subject to service charge (currently 10%) and the prevailing rate of government tax (currently 7 %).

**Participants are encouraged to reserve their rooms as soon as possible and by 5 October 2015 in order to receive the special rates. Room availability and rates for reservations made after that date cannot be guaranteed.**

Reservations must be made using this link:

[https://gc.synxis.com/rez.aspx?Hotel=19871&Chain=7714&group=MPDS1\\_OSCE](https://gc.synxis.com/rez.aspx?Hotel=19871&Chain=7714&group=MPDS1_OSCE)

## **II TRAVEL**

### **II.1 Visa Requirements**

Although it is possible to obtain a visa at the airport upon arrival, participants are kindly advised to arrange for their visa with the local Embassy or Consulate of Jordan prior to arrival. Please note that for nationals of some countries a prior visa clearance is required. More information on the visa regime can be found on the website of the Jordan Tourism Board: <http://international.visitjordan.com/Home/GeneralInformation/EntryintoJordan/GeneralInformation.aspx>

### **II.2 Flights**

Participants are kindly requested to make their own flight arrangements. The airport in Amman is a popular destination and operated by many airlines.

### **II.3 Transfer from the Airport to the Hotel/Conference Venue**

Arrangements for Ministers and Vice-Ministers (or equivalent level) will be made by the Jordanian authorities (information to be communicated to the delegations in due time).

The Mövenpick Resort Dead Sea has an agreement with Hertz, offering the following shuttle options from and to the airport in Amman:

- Standard Sedan Car with driver cost per way is JOD 58.00
- Luxury car or Minivan with driver cost per way is JOD 81.00

Interested participants are kindly advised to contact the Hertz office directly: [Meetandgreet@hertzjordan.com](mailto:Meetandgreet@hertzjordan.com)

## **III. OSCE WEBSITE**

For the conference, a special link was created on the OSCE website leading to all relevant documents. This site will also be used for communication of any further activities, information circulars etc. Therefore, participants are reminded to regularly check information provided under this link <http://www.osce.org/secretariat/174321>

## **IV OTHER USEFUL INFORMATION**

### **IV.1 Weather**

In Amman, in October, temperatures are expected to be around 20 degrees Celsius by day and 12 degrees Celsius by night.

### **IV.2 Time difference**

The time in Jordan is one hour ahead of the Central Europe Time (CET).

### **IV.3 Currency**

The official currency in Jordan is the Jordanian Dinar (JOD). The exchange rate as of 10 September 2015 is as follows:

1 EUR = 0.794299 JOD

1 JOD = 1.25897 EUR

### **IV.4 Credit Cards, cash machines**

Before departure, participants are reminded to check with the bank providing the respective card whether it would be valid in Jordan.

### **IV.5 Electricity supply**

In Jordan the standard voltage is 230 V; the standard frequency is 50 Hz.

### **IV.6 Mobile phones**

Foreign mobile phones are operational in Jordan. For information about the roaming tariffs, please contact your provider.

### **IV.7 Point of Contact at the OSCE Secretariat:**

For further information or assistance, please contact:

Ms. Aldona Szymanski  
Senior External Co-operation Assistant  
External Co-operation Section  
OSCE Secretariat  
Wallnerstrasse 6  
A-1010 Vienna, Austria

Tel.: (+43-1) 514 36 – 6190  
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**2015 Mediterranean Conference**  
“Common security in the Mediterranean region – challenges and opportunities”  
Hashemite Kingdom of Jordan, 20 - 21 October 2015

## Registration Form

*Please complete by typing in the white cells; to tick the check boxes, please double click on them and choose the “checked” option*

Name of State / Institution:							
Please tick one of the categories below:							
<input type="checkbox"/> Participating State		<input type="checkbox"/> Partner for Co-operation		<input type="checkbox"/> International Organization		<input type="checkbox"/> Academic Community	
<input type="checkbox"/> NGO		<input type="checkbox"/> OSCE Secretariat		<input type="checkbox"/> Other:			
Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>							
Father's Name (if applicable):				Given Name(s):			
Title / Position as to appear on the list of participants:							
Nationality:				E-mail address:			
				@			
Mobile # <i>with all prefixes, including national code</i> :				Contact details <i>at home</i> in the event of an emergency:			
<u>Arrival</u>		<u>Flight #:</u>		<u>Departure</u>		<u>Flight #:</u>	
Date:		Time:		Date:		Time:	
During the Conference, I will stay at the Mövenpick Resort Dead Sea <input type="checkbox"/> and will be accompanied by <input type="text"/> person(s) Alternatively, I can be reached under the following address / tel. / fax #:							

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit this form **not later than by 5 October 2015 COB**  
e-mail: [pm-extco@osce.org](mailto:pm-extco@osce.org)