



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 12 October 2004

First Preparatory Seminar for the Thirteenth OSCE Economic Forum

"Demographic Prospects in the OSCE area: Economic and Security Implications"

Trieste, Italy, 8 -9 November 2004

Organizational Modalities

Conference Venue:

**Università degli Studi di Trieste
Aula Magna (3rd floor)
Piazzale Europa, 1
I-34127 TRIESTE**

Participants will have at their disposal a conference room for the plenary session.

Access to PCs and Internet will be available in a separate IT area.

A conference secretariat will provide assistance for speakers and participants. Printing and copying facilities for the display and distribution of relevant publications, documents and information materials will be available.

Technical equipment for presentation of audio-visual materials will be provided upon advance request (power point, overhead, flip chart).

PARTICIPATION

Representatives of OSCE participating States, OSCE institutions and field presences, representatives of International Organizations and representatives of business community, Non-Governmental Organizations and academic community will participate in the Seminar. The Partners for Co-operation and the Mediterranean Partners for Co-operation are invited to attend the seminar.

The seminar should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. *To this end, no formal interventions in the form of prepared statements are envisaged.* However, written materials may be submitted in advance for circulation by the OSCE Secretariat. **No fee for participation is requested.**

ACCREDITATION (REGISTRATION): Deadline: 29 October 2004

Please return the attached seminar “registration form” (Annex 1) to the OSCE Secretariat (Contact: Ms. Andrea Gredler: andrea.gredler@osce.org, Fax. + 43 1 514 36 6251, Tel: +43 1 51436 575), *completed with your precise arrival & departure time, travel mean (flight, train or car) and hotel booked.*

At their arrival, participants are kindly requested to contact the **registration desk in the hall outside the “Aula Magna” 3rd floor**, where on-site registration, distribution of meeting badges and circulation of documents will start on **Monday, 8 November 2004 (08.00 – 17.00)**.

Please note that conference badges are required for access to all the Seminar Events. They will be issued on presentation of the participants’ passport or ID.

Press will have access to the Opening and Closing plenaries only.

VISA REQUIREMENTS: please consult

Annex 2 : Information Notice on Italian visa requirements

Annex 3 : Information Notice on Slovene visa requirements

HOTEL RESERVATION (Annex 4)

Block reservations (limited number of rooms) with special group rates have been made at the a number of hotels listed in Annex 4

We kindly request the participants to proceed for their own hotel booking.

Please quote ‘participant to the OSCE Seminar’ when booking the room and address it to the contact person named for each hotel.

Deadline for bookings: 30 October 2004. The special rate is only valid for reservations made till that date. After that date the rooms cannot be guaranteed.

A shuttle service will be provided daily and free of charge **from the hotels to the conference venue and return.**

TRANSPORTATION

Free-of -charge transfers upon arrival and departure from the Airport “Ronchi dei Legionari” (Trieste Airport, 1 hour drive from the city) and from “Trieste Centrale” Railway Station will be provided. Further information about the transfers to the hotel will be provided upon arrival at the OSCE Desk at the “Ronchi dei Legionari” airport/”Trieste Centrale” Railway Station in Trieste.

Please note that this transfer can ONLY be provided to participants who have registered and clearly indicated their time of arrival and the hotel booked on the registration form attached (Annex 1).

A shuttle service will be provided daily and free of charge **from the hotels to the conference venue and return.**

Information on flight and trains connections between Vienna – Trieste can be found in **Annex 5**.

SOCIAL EVENTS

Further Information will be available at arrival:

- Monday, 8 November 2004: Reception offered by Local Authorities of Trieste
- Tuesday, 9 November 2004: afternoon (rd. 15:00 – 17:00) - Visit to “PORTO VECCHIO “ (OLD HARBOUR) . Further information to be found on the Website: [_http://www.expo.trieste.it/](http://www.expo.trieste.it/).

TRANSLATION SERVICES

Simultaneous interpretation will be provided during the seminar in English and Russian.

DOCUMENT DISTRIBUTION & REGISTRATION:

Participants are welcome to distribute documents related to their Organization and/or to the theme of the Seminar. All documents have to be submitted to the Conference Secretariat for registration. We kindly request the receipt of documents in electronic format and well in advance to facilitate their timely distribution.

CONTACT: OSCE SECRETARIAT, VIENNA

For substantial issues: Mr. Gabriel Leonte, Tel: +43 514 36 776, Mob: (+43) (0) 664 9209294, Fax: +43 1 514 36 6251, email: gabriel.leonte@osce.org

For logistical queries: Ms. Andrea Gredler , Tel: +43 1 514 36 575, Mob:(+43) (0) 664 1858396, Fax: +43 1 514 36 6251, email: andrea.gredler@osce.org

Information are also available on the OSCE web site: <http://www.osce.org/eea>



Organization for Security and Co-operation in Europe

First Preparatory Seminar for the Thirteenth OSCE Economic Forum

Trieste, Italy, 8 - 9 November 2004

Venue: *Università degli Studi di Trieste, Aula Magna (3rd floor), Piazzale Europa,1*

REGISTRATION FORM

Please return the Registration form (**deadline: 29 October 2004**) to Ms. Andrea Gredler
 OSCE-OCEEA: Fax: +43 1 514366251; Tel: +43 1 51436575; email: andrea.gredler@osce.org

State/Delegation/Institution:		
Title (Amb, Mr, Ms, Dr)	First Name	Family Name
Position:		Department:
Mailing Address:		
Phone (with country code)	Fax:	E-Mail:
Participant:	Title of presentation:	
Speaker:		
REGISTRATION for SHUTTLE TRANSFERS (Airport/Railway Station to Hotels):		
<u>ARRIVAL</u> Date:	1. by plane (flight Nbre/arrival time):..... 2. by train (train Nbre./arrival time):..... 3. by car (<i>parking space available at the Conference venue/University of Trieste</i>): approx. arrival time:.....	
<u>DEPARTURE</u> Date:	1. by plane (flight Nbre/departure time):..... 2. by train (train Nbre./departure time):..... 3. by car (<i>parking space available at the Conference venue/University of Trieste</i>): approx. departure time:.....	
HOTEL in TRIESTE:		
I will attend the Visit to “PORTO VECCHIO “ (OLD HARBOUR) 0 YES 0 NO		

POINTS TO REMEMBER

Visa Information (Annexes 2&3): Participants are kindly requested to proceed for their own visa arrangements.
Travel and Accommodation: Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE (see [Hotel list Annex 4](#))
Shuttle transfer from Airport of Trieste /Railway Station to Hotel/Conference venue provided free of charge; **ONLY** available upon registration (see "registration for transfers" above). Contact OSCE Welcome Desk / Signs at your arrival.
A shuttle service will be provided daily and free of charge **from the hotels to the conference venue and return.**

INFORMATION NOTICE ON ITALIAN VISA REQUIREMENTS

Citizens of the participating States listed below (item Nr. 3) will need Italian visas. Delegates from these countries, are strongly advised to apply as early as possible for a visa (deadline 21 October).

1. Please note that visas cannot be issued upon arrival in Italy. The visa must be obtained in advance and stuck to the applicant's passport at an Italian diplomatic Mission. Visas will be free of charge only by following the application procedure as described below.

2. Participants already in possession of a residence permit in any Schengen State do not need to apply for a Visa, regardless of their citizenship.

3. Passport holders of following countries require visas to enter Italy:

OSCE participating States: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russian Federation, Serbia and Montenegro, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan.

Mediterranean Partners for Co-operation: Algeria, Egypt, Jordan, Morocco, Tunisia.

Partners for Co-operation: Afghanistan, Thailand.

Participants from these countries are **strongly advised to apply as early as possible for a visa and not later than 21 October 2004.**

General information on the visa procedure can be found on the website of the Italian Ministry of Foreign Affairs at http://www.esteri.it/eng/5_32_183.asp.

To receive a visa for Italy free of charge, participants must apply for a visa at the Italian diplomatic Mission in their residence country¹.

Please note that **each application form must be accompanied by:**

- the applicant's passport;
- two passport-sized photographs;
- the letter of invitation from the OSCE Secretariat OR the respective OSCE Field Presence (if this letter is addressed to the Government, a letter of appointment from that Government as its representative must also be submitted).

¹ Italian Embassies or Consulates able to provide visas are present in every OSCE Member State and Partner, except for Kyrgyzstan, Moldova, Tajikistan, and Turkmenistan, whose citizens can apply respectively to the Italian Embassies in Almaty, Bucharest, Tashkent and Moscow.

INFORMATION NOTICE ON SLOVENE VISA REQUIREMENTS

In connection with the First Preparatory Seminar for the Thirteenth OSCE Economic Forum to be held in Trieste (8 - 9 November 2004) it is expected that some participants will enter Italy by transiting the territory of Slovenia. In such case the citizens of the countries listed in Annex 2 (item 3) of the document (Organizational Modalities) will need to obtain Slovene transit visas. Representatives of these countries are advised to submit a visa application form as soon as possible at a Slovene embassy or consular post. Visas will be issued free of charge.

Since it is expected that most of the participants will apply at the Slovene Embassy in Vienna, it is advisable to contact the consular section at the following address:

EMBASSY OF THE REPUBLIC OF SLOVENIA

Niebelungengasse 13

A-1010 Vienna

Phone: + 43 1 585 22 40

Fax: + 43 1 585 22 43

E-mail: vdu@mzz-dkp.gov.si

Please note that transit visas cannot be issued at Slovene border posts. Therefore, we advise once again all the participants who need to obtain visas to apply for them as soon as possible, preferably by October 22, to allow for the visa issuing procedures to be completed in time. Please be advised that a visa needs to be affixed to the passport by a Slovene consular officer.

Documents that need to be submitted together with the visa application form are:

- the applicant's passport;
- one passport-sized photograph;
- a diplomatic note from the respective diplomatic representation of the applicant, confirming his participation at the First Preparatory Seminar for the Thirteenth OSCE Economic Forum in Trieste OR a letter of invitation from the OSCE Secretariat.

Those participants who are in possession of a residence permit in Slovenia do not need to apply for a transit visa.

The English version of the Slovene visa application form is available in electronic format on the website of the Slovene Foreign Ministry (<http://www.gov.si/mzz/eng>), in the visa part of the "Useful Information" section.

HOTEL LIST in TRIESTE

<p>Starhotel Savoia Excelsior **** (30 rooms) Riva Mandracchio 4 tel. + 39 040 77941 fax. + 39 040 638260 Single room rate: 130 Euro incl. breakfast contact person: Mrs. Barbara MINOZZI www.starhotels.it savoiaexcelsior.ts@starhotels.it</p>	<p>Jolly Hotel **** (30 rooms) Corso Cavour 7 tel. + 39 040 7600055 fax +39 040 362699 Single room rate: 130 Euro incl. breakfast contact person: Mrs. Krista BISSINGER www.jollyhotels.it ts_reservation@jollyhotels.com</p>
<p>Hotel Continentale **** (25 rooms) Via S. Nicolò 25 tel. +39 0450 631717 fax. +39 040 368816 Single room rate: 130 Euro incl. breakfast contact person: Mr. Stefano DE ROSA booking@goldengrouphotel.com</p>	<p>Hotel Colombia **** (15 rooms) Via Della Geppa 18 tel. +39 040 369191 fax. +39 040 369644 Single room rate: 130 Euro incl. breakfast contact person: Mrs. Michela www.hotelcolombia.it colombia@hotelcolombia.it</p>
<p>Hotel Alla Posta *** (14 rooms) Piazza Oberdan 1 tel. + 39 040 365536 fax. +39 040 633720 Single room rate: 100 Euro incl. breakfast contact person: Mr. Ludovico DONADIO www.albergopostatrieste.it info@albergopostatrieste.it</p>	<p>Hotel Milano *** (20 rooms) Via Ghega 17 tel. + 39 040 369680 fax. +39 040 369727 Single room rate: 100 Euro incl. breakfast contact person: Mr. Giuseppe GUCCIONE www.hotel-milano.com</p>
<p>Hotel Italia *** (15 rooms) Via Della Geppa 15 tel. +39 040 369900 fax. +39 040 630540 Single room rate: 100 Euro incl. breakfast contact person: Mr. Guerrino LANCI www.hotel-italia.it info@hotel-italia.it</p>	

MAP link:

<http://www.viamichelin.com/viamichelin/deu/dyn/controller/mapPerformPage?strLocation=Trieste&strCountry=eur>

FLIGHTS CONNECTIONS VIENNA – TRIESTE & RETURN

FLIGHTS VIENNA – TRIESTE, 6 and 7 November 2004

Flight	Flight
Depart Date: 06 Nov 2004 From: Vienna, Austria To: Trieste, Italy	Depart Date: 07 Nov 2004 From: Vienna, Austria To: Trieste, Italy
Alitalia (AZ) Flight 195 Depart: 0710 - Vienna, Austria Arrive: 0840 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 1339 Depart: 0940 - Malpensa Apt - Milan Arrive: 1115 - Trieste, Italy	Lufthansa German Airlines (LH) Flight 3551 Depart: 0905 - Vienna, Austria Arrive: 1010 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 4002 Depart: 1045 - Munich International Airport Arrive: 1200 - Trieste, Italy
Alitalia (AZ) Flight 0199 Depart: 1205 - Vienna, Austria Arrive: 1335 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 1341 Depart: 1500 - Malpensa Apt - Milan Arrive: 1635 - Trieste, Italy	Alitalia (AZ) Flight 0199 Depart: 1205 - Vienna, Austria Arrive: 1335 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 1341 Depart: 1500 - Malpensa Apt - Milan Arrive: 1635 - Trieste, Italy
Lufthansa German Airlines (LH) Flight 3555 Depart: 1255 - Vienna, Austria Arrive: 1400 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 4004 Depart: 1510 - Munich International Airport Arrive: 1625 - Trieste, Italy	Lufthansa German Airlines (LH) Flight 3555 Depart: 1255 - Vienna, Austria Arrive: 1400 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 4004 Depart: 1510 - Munich International Airport Arrive: 1625 - Trieste, Italy
Alitalia (AZ) Flight 197 Depart: 1810 - Vienna, Austria Arrive: 1940 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 1343 Depart: 2030 - Malpensa Apt - Milan Arrive: 2205 - Trieste, Italy	Lufthansa German Airlines (LH) Flight 3559 Depart: 1715 - Vienna, Austria Arrive: 1820 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 4006 Depart: 1945 - Munich International Airport Arrive: 2100 - Trieste, Italy
Alitalia (AZ) Flight 197 Depart: 1810 - Vienna, Austria Arrive: 1940 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 1343 Depart: 2030 - Malpensa Apt - Milan Arrive: 2205 - Trieste, Italy	Alitalia (AZ) Flight 197 Depart: 1810 - Vienna, Austria Arrive: 1940 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 1343 Depart: 2030 - Malpensa Apt - Milan Arrive: 2205 - Trieste, Italy

FLIGHTS TRIESTE – VIENNA, 9 and 10 November 2004

Flight Depart Date: 09 Nov 2004 From: Trieste, Italy To: Vienna, Austria	Flight Depart Date: 10 Nov 2004 From: Trieste, Italy To: Vienna, Austria
<p>Alitalia (AZ) Flight 1336 Depart: 0610 - Trieste, Italy Arrive: 0745 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 194 Depart: 0950 - Malpensa Apt - Milan Arrive: 1125 - Vienna, Austria</p> <p>Alitalia (AZ) Flight 1356 Depart: 0700 - Trieste, Italy Arrive: 0810 - Fiumicino Apt - Rome Connect: Alitalia (AZ) Flight 0188 Depart: 0925 - Fiumicino Apt - Rome Arrive: 1110 - Vienna, Austria</p> <p>Lufthansa German Airlines (LH) Flight 4007 Depart: 0825 - Trieste, Italy Arrive: 0940 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 3554 Depart: 1115 - Munich International Airport Arrive: 1220 - Vienna, Austria</p> <p>Alitalia (AZ) Flight 1338 Depart: 1150 - Trieste, Italy Arrive: 1325 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 0198 Depart: 1430 - Malpensa Apt - Milan Arrive: 1605 - Vienna, Austria</p> <p>Lufthansa German Airlines (LH) Flight 4003 Depart: 1245 - Trieste, Italy Arrive: 1400 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 3558 Depart: 1515 - Munich International Airport Arrive: 1620 - Vienna, Austria</p> <p>Lufthansa German Airlines (LH) Flight 4005 Depart: 1705 - Trieste, Italy Arrive: 1820 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 3560 Depart: 1915 - Munich International Airport Arrive: 2020 - Vienna, Austria</p>	<p>Alitalia (AZ) Flight 1336 Depart: 0610 - Trieste, Italy Arrive: 0745 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 194 Depart: 0950 - Malpensa Apt - Milan Arrive: 1125 - Vienna, Austria</p> <p>Alitalia (AZ) Flight 1356 Depart: 0700 - Trieste, Italy Arrive: 0810 - Fiumicino Apt - Rome Connect: Alitalia (AZ) Flight 0188 Depart: 0925 - Fiumicino Apt - Rome Arrive: 1110 - Vienna, Austria</p> <p>Lufthansa German Airlines (LH) Flight 4007 Depart: 0825 - Trieste, Italy Arrive: 0940 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 3554 Depart: 1115 - Munich International Airport Arrive: 1220 - Vienna, Austria</p> <p>Alitalia (AZ) Flight 1338 Depart: 1150 - Trieste, Italy Arrive: 1325 - Malpensa Apt - Milan Connect: Alitalia (AZ) Flight 0198 Depart: 1430 - Malpensa Apt - Milan Arrive: 1605 - Vienna, Austria</p> <p>Lufthansa German Airlines (LH) Flight 4003 Depart: 1245 - Trieste, Italy Arrive: 1400 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 3558 Depart: 1515 - Munich International Airport Arrive: 1620 - Vienna, Austria</p> <p>Lufthansa German Airlines (LH) Flight 4005 Depart: 1705 - Trieste, Italy Arrive: 1820 - Munich International Airport Connect: Lufthansa German Airlines (LH) Flight 3560 Depart: 1915 - Munich International Airport Arrive: 2020 - Vienna, Austria</p>

TRAIN SCHEDULES VIENNA – TRIESTE & RETURN

Detailed timetables for train connections between Vienna and Trieste can be found under www.oebb.at or by calling the information: (01) 051717