



Organization for Security and Co-operation in Europe

The Office of the Secretary General

Vienna, 6 May 2014

ORGANIZATIONAL MODALITIES

OSCE Security Days 2014

27 May 2014

The OSCE Secretariat is delighted to inform you on the following organizational modalities for the *Security Days 2014* Conference on “The OSCE and Chapter VIII of the United Nations Charter: Confronting Emerging Security Challenges in the Euro-Atlantic and Eurasian Space”, to be held in Vienna on 27 May 2014.

1. Venue

The Conference will take place in the Hofburg Congress Center, Heldenplatz, 1010 Vienna, Austria.

The Reception hosted by the OSCE Secretary General and the Night Owl session on 27 May will take place in the same venue.

2. Final Agenda and Organizational Modalities

The draft agenda and additional material will be updated regularly on the web page (www.osce.org/event/securitydays2014). The final agenda will be circulated prior to the event.

The Conference will be conducted in English language with no interpretation. The room shall be set up in theatre style with panelists sitting in armchairs to facilitate informal discussions.

To foster an open debate, the event will draw on the participation of the media. As active participation is welcomed and encouraged, comments and questions can be sent prior to and during the event via Twitter, [@OSCE](https://twitter.com/OSCE), using the hashtag [#secdays](https://twitter.com/OSCE).

Security Days 2014 will also include a Night Owl Session on “Perspectives of the Next Generation on Challenges to Security in the OSCE Region”, which is targeted especially at a young audience in order to further stimulate the discussion with additional insights.

3. Accreditation/Participation

While open to all, participation requires the submission of the registration form in due time. Participants are kindly requested to fill in the registration form (to be found at www.osce.org/event/securitydays2014) and to send it to elke.lidarik@osce.org, not later than

16 May 2014. Access to the OSCE premises will be granted only to registered participants and upon presentation of a valid identity document with a picture.

We highly encourage representatives of OSCE participating States, Academia, Think Tanks, and students to attend.

4. Discussion Format

Panelists will have at their disposal a five-minute introduction to present main ideas on given topics and launch an informal debate. Prior to the Conference, the panelists are kindly asked to submit their biography and one-page outline to securitydays@osce.org by 16 May 2014. A hardcopy of the aforementioned documents will be uploaded on the conference's web page and handed out to participants.

Moderators will play a crucial role in steering the debate among panelists and with the audience. There are also expected to keep the auditorium engaged and informed, while promoting interaction.

The Conference will be held under the Chatham House Rule with the exception of the side event "Perspectives of the Next Generation on Challenges to Security in the OSCE Region", which will make full use of social media and Internet technologies to engage with young people throughout the OSCE area. In addition, to ensure and promote a lively debate, all interventions should be as concise as possible.

6. Visa

Participants, if required under Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmeia.gv.at. In case a letter of confirmation of participation for visa requirements is needed, please fill out Section 2 of the registration form. Preferably the registration form as well as a copy of the passport should be annexed to the request. Please note that it can take up to 14 days to process, so applications should be lodged as soon as possible. The point of contact for visa issues is Ms. Lidarik elke.lidarik@osce.org.

7. Point of Contact:

Ms. Daliborka Janković
External Cooperation/OSG
Tel.: +43 1 514 36 6873
Mobile: +43 676 717 2648
Email: securitydays@osce.org

8. Transportation

Participants are kindly requested to make their own travel and accommodation arrangements and, unless previously specified, 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:

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 (Tel: +43 1 44444) or from the company Airport Drivers www.airportdriver.at (Tel: +43 1 22822), both at a price of € 33.00)

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: € 12.00 one way; € 19.00 return;

Schedule: every ½ hour: Airport-Vienna 6/36 min. after every full hour;

Vienna-Airport 6/36 min. after every full hour;

Trip: 16 min. non-stop.

b) Schnellbahn (S1, S2 or S7) – to Vienna “Wien-Mitte – Landstraße/Hauptstraße” with direct access to the Underground (U3 and U4) and taxis.

http://www.schnellbahn-wien.at/web/flughafen_wien-schwechat.html

Price: € 4.20 one way.

Schedule: every ½ hour; Trip: approx. 30 min.

Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien-Floridsdorf);

Bus Services Vienna Airport Lines (3 lines)

Price: € 8.00 one way; € 13.00 return.

Line 1185 going to Morzinplatz/Schwedenplatz (access to U1 and U4), line 1187 going to Bahnhof Meidling/Dörfelstrasse (access to S-Bahn and U6) and then further to Westbahnhof (access to U3 and U6) and line 1183 going to Kagran via Vienna International Center (access to U1).

Trip: approx. 40 min. Tel: +43 (1) 7007-32300

http://www.postbus.at/en/Airportbus/Vienna_AirportLines/Morzinplatz/index.jsp

9. Accommodation:

Participants are kindly requested to make their own hotel arrangements, which, unless previously specified, will not be paid for by the OSCE. Details of a number of local hotels are attached hereto (Annex 1).

Hotels closer to the venue (walking distance) are “Hotel Herrenhof” and “Mercure Secession” (marked in red).

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/>

10. Catering/social events:

The conference will include a lunch buffet in the Hofburg on 27 May, as well as regular coffee breaks. In the evening of 27 May, the OSCE Secretary General will host a reception in the Hofburg.

11. Accessibility

If you have any access requirements, please contact the event organizer (securitydays@osce.org) in advance so that arrangements, where possible, can be made.

HOTELS IN VIENNA

ANNEX 1

<i>Name</i>	<i>Booking e-mail address website</i>	<i>Single / Double rate</i>
NH WIEN	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 83/€ 83 breakfast € 15.00
NH BELVEDERE	www.nh-hotels.com	€ 80/€ 80 breakfast € 15.00
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 80/€ 80 breakfast € 20.00
Mercure JOSEFSHOF	www.josefshof.com reservierung@josefshof accor booking code: AS266911	€ 102/€ 118 incl. breakfast
Mercure SECESSION	www.hotelsection.com H3532@accor.com accor booking code: AS266911	€ 106/€ 122
MARRIOTT	www.marriott.de vienna.reservations@marriotthotels.com booking code: OSXC PPLUS NO 036544	€ 175/€ 175 breakfast from € 21.00
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at	superior € 150/€ 170 deluxe € 179/€ 190 incl. breakfast
RADISSON SAS STYLE Hotel	www.radissonblu.com infostyle.viennaradissonblu.com	€ 165/ € 185 excl. breakfast
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at	€ 122 business € 142
Hotel AM PARKRING Wien	www.schick-hotels.com parking@schick-hotels.com	€ 108-145/€ 153-196 incl. breakfast

Best Western Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com	€ 82-111/€ 118-152 incl. breakfast
Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick-hotels.com	€ 92-122/€ 118-166 incl. breakfast
Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick-hotels.com	€ 82-111/€ 118-152 incl. breakfast
Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick-hotels.com	€ 97-131/€ 134-177 incl. breakfast
Hotel JOHANN STRAUSS	www.hotel-johann-strauss.at info@hotel-johann-strauss.at	€ 92/ € 127 incl. breakfast
Hotel REGINA	www.kremslehnerhotels.at regina@kremslehnerhotels.at	€ 90/ € 130 incl. breakfast
The LEVANTE LAUDON	sales@thelevante.com	€80
INTERCITY Hotel Wien	wien@intercityhotel.at	standard € 79/ € 95 business € 99/ 115 incl. breakfast
Hotel MAILBERGER HOF	www.mailberghof.at reception@mailberghof.at	€ 99/ € 119
Hotel KÄRTNERHOF	www.karntnerhof.com info@karntnerhof.com	€ 80-103/€ 124-157
Hotel DREI KRONEN	www.hotel3kronen.at office@hotel3kronen.at	€ 87-102/€ 120-160 incl. breakfast
Hotel AUSTRIA Wien	www.hotelaustria-wien.at office@hotelaustria-wien.at	€ 83-95/€ 114-129
Hotel RADISSON BLU STYLE	www.radissonblu.com/hotels/austria/vienna	€ 150/€150 breakfast € 24
PARK HYATT VIENNA	www.vienna.park.hyatt.com europe.reservations@hyatt.com	€ 225/€ 225 breakfast € 33