



## Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 17 January 2018

### 26<sup>th</sup> OSCE Economic and Environmental Forum

#### FIRST PREPARATORY MEETING

**“Promoting economic progress and security in the OSCE area through innovation, human capital development, and good public and corporate governance”**

**Vienna, 22 - 23 January 2018**

#### LOGISTICAL MODALITIES

##### VENUE

OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna (map Annex 1) Neuer Saal, 2<sup>nd</sup> floor.

##### PARTICIPANTS' INFORMATION

###### PARTICIPANTS' PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate.

Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1263/17).

No fee for participation is requested.

##### WORKING MODUS OF PLENARY SESSIONS

**The Preparatory Meeting is scheduled in plenary sessions.** It should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The recommendations will be taken into consideration during the deliberations of the Forum's Concluding Meeting, taking place in Prague from 5 to 7 September 2018 .

The PLENARY SESSIONS (Neuer Saal, 2<sup>nd</sup> floor) will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed.

## DOCUMENT DISTRIBUTION

Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions.

**Please send an electronic copy of the paper in advance** to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Brigitte Krech, E-mail: [brigitte.krech@osce.org](mailto:brigitte.krech@osce.org), Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) to enable a timely distribution to the participants.

**All documents will be published on the Forum Website:** [http://www.osce.org/event/26th\\_eef\\_prep1](http://www.osce.org/event/26th_eef_prep1) and a very limited amount of hard copies of the documents made available at the venue. Further copies can be produced ad hoc at the Meeting Venue upon request at the **Document Distribution Desk** (lobby in front of the Neuer Saal). Documents should be provided to this Desk in electronic format ([documents@osce.org](mailto:documents@osce.org)).

The Consolidated Summary of the Meeting will be published on the OSCE EEForum conference website ([http://www.osce.org/event/26th\\_eef\\_prep1](http://www.osce.org/event/26th_eef_prep1)) shortly after the event.

## TECHNICAL SUPPORT FOR SPEAKERS

**Speakers** are kindly requested to send a **short bio** (with photo) and an **electronic copy of their presentation in advance** to the Office of the Co-ordinator of OSCE Economic and Environmental Activities **no later than 11 January 2018** (Ms. Brigitte Krech, E-mail: [brigitte.krech@osce.org](mailto:brigitte.krech@osce.org), Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) and to take an electronic copy of their presentation (on a USB stick) *as back-up* to the Meeting.

**Requests for technical support** should be addressed **well in advance** to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: [elke.lidarik@osce.org](mailto:elke.lidarik@osce.org); ).

The Plenary Hall “Neuer Saal” at the venue is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors, and laptops. Presentations may be sent well in advance to [elke.lidarik@osce.org](mailto:elke.lidarik@osce.org) for uploading to the presentation equipment. Presenters having their presentations on USB stick are kindly requested to refer to the technician present during the meeting in the meeting room.

## INTERPRETATION

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

## REGISTRATION & ACCREDITATION

### **DEADLINE: MONDAY, 15 JANUARY 2018**

REGISTRATIONS: only registered participants will be granted access to the venue (Hofburg).

Please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities to request a registration form ([andrea.gredler@osce.org](mailto:andrea.gredler@osce.org))

In addition to the registration forms, Delegations should notify the ranking and the title of their members by sending an e-mail to [elke.lidarik@osce.org](mailto:elke.lidarik@osce.org).

ACCREDITATION will take place at the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010

Vienna), at the accreditation counter located in a temporary structure to the left of the entrance on Heldenplatz, on:

Monday, 22 January, as of 8.00 am until the end of the meeting

Tuesday, 23 January, as of 9.00 am until the end of the meeting

Advanced registration is kindly requested in order to avoid delays in issuing the badges. Presentation of a valid ID is required for accreditation. The badge will be required to access the Conference Hall.

## TECHNICAL INFORMATION

### PC WORKING STATIONS & INTERNET ACCESS (Wifi)

will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area ).

Telephones in the meeting area can be used free-of-charge only for local telephone calls within Vienna.

COFFEE/ TEA BREAKS will be provided in the Foyer next to “Neuer Saal” throughout the duration of the conference.

A LUNCH is hosted by the Co-ordinator of OSCE Economic and Environmental Activities on 22 January 2018, in the afore mentioned Foyer.

Several restaurants are located in walking distance of the conference venue.

### SOCIAL EVENT

The Italian Chairmanship will host a reception on Monday, 22 January 2018 at 18:30. Invitations will be provided to the registered participants.

### VISA

Participants, if stipulated under the 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](http://www.bmeia.gv.at).

In case a letter of confirmation of participation for visa requirements is needed, please arrange for visa appointment and send the for visa support letter together with information on the date as well as a copy of the passport by E-mail to [elke.lidarik@osce.org](mailto:elke.lidarik@osce.org).

### HOTELS IN VIENNA

Please consult the list of hotels in Vienna in Annex 3

Practical information about Vienna can be found at:

<http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

### GENERAL INFORMATION

**Currency:** Euro

**Electric current:** The standard voltage throughout Austria is 220V.

**Insurance:** The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.

**Medical help:** A first aid room is located on the ground floor of the Hofburg/conference venue.

⇒ **Time:** Vienna time differs from Greenwich time by + 1 hour.

### **IMPORTANT NOTICE:**

#### **Liability - insurance:**

To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.

## CONTACTS AT THE OSCE SECRETARIAT

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

Wallnerstrasse, 6, 1010 Vienna

Fax. + 43 1 514 36 62 51

#### *For substantial issues:*

Mr. Lorenzo Rilasciati

Senior Economic and Environmental Officer

Head of the Economic and Environmental Forum Unit

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Ms. Brigitte Krech

Economic and Environmental Affairs Adviser

Economic and Environmental Forum Unit

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Tel: +43 1 51436 6619

#### *For logistical queries:*

Ms. Andrea Gredler

Economic and Environmental Forum Unit

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Tel: +43 1 514 36 6675

## HOFBURG LOCATION MAP

Map A - Overview



- Tramway
- Underground
- Bus
- by car

You can reach us via public transportation:

- Underground: U1, U3
- Tramway: D, J, 1, 2
- Bus: 2A, 3A

Josefsplatz no parking-site!  
Only for delivery  
(freight vehicles below 7,5t)

Hofburg Kongresszentrum & Redoutensäle Wien  
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26  
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: http://www.hofburg.com

## HOTELS IN VIENNA

Hotel BRISTOL	reservations.imperialvienna@luxurycollection.com	€ 235 breakfast € 37
Best Western Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com	€ 86-116/€ 124-159 incl breakfast
Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick-hotels.com	€ 86-116/€ 124-159 incl breakfast
NH BELVEDERE	www.nh-hotels.com	€ 85/€ 105 incl breakfast
NH DANUBE CITY	www.nh-hotels.com	€ 85/€ 105 incl breakfast
Hotel AM SCHOTTENFELD	www.falkensteiner.com/en/hotel/schottenfeld reservierung.wien@falkensteiner.com	€ 95-145 incl breakfast
Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick-hotels.com	€ 102-137/€ 141-186 incl breakfast
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 101/€ 121 incl breakfast
Hotel WIEN MARGARETEN	www.falkensteiner.com/en/hotel/margareten reservierung.wien@falkensteiner.com	€ 105-135 incl breakfast
Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick-hotels.com	€ 106-146/€ 152-194 incl breakfast
Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com	€ 119-159/€ 168-215 incl breakfast
NH WIEN AIRPORT	www.nh-hotels.com	€ 128/€ 128 breakfast € 20.00
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at/wien code: CORP2017 reservation@hotel-kaiserhof.at	€ 129/€ 174, business € 149/194 incl breakfast
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at booking code: CINDFL	superior € 158/178 deluxe € 178/198 incl breakfast
Hotel HYATT Regency	www.vienna.park.hyatt.com reservations.vienna@hyatt.com company code CR89345	€ 250/€ 250 breakfast € 35
Hotel VIENNA MARRIOTT	www.viennamarriott.at/com vienna.reservations@marriott.at	€ 193/€ 193 incl breakfast
ARCOTEL Am Kaiserwasser	www.arcotelhotels.com/Kaiserwasser reservation.veinna@arcotelhotels.com	€ 95/€ 117 incl breakfast
ARCOTEL Donauzentrum	www.arcotelhotels.com/Donauzentrum reservation.veinna@arcotelhotels.com	€ 87/€ 92 incl breakfast
ARCOTEL Wimberger	www.arcotelhotels.com/Wimberger reservation.veinna@arcotelhotels.com	€ 79/€ 94 incl breakfast
Hotel GRAND FERDINAND	www.grandferdinand.com reservations@grandferdinand.com	€ 150 incl breakfast
Hotel ANATOL	reservierung.anatol@austria-trend.at	€ 93 /€ 109 incl breakfast
Hotel ASTORIA	reservierung.astoria@austria-trend.at	€ 137 /€ 154 incl breakfast
Hotel EUROPA WIEN	reservierung.europa@austria-trend.at	€ 137 /€ 154 incl breakfast
Hotel RATHAUSPARK	reservierung.rathauspark@austria-trend.at	€ 124 /€ 140 incl breakfast
Hotel SAVOYEN VIENNA	reservierung.savoyen@austria-trend.at	€ 128 /€ 151 incl breakfast
Hotel ANANAS	reservierung.ananas@austria-trend.at	€ 91 /€ 107 incl breakfast
Hotel BEIM THERESIANUM	reservierung.theresianum@austria-trend.at	€ 86 /€ 102 incl breakfast
Hotel DOPPIO	reservierung.doppio@austria-trend.at	€ 91 /€ 107 incl breakfast
Hotel MESSE PRATER WIEN	reservierung.messe@austria-trend.at	€ 91 /€ 107 incl breakfast