



Organization for Security and Co-operation in Europe  
The Secretariat

## 23<sup>rd</sup> OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Water governance in the OSCE area –  
Increasing security and stability through co-operation”

### SECOND PREPARATORY MEETING

Belgrade, 11-13 May 2015

### LOGISTICAL MODALITIES

<b>1. VENUE</b>	<p>PALACE of SERBIA 2 Mihajla Pupina Blvd, Belgrade, Serbia <i>Conference Room “Srbija”</i> Phone +381 11 311 4240 (map in Annex 3)</p>
<b>2. PARTICIPANTS</b>	<p>Representatives from the OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field operations, representatives of international organizations and the business community, non-governmental organizations and the academic community can participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1131/14).</p> <p>No fee for participation is requested.</p>
<b>3. WORKING MODUS OF THE MEETING</b>	<p>The Second Preparatory Meeting of the 23rd Economic and Environmental Forum process is dedicated to “<b>Water governance in the OSCE area – increasing security and stability through co-operation</b>”. The Meeting 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, on 14-16 September 2015.</p>
<b>PLENARY SESSIONS</b>	<p>The Forum Meeting will consist of</p> <ul style="list-style-type: none"><li>→ <b>Plenary Sessions in Belgrade</b>, 11 – 12 May 2015, which will include presentations of experts/panellists followed by discussions. Sessions will aim at the exchange of experiences on the concept of water governance, as well as security and disaster risk reduction. The Consolidated Summary of the conference will be published shortly after the event on the OSCE Forum website: <a href="http://www.osce.org/event/23rd_eef_prep2">http://www.osce.org/event/23rd_eef_prep2</a></li></ul>
<b>FIELD VISIT</b>	<ul style="list-style-type: none"><li>→ <b>Field Visit (optional)</b> 13 May 2015: participants are kindly invited to attend a <b>Field Visit to Bjeljina</b>, Stanisc Ethno Village, in <b>Bosnia and Herzegovina (BiH)</b>. The travel will be by bus. The <u>departure</u> of the busses is scheduled for <b>12 May afternoon</b> with an <b>overnight in Bijeljina (BiH)</b>. The return to Belgrade (airport or city centre) will be on 13 May 2015 late afternoon. Please note that you might require a visa for BiH (see par.7).</li></ul> <p>A more detailed description of the programme and the registration procedure can be found in Annex 2.</p>

<p><b>4. DEADLINES</b></p>	<p>We thank the participants for paying attention to the following <u>DEADLINES</u>:</p> <p>⇒ <b>20 April 2015</b>: registration for the Forum Meeting &amp; optional Field Visit (see par. 5).</p> <p>⇒ <b>20 April 2015</b>: hotel bookings in Belgrade (see par. 8 and annex 4).</p> <p>⇒ <b>22 April 2015</b> (recommended deadline): application for a VISA for SERBIA. <i>Please note that the procedure requires up to 2 weeks</i> (see par.7).</p> <p>⇒ <b>22 April 2015</b> (recommended deadline): application for a VISA for BOSNIA AND HERZEGOVINA (see par. 7).</p> <p><b>Please note that:</b></p> <ul style="list-style-type: none"> <li>→ the procedure requires up to 2 weeks;</li> <li>→ the programme of the optional Field Visit includes an overnight stay in Bosnia and Herzegovina on 12 May. A visa for Bosnia and Herzegovina might be required. The return travel to Belgrade is scheduled for 13 May.</li> </ul>
<p><b>5. REGISTRATION</b></p>	<p>⇒ <b>REGISTRATION for the Forum Meeting and the Field Visit</b>: please contact Ms. Andrea Gredler, OSCE OCEEA (email: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a>) to receive the “<b>registration form</b>”</p> <p>The provisional list of participants will be available at the accreditation desk. The final version will be available on the Forum Meeting website:  <a href="http://www.osce.org/event/23rd_eef_prep2">http://www.osce.org/event/23rd_eef_prep2</a></p> <p>⇒ <b>IMPORTANT NOTICE:</b></p> <p>For logistical reasons, registrations for the Field Visit, submitted <i>after the deadline of 20 April 2015, cannot be admitted</i>. Only registered participants will be able to attend. Detailed information on the Field Visit can be found in Annex 2.</p> <p>A <b>return transfer to Belgrade Airport or Belgrade city centre</b> on 13 May (free of charge) is provided to the participants of the Field Visit. Please register on the same registration form (Annex 1). Detailed information will be provided in due time.</p> <p><b>Luggage:</b> Participants attending the Field Visit will be requested to <u>bring their luggage to the Forum venue (Palace Serbia) in the morning of 12 May</u>.</p>
<p><b>6. ACCREDITATION</b></p>	<p>The <b>accreditation</b> for the <u>Forum Meeting and the Field Visit</u> will take place at the Conference Venue, Palace “Serbia”, on <b>11-12 May 2015, as of 08.30</b>.</p> <p>The presentation of a valid ID is required for the issuance of the conference badge. The badge will be required to access the conference hall and the Field Visit.</p> <p>Advanced registration is requested in order to avoid delays caused by the issuing of badges.</p> <p>The Press invited to the Opening Session (only) will be requested to present a Press ID at the accreditation counter.</p>
<p><b>7. VISA</b></p>	<p><b>Please check if you need visa to enter Serbia:</b>  <a href="http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-regime">http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-regime</a></p> <ul style="list-style-type: none"> <li>→ If you need <b>visa for Serbia</b> please inform us by sending e-mail with a copy of your passport to: <a href="mailto:marko.brkic@osce.org">marko.brkic@osce.org</a>  The issuance process for the visa might take up to <b>2 weeks</b>.</li> </ul> <p><b>Please check if you need visa to enter Bosnia and Herzegovina:</b>  <a href="http://www.mvp.gov.ba">www.mvp.gov.ba</a></p> <ul style="list-style-type: none"> <li>→ <b>If you need visa for Bosnia and Herzegovina</b> please inform us by sending an e-mail <b>with a copy of your passport</b> to: <a href="mailto:marko.brkic@osce.org">marko.brkic@osce.org</a></li> </ul>

	<p>You will be provided with detailed information on the special visa procedure.</p> <p>In case an <b>invitation letter</b> to the Forum Meeting is required, please contact Ms. Andrea Gredler, OSCE OCEEA – Email: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a></p>
<p><b>8. HOTELS IN BELGRADE</b></p>	<p>The below hotels are recommend and will provide a discounted rate. Please book using</p> <ul style="list-style-type: none"> <li>→ the attached respective “hotel booking form” for the selected hotel (Annex4)</li> <li>→ and indicate the booking code “23EEForum, Belgrade” in your email.</li> </ul> <p>Hotels are 10-15 minutes away from the venue (walking distance – map in Annex 3).</p> <p><b>FALKENSTEINER HOTEL BELGRADE****</b> 10k Bulevar Mihajla Pupina, New Belgrade Tel: +381 11 2250000 <a href="http://www.falkensteiner.com">www.falkensteiner.com</a> Rates: Double room Comfort, single use:100 EUR, incl. breakfast Double room: 110 EUR incl. breakfast. Contact person: Nevena Durdevic/Luka Vasović Email:<a href="mailto:reservations.belgrade@falkensteiner.com">reservations.belgrade@falkensteiner.com</a> (booking form in Annex 4) Walking distance to venue: 10 min.</p> <p><b>HOTEL CROWN PLAZA ****</b> Vladimira Popovica 10, Belgrade 11070, Serbia Tel: +381 11 2204115 <a href="http://www.ihg.com/crowneplaza/hotels/us/en/belgrade/begcp/hoteldetail">www.ihg.com/crowneplaza/hotels/us/en/belgrade/begcp/hoteldetail</a> Rates: 100 EUR/Single room, 150 EUR/Club room, 180 EUR/ Superior Apartment incl. breakfast Contact: Ms. Danijela Pavlovic Email: <a href="mailto:begcp.reservations@ihg.com">begcp.reservations@ihg.com</a> (booking form in Annex 4) Walking distance to venue: 15 min</p> <p><b>IN HOTEL****</b> Bul. Arsenija Čarnojevića 56, New Belgrade 11070 tel. +381 (0) 11 310 5 358 381 11 310 53 00 <a href="http://www.inhotel-belgrade.rs">www.inhotel-belgrade.rs</a> Rate: single room rate per night 92/100 EUR incl. breakfast. Contact: Ms. Irena Dedijer e-mail: <a href="mailto:irena.dedijer@inhotel-belgrade.rs">irena.dedijer@inhotel-belgrade.rs</a> Walking distance to venue: 15 min</p> <p><b>HOLIDAY INN BELGRADE****</b> Spanskih Boraca 74, Belgrade 000000, Serbia Tel: +381 11 3100 175, +381 11 3100 040 <a href="http://www.holidayinn.com/Beograd">www.holidayinn.com/Beograd</a> Rate: single room standard 100 EUR incl. breakfast Contact: Mrs. Vesna Zivanovic / Mr. Petar Jankov E-mail: <a href="mailto:reservations@hibelgrade.rs">reservations@hibelgrade.rs</a> (booking form in Annex 4) Walking distance to venue: 20 min</p> <p>Hotel booking and payments should be made by contacting the Hotel directly. Practical information about Belgrade can be found at: <a href="http://www.beograd.rs/cms/view.php?id=220">http://www.beograd.rs/cms/view.php?id=220</a></p>
<p><b>9. WRITTEN CONTRIBUTIONS</b></p>	<p>Participants are welcome to submit <b>written contributions</b> reflecting their views on the issues and topics proposed for discussions. Written materials may be submitted in advance for circulation by the OSCE Secretariat.</p> <p>Please send an electronic copy of the contribution <i>in advance</i> to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Alma Mirvic, e-mail:</p>

	<p>alma.mirvic@osce.org, Tel. + 43 1 514 36 6203) to enable a timely distribution to the participants via conference website.</p>
<p><b>10. DOCUMENT DISTRIBUTION</b></p>	<p>All documents will be published on the <b>OSCE Forum conference website</b> to be found at <a href="http://www.osce.org/event/23rd_eef_prep2">http://www.osce.org/event/23rd_eef_prep2</a>.</p> <p>For this reason and <u>in view of preserving the environment</u>, the organizers are seeking to limit the paper copies of the documents to the strict minimum. Except the Agenda and necessary technical information, documents will be available on the above mentioned Forum website during the Forum Meeting or shortly after.</p> <p><b>Requests for the distribution of documents <i>during</i> the Meeting</b> should be addressed to the <i>Information Desk</i>, located at the entrance to the Conference Room “Srbija”.</p>
<p><b>11. SPEAKERS’ INSTRUCTIONS</b></p>	<p><b>Speakers</b> are kindly requested to send</p> <ul style="list-style-type: none"> <li>→ a <b>short CV</b> (with photo)</li> <li>→ and an <b>electronic copy of their presentation in advance</b></li> </ul> <p>to the Office of the Co-ordinator of OSCE Economic and Environmental Activities <u>possibly <b>no later than 30 April 2015</b></u> (Ms. Alma Mirvic, OSCE OCEEA, (email: <a href="mailto:alma.mirvic@osce.org">alma.mirvic@osce.org</a>, Tel. + 43 1 514 36 6203) and to take <u>an electronic copy of their presentation</u> (on a USB stick) as back-up to the Meeting.</p> <p>The Conference Hall is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops.</p> <p>Speakers should address their <b>request for technical support</b> well in advance to Ms. Andrea Gredler, OSCE OCEEA (E-mail: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a>; Fax + 43 1 51436 6251 Tel. + 43 1 51436 6675). It is as well highly recommended to the speakers to <i>contact the technician</i> in the Plenary Hall, well ahead of their session, in order to cross check the upload for their presentations, as well as the audio-visual equipment in place.</p> <p><b>A Co-ordination Meeting for Moderators and Speakers</b> will take place on <b>11 May at 08:00</b> at Palace of Serbia, Conference room Belgrade.</p>
<p><b>12. INTERPRETATION</b></p>	<p>All Sessions of the Forum Meeting and the Field Visit will be conducted in English and Russian (simultaneous interpretation).</p>
<p><b>13. FIELD VISIT</b></p>	<p><b>12 May:</b> Departure for the Field Visit: 18:00</p> <ul style="list-style-type: none"> <li>→ Meeting point for the bus: parking space at the Palace of Serbia (Forum venue)</li> <li>→ <u>Luggage:</u> Participants registered for the Field Visit are kindly requested to bring their luggage to the Forum venue in the morning of 12 May.</li> </ul> <p><b>13 May: Return transfers</b> will be provided after the Field Visit. The busses are expected to reach Nikola Tesla Airport at 16:30 as well as Belgrade city centre.</p> <ul style="list-style-type: none"> <li>→ Detailed information on the transfers will be provided in due time.</li> </ul>
<p><b>14. INTERNET WORKING AREA</b></p>	<p>A working area with IT facilities and wireless internet access will be available free of charge to the participants.</p>
<p><b>15. COFFEE/TEA BREAKS &amp; LUNCHES</b></p>	<p><b>Coffee/tea breaks and buffet lunches</b> will be provided to the participants during the Meeting on 11 – 12 May as well as during the Field Visit on 13 May 2015.</p>
<p><b>16. SOCIAL EVENT</b></p>	<p>Monday, 11 May 2015 at 19:00: <i>the Chairmanship reception, hosted by the Government of Serbia</i>, will take place at Palace of Serbia.</p>
<p><b>17. TRAVEL AND TRANSPORTATION:</b></p>	<p>Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.</p>

	<p>Reaching your hotel in Belgrade from “Nikola Tesla” Airport:  <b>Taxi:</b> It is highly recommended to book a taxi at the Taxi Desk in the arrival hall. It has a fix rate downtown: rd. 1800RSD (rd. 15 EUR)  Other local taxis are also available at the airport.  <b>Bus:</b> Bus Services Airport Lines - Bus No 72, reaching the Palace of Serbia.</p>						
<b>18. GENERAL INFORMATION</b>	<p><b>Currencies:</b></p> <table> <tr> <td>Serbian dinars (RSD)</td> <td>Bosnia Convertible Marka (BAM)</td> </tr> <tr> <td>1EUR=122RSD</td> <td>1 BAM=0.5113 EUR</td> </tr> <tr> <td>1USD=110RSD</td> <td>1 EUR=1.9558 BAM</td> </tr> </table> <p><b>Electric current:</b> the standard voltage throughout Serbia and BiH is 220V.</p> <p><b>Insurance:</b> It is the responsibility of each participant to have adequate travel and health insurance for the whole duration of this trip. The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p><b>Time:</b> Serbia and BiH time differs from Greenwich time by + 1 hour.</p>	Serbian dinars (RSD)	Bosnia Convertible Marka (BAM)	1EUR=122RSD	1 BAM=0.5113 EUR	1USD=110RSD	1 EUR=1.9558 BAM
Serbian dinars (RSD)	Bosnia Convertible Marka (BAM)						
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1USD=110RSD	1 EUR=1.9558 BAM						
<b>19. CONTACTS</b>	<p><b>OSCE Secretariat, Vienna</b>  <b>Office of the Co-ordinator of OSCE Economic and Environmental Activities</b>  Fax. + 43 1 514 36 6251</p> <p><i>For substantial issues:</i>  Mr. Lorenzo Rilasciati  Senior Economic and Environmental Officer  Economic and Environmental Forum Unit.  Email: <a href="mailto:Lorenzo.rilasciati@osce.org">Lorenzo.rilasciati@osce.org</a>  Tel: +43 1 51436 6717</p> <p>Ms. Alma Mirvic  Economic and Environmental Forum Unit  E-mail: <a href="mailto:alma.mirvic@osce.org">alma.mirvic@osce.org</a>  Tel. + 43 1 514 36 6203</p> <p><i>For logistical queries:</i>  Ms. Andrea Gredler  Economic and Environmental Forum Unit  Email: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a>  Tel: +43 1 514 36 6675  Mobile: +43 664 1858396</p> <p><i>Task Force OSCE Chairmanship of Serbia 2015:</i>  Ms. Marija Nestorovic  Ministry of Foreign Affairs  office: +381 11 306 8858  <a href="mailto:marija.nestorovic@mfa.rs">marija.nestorovic@mfa.rs</a></p> <p>Ms. Ivana Ivanov  <a href="mailto:ivana.ivanov@mfa.rs">ivana.ivanov@mfa.rs</a></p>						

→ **IMPORTANT NOTICE:**

**LIABILITY**

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 participation in this conference and the Field Visit. 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.

**Field Visit to the Bijeljina and the district of Sremsko-Macvanskit**

(Bosnia and Herzegovina and Serbia)

## Draft Program

***TUESDAY, 12 May 2015***

- 18:00 Departure from Belgrade, Palace of Serbia towards Bijeljina, Bosnia and Herzegovina
- 20:00 Arrival at the Ethno-village Stanisic (Bijeljina, Bosnia and Herzegovina) with an overnight stay at the hotel in Stanisic
- 20:30 Dinner hosted by OSCE Mission to Bosnia and Herzegovina

***WEDNESDAY, 13 May 2015***

- 07:00-09:00 Breakfast at the Hotel
- 09:30 Meeting with representatives of municipal authorities and Mayor of Bijeljina
- 10:30 Departure for the visits to the areas affected by the floods in 2014
- 11:30 Tour of the Sremsko-Macvanski district (first stop – Bosnia and Herzegovina)
- 13:00 Tour of the Sremsko-Macvanski district (second stop - Serbia)
- 14:30 Tour of the Sremsko-Macvanski district (third stop – Serbia, town of Obrenovac) and return transfers to Belgrade

## Technical information:

Participants are kindly requested to register for the Field Visit and for the return transfers selected through the registration form in Annex 1 (see further details in par. 5).

The Field Visit is free of charge and includes an overnight stay and a dinner in Bijeljina, which are organized and paid by the OSCE Mission to Bosnia and Herzegovina.

Participants attending the Field Visit are requested to bring their luggage to the Forum venue (Palace of Serbia) on Tuesday, 12 May 2015, as the departure to the Field Visit is scheduled at 18:00 on that same day.

The return transfer will be provided to:

- a) Belgrade Airport – the arrival to Nikola Tesla” Airport is envisaged at 16:30.
- or
- b) Belgrade city centre – the arrival is envisaged at 16:30.

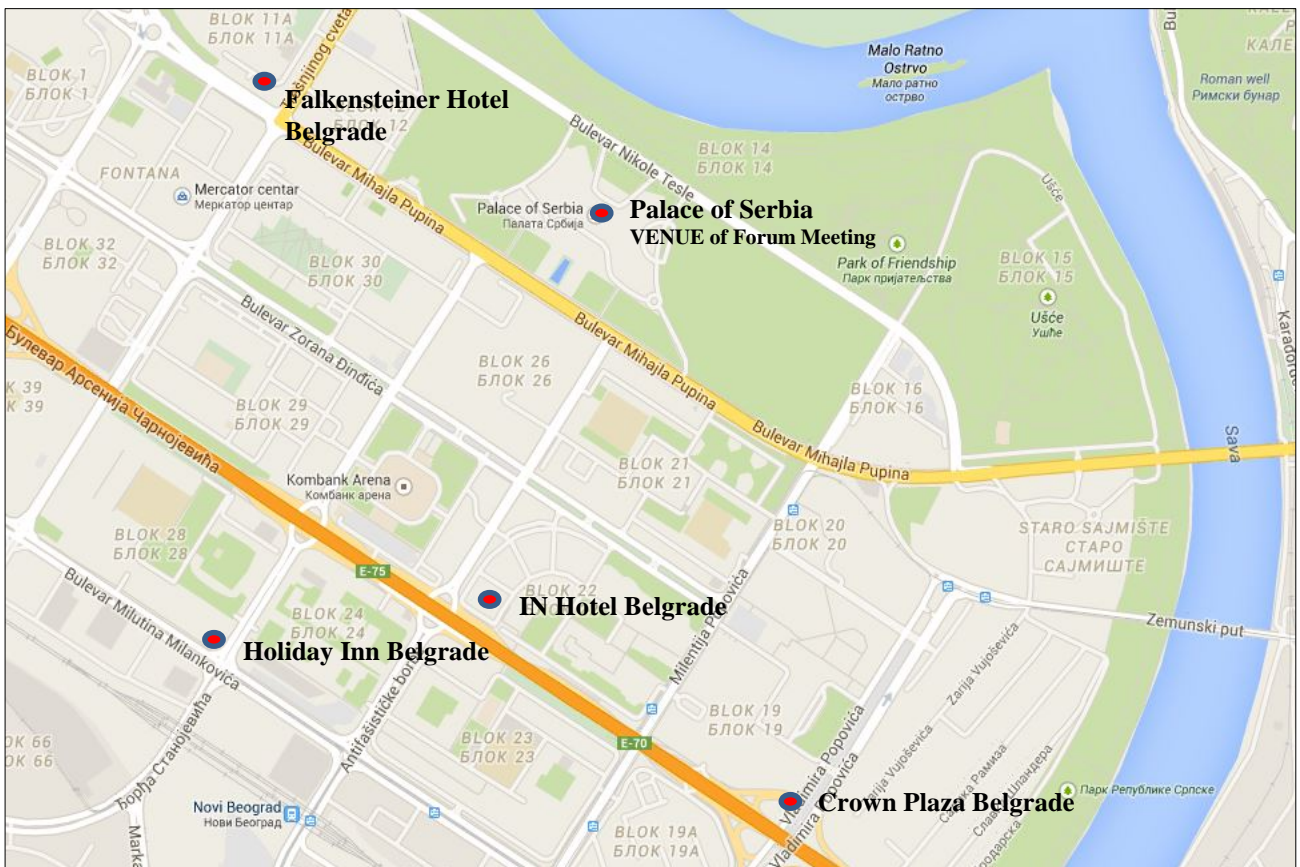
An updated version of the program will follow shortly.

More information about the Stanisici Ethno Village can be found at: [www.etno-selo.com](http://www.etno-selo.com)



# MAP

## Palace of Serbia, Belgrade (Forum venue) and recommended hotels







Reservation Form  
Falkensteiner Hotel  
Belgrade

To be returned by FAX or E-MAIL latest by **April 20<sup>th</sup> 2015**



**Contact person:** Nevena Durdevic/Luka Vasović  
Email: [reservations.belgrade@falkensteiner.com](mailto:reservations.belgrade@falkensteiner.com)  
Tel: +381 11 225 0000  
Fax: +381 11 225 0001

<b>Name:</b>		<b>Last name:</b>	
<i>Accompanying person:</i>			
Arrival date: <i>Check In time: 14:00</i>		Departure date: <i>Check Out time: 12:00</i>	
Company:		Billing address:	
City and postal code:		Country:	
E mail:		Tel/Fax:	

*For multiple bookings, please use separate forms.*

**\*\*\*23EEForum, Belgrade\*\*\*period 09.-15.05.2015.**

Please choose accordingly, which room type you would like to book (subject to availability)

**Room type:**

**Rate**

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> Double room Comfort, single use | <b>EUR 100/room/night</b> |
| <input type="checkbox"/> Double room Comfort, double use | <b>EUR 110/room/night</b> |

**\*Preference:**     Non-smoking room         Smoking room

- Please note that all rates are quoted in EUROS but payments are to be made in Serbian Dinars, according to the official middle exchange rate of National Bank of Serbia
- Rates are quoted per room and night, are non-commissionable, **including of American buffet breakfast, VAT, 24-hours WIFI internet connection in the room, usage of our Fit & Chill-out Area** (Fitness area, Finnish sauna, Steam bath, Relax zone with access to the terrace)
- All rooms are equipped with TV, high speed Internet access, complimentary coffee/tea making facilities, individual adjustable air-conditioning/ heating, writing desk and a bathroom with floor heating
- The surcharge on our extensive buffet breakfast is € 20,00 per person and day
- Rates are exclusive of the € 1,25 city tax/ person/ night.

**Falkensteiner Hotel Belgrade\*\*\*\*S**

Bulevar Mihajla Pupina 10 K · RS-11070 Novi Beograd · Tel. +381/(0)11 225 0000 · Fax +381/(0)11 225 0001  
belgrade@falkensteiner.com · www.belgrade.falkensteiner.com

Registered company name and address:

Alba Invest d.o.o. · Bulevar Mihajla Pupina 10 K · RS-11000 Beograd · PIB: 103596010 · MB: 17587811  
Banca Intesa AD, Beograd, Milentija Popovica 7B, 11070 Beograd, Republika Srbija  
Domestic account Kto-Nr: 160-308152-30-IBAN: RS35160005010019616378· Swift Code: DBDBRSBG Page 9 of 14



**Airport Transfer required**

YES       NO

Airport shuttle service is available at request and at additional charge. In order to arrange this service for you, please kindly forward relevant flight details.

**Flight details:**

Arrival time: \_\_\_\_\_ Arrival flight number: \_\_\_\_\_

Departure time: \_\_\_\_\_ Departure flight number: \_\_\_\_\_

**By car:** 1 person - EUR 15.00 per direction  
2 persons - EUR 20.00 per direction  
3 persons per direction EUR 30.00 (maximum)

**Mini-Van:** 4 to 8 persons - EUR 60.00 per direction

**Cancellation policy:**

**Until 03.05.2015.** the reservation can be cancelled free of charge.

**Until 08.05.2015.** in case of cancellation we will charge 50% of the whole stay.

**In case of later cancellations and no-shows 100% of the whole stay will be charged.**

**Please select the payment method:**

**Bank transfer** (in case you chose this option, please send us the company details in order to receive invoice pro forma)

**Credit card:**

Visa       EuroCard/MasterCard       American Express       Diners Club

**Card number:** \_\_\_\_\_

**Expiry date:** \_\_\_\_\_

**Name of cardholder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***By this signature I authorize Falkensteiner Hotel Belgrade to charge my credit card for the above requested services. In case of cancellation or no show I authorize Falkensteiner Hotel Belgrade to charge the penalty to my credit card.***

**Falkensteiner Hotel Belgrade\*\*\*\*\***

Bulevar Mihajla Pupina 10 K · RS-11070 Novi Beograd · Tel. +381/(0)11 225 0000 · Fax +381/(0)11 225 0001  
belgrade@falkensteiner.com · www.belgrade.falkensteiner.com

Registered company name and address:

Alba Invest d.o.o. · Bulevar Mihajla Pupina 10 K · RS-11000 Beograd · PIB: 103596010 · MB: 17587811

Banca Intesa AD, Beograd, Milentija Popovica 7B, 11070 Beograd, Republika Srbija

Domestic account Kto-Nr: 160-308152-30 IBAN: RS35160005010019616378· Swift Code: DBDBRSBG Page 10 of 14



**Hotel Reservation Form**  
**2<sup>nd</sup> Preparatory Meeting for the 23<sup>rd</sup> OSCE Economic and Environmental Forum,**  
**Palace of Serbia, Belgrade**  
 May 11-12, 2015

*Kindly return this form to our reservation department.*  
 Fax: +381 11 2204 104 / Email: begcp.reservations@ihg.com

**Keyword:**

Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Check-In (Date): \_\_\_\_\_ Check-Out (Date): \_\_\_\_\_

Arrival Time: \_\_\_\_\_

*(Please note that check-in can only be guaranteed after 03.00 pm)*

**Room Type and Room Rates:**

Superior Room (single occupancy): € 100,00 / Night incl. breakfast (VAT 10% included)

Superior Room (double occupancy): €110, 00 / Night incl. breakfast (VAT 10% included)

\* **City Tax is excluded (EUR 1.3 per person per night) and is subject to change.**

*We are pleased to note down the following special requests in your reservation. However please note that room allocation will be done upon availability and that the following requests cannot be guaranteed:*

Queen Bed

King Bed

Twin beds

Free cancellation till 24 hours prior to arrival. In case on non-arrival (no show) or cancellation thereafter (late cancellation), cancellation fees of 100% of the above mentioned room rate will be charged per night for the duration of stay scheduled. The general terms and conditions of the hotel apply.

**Transport Airport – Hotel:**

Individual guest transport service – 25 EUR per person/one way:

No of flights: \_\_\_\_\_

Time of arrival: \_\_\_\_\_

Please fill in your credit card details to confirm your booking (In case of no show or late cancellation this credit card will be charged with the respective cancellation fees):

Credit Card Type: \_\_\_\_\_

Card Holder: \_\_\_\_\_ valid til: \_\_\_\_\_

Card Number: \_\_\_\_\_

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



## Hotel Reservation Form

Form to be returned by FAX or E-MAIL to address below  
Before May 08<sup>th</sup>, 2015



### Holiday Inn Belgrade

Spanskih boraca 74  
11070 Belgrade, Serbia  
Telephone: +381 11 3100 175, +381 11 3100 040 / Fax: +381 11 3100 100  
Mrs. Vesna Zivanovic / Mr. Petar Jankovic  
E-mail: [reservations@hibelgrade.rs](mailto:reservations@hibelgrade.rs)

For the event

**23rd EEForum, Belgrade, 11-13 May 2015.**

Please complete this form in **block letters**.

In order to take advantage of these specially negotiated rates reservations should be made before May 08<sup>th</sup>, 2015. **All reservations will be confirmed according to hotels availability.**

Please make your booking as soon as possible to have your rooms confirmed.

For multiple bookings, please photocopy this form.

**Period:** 9 May – 14 May 2015

### 1. GENERAL INFORMATION

Full name: \_\_\_\_\_

Company/organization: \_\_\_\_\_

Billing address: \_\_\_\_\_

City and postal code: \_\_\_\_\_

Country: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_

### 2. HOTEL RESERVATION / Holiday Inn Belgrade

**Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_ **Number of nights:** \_\_\_\_\_

Check-in: 15:00 hours

Check-out: 12:00 hour's noon

*Please tick accordingly, which room type you would like to book (\*please note that this is subject to availability)*

**Room type:**

**Rate (single use):**

Single standard:

**EUR 100 / room/night**

\*Preference:  Non-smoking room

Smoking room

**Room rates include buffet breakfast.**

**Rates include VAT but exclude city tax RSD 146 (app. EUR 1.2) per person/per day**

Airport pick up service is available at EUR 15.00 per person per way. In order to arrange this service for you, please enter relevant flight details.

**Arrival time:** \_\_\_\_\_

**Arrival flight number:** \_\_\_\_\_

**Departure time:** \_\_\_\_\_

**Departure flight number:** \_\_\_\_\_

### 3. METHOD OF PAYMENT

*Please select the payment method:*

Bank transfer (in case you chose this option, please send us the company details in order to receive invoice pro forma)

*Credit card:*

Visa     Euro Card/MasterCard     American Express     Diners Club

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

***By this signature I authorize Holiday Inn Belgrade to charge my credit card for the above requested***

### 4. CANCELLATION

Please note that once the reservation is made, 100% advance payment will be required.

#### **Cancellation policy:**

- Cancellations need to be sent in writing form to the contact information on the top of this form
- Release period for non guaranteed reservations is 24.00 hours prior to arrival.  
If your reservation is an option, please guarantee your reservation with a credit card or company letter of credit so that we may keep your reservation active.
- **Cancellation period is 4PM on the day of arrival. No-show/late cancellation fee is one night room rate.**

***In case of cancellation or no show I authorize Holiday Inn Belgrade to charge the penalty for amount to my credit card.***

An extra supplement will apply for:

Late check-out until 18:00 – 50% discount on the daily rate.

Late check-out after 18:00 – Full rate will apply.