



**Organization for Security and Co-operation in Europe
The Secretariat**

Vienna, 1 September 2021

29th OSCE Economic and Environmental Forum

“Promoting comprehensive security, stability and sustainable development in the OSCE area through women’s economic empowerment”

CONCLUDING MEETING

Prague, 09-10 September 2021

Venue: Czernin Palace, Loretánské nám. 5, 118 00 Prague
(blended format)

LOGISTICAL MODALITIES

VENUE

CZERNIN PALACE, Ministry of Foreign Affairs of the Czech Republic, Loretánské nám. 5, 118 00 Prague.

AGENDA

The conference will open on Thursday, 9 September 2021 at 09:30 a.m. (CEST Prague) and close at 12:30 p.m. (CEST Prague) on Friday, 10 September 2021. The draft agenda has been circulated to delegations with the reference EEF.GAL/10/21, 6 July 2021.

The Meeting will be run in a blended modus with either physical presence at the Czernin Palace (venue) or virtual participation via Zoom.

INTERPRETATION

Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish).

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/1387/20).

No fee for participation is requested.

PARTICIPATION IN THE FORUM

The Forum Meeting is organized in a blended format, enabling the audience to attend, either in person in Prague or to join online via VTC, Zoom. In case of a change of circumstances, depending on the

pandemic regulations set by the Czech Ministry of Foreign Affairs in September 2021, the access to the venue might be limited in numbers. Participants will be informed accordingly.

Physical participants at the Czernin Palace in Prague and remote participants will have full audio and video access and be able to request the floor and deliver their statements during discussion times.

ONLINE REGISTRATION & ACCREDITATION IN PRAGUE

Please note that access to the Forum Meeting will only be granted to registered participants. Participants can attend in-person in Prague or virtually via Zoom.

⇒ Deadline for online registrations: Wednesday, 1 September 2021

In case you are interested to participate, please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities, email: andrea.gredler@osce.org

When registering online, participants are requested to indicate if they will participate in Prague, or virtually via Zoom.

Upon approval by the organizers, e-mail confirming physical participation or the meeting access details (Zoom link) for virtual participants will be sent shortly ahead of the event.

Accreditation at the Forum venue, Czernin Palace (Czech MFA), in Prague.

The access to the venue will only be authorized for registered participants. No ad hoc accreditation will be possible.

Participants authorized to access the venue will receive a badge at the entrance of the building and are kindly requested to observe the sanitation measures related to COVID-19 and requested on the spot.

The accreditation area will be open at the entrance of the Czernin Palace on:

- Thursday, 09 September 2021, as of 08.00 a.m.
- Friday, 10 September 2021, as of 08.00 a.m.

DEADLINES

We kindly draw the participants' attention to the following deadlines:

- ⇒ ONLINE REGISTRATION to the Forum: as early as possible, at the latest by Wednesday, 1 September 2021.
- ⇒ Visa application for the Czech Republic: NOT LATER THAN 15 DAYS prior to the date of the travel to Prague
- ⇒ Hotel booking in Prague: Lindner Hotel: Monday, 16 August 2021

PARTICIPATION VIA ZOOM

The Zoom link to access the different sessions will be sent to all participants who have registered online on Wednesday, 8 September 2021 noon.

Participants will need to log in into the Zoom session with their country or organization name, followed by a functional identifier and/or name:

- Participating States and Partners for Co-operation:
3-letter ISO-3166 abbreviation of country name, f.i. ALB, UKR, AUT, DEU, etc. and add your first and last name:
e.g. DEU, Jann-Einar Schultz
- International Organizations
Please use your official abbreviation e.g. UNHCR, CoE, ICRC etc and add your first and last name:
e.g. IACA, Hermann Meier
- NGOs, Civil Society, Business, Academics:
Please use a very obvious abbreviation not longer than 6 digits for your entity /affiliation and add your first and last name:
e.g. University of Vienna, UniVie, Sonja Rattmann, Western Untion, e.g WesUni, Guenther Ziehmman

Participants are encouraged to use a cabled (ethernet) connection to their computer when joining the meeting and wear a USB headset with in-built microphone when making their statements. This will significantly enhance the audio quality of the meeting and help facilitate interpretation into all official OSCE languages.

A guide on how to follow meetings via Zoom is annexed hereto.

The different sessions can be joined 15 minutes before the indicated starting time. Delegates are encouraged to log in early in order for their credentials and connectivity to be checked prior to the start of the respective session.

All participants should ensure that their microphone is muted and their camera disabled at all times, except when taking the floor.

The Moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Moderator will invite keynote speakers to deliver their presentations present in the hall or via Zoom.

Following the presentations of the keynote speakers, the Moderator opens the floor for contributions by participants. They will announce the name of the delegation or organization to which the floor will be given, according to the speakers' list (see related paragraphe below). The delegation or organization should then proceed to unmute itself and activate its camera if applicable.

Following the intervention, the delegation or organization should mute itself and hand the floor back to the Moderator. This process is repeated for each delegation or organization that is given the floor.

In case of technical problems (e.g. unmuting function not working for a delegate who wishes to intervene, etc.), participants should email all three e-mail addresses: ICT-meeting-support@osce.org , so necessary action can be taken.

PHYSICAL ATTENDANCE IN PRAGUE

The meeting will be held in Plenary Hall of the Czernin Palace, 1st floor (see floor map attached).

In case of a change of circumstances, depending on the pandemic regulations set by the Czech Ministry of Foreign Affairs in September 2021, the access to the venue might be limited in numbers to ensure

adequate physical distancing. Participants will be informed accordingly ahead of the meeting in September 2021.

Participants are requested to use the headsets provided at their seat to access the audio, the microphone and the interpretations channels.

REGISTRATION TO THE LIST OF SPEAKERS/PARTICIPATING IN DISCUSSION TIMES

Physical participants at the Czernin Palace and remote participants will have full audio and video access and be able to request the floor and deliver their statements.

Participants are kindly requested to register to the speaker's list in advance by sending their request to **mau-at@osce.org** until Wednesday, 8 September 2021 CoB. Participants should indicate whether their statement will be delivered from the venue in Prague or via Zoom.

Ad hoc speaking request to take the floor during the Forum should be made:

- For physical participants in the Plenary Hall by informing the meeting assistance at the head table ahead of the session or by raising their hand.
- For remote participants by using the Chat function in Zoom. If using the Chat function, please clearly indicate "Country /FO /Institution, name, wishes to take the floor".

DOCUMENTS DISTRIBUTION

The Organizers invite participants to kindly submit any written contributions they may have to Conference Services (documents@osce.org). This should not hinder the ad hoc discussion during the different sessions but contribute to enhanced communication. Written statements should be circulated in advance to the interpreters in order to facilitate translation.

All open documents will be published on the OSCE Forum Meeting website:
http://www.osce.org/event/29th_eef_2021

In view of meeting sustainability standards, the Organizers aim at a paperless event by digitalizing the document distribution. Hard copies of the documents will only be made available at request through the Document Distribution Desk.

TECHNICAL SUPPORT FOR SPEAKERS

Detailed guidelines for speakers are provided by individual correspondence.

The speakers joining via Zoom will be invited for a Zoom test run ahead of the Forum Meeting to test their audio and video connectivity.

It is highly recommended to the speakers to contact the technician in the Plenary Hall well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.

VISA

With provision of the re-opening of travel connections to/from Prague, if stipulated under the Czech law, participants are asked to make their own arrangements for securing a **Schengen (short-term) visa** for

entry into the Czech Republic. It is recommended to cross-check the most recent visa regulations at the Czech Embassy/Consulate in your country or on the MFA website.

Contacts of Czech Missions abroad, as well as visa forms, can be found on the official **Czech Foreign Ministry website** (English): http://www.mzv.cz/jnp/en/information_for aliens/index.html. Section: Entry & Residence.

The OSCE Documentation Centre in Prague (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org, tel: +420 224 186 450) stands ready to support participants.

HOTELS IN PRAGUE

Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

Due to the proximity, we recommend the below hotel. As limited number of rooms are available, we recommend early bookings.

HOTEL LINDNER: Booking deadline: 16 August 2021 – *in 5 min. walking distance of the venue.*
<https://www.lindner.de/prag-hotel-prague-castle> (5 min walking distance from the conference venue)
Strahovská 128, 118 00 Praha 1-Strahov, Czech Republic
Tel: +420 226 080 000

Reservation e-mail: ondrej.mracek@lindnerhotels.com

Please select the type of room (Economy or Business) and indicate the **booking code: F-OSCE**

Payment: via payment link 14 days before arrival.

Cancellation policy:

8 days before arrival - free of charge

7-0 days before arrival – 100 % cancellation fee

Room rates incl. breakfast:

Economy Class King Size room: 89 EUR

Economy Class Double Room: 89 EUR

Business Class Double Room: 109 EUR

Business Class Queen Size: 109 EUR

Business Class Twin: 109 EUR

Visit on the hotel in the virtual 3D: <https://my.matterport.com/models/eGtySoSMtiD?section=media> or <https://my.matterport.com/models/JSaXRBuu7Xu?section=media>

Further hotels in vicinity of the Czernin Palace (Czech MFA & Forum Venue) can be found in **Annex 1**.

Please consult the following websites for other hotels:

<http://www.hotel.cz/praha/accommodation/>

<http://www.a-prague.com/>

http://www.book-travel-prague.com/?!locale=en_GB

⇒ Due to the time period of the conference which is considered high tourist season in Prague, early booking is highly advisable.

SOCIAL EVENTS

Participants are kindly invited to the below social events organized on the occasion of the Forum Meeting.

Wednesday, 8 September 2021, 19:00: Welcoming Reception hosted by the Swedish OSCE Chairpersonship at the Embassy of Sweden, Úvoz 13, Praha 1 – Hradčany, 118 00.

Thursday, 9 September 2021, 18:00: Reception hosted by the Co-ordinator of OSCE Economic and Environmental Activities at the Gardens of the Czernin Palace.

COFFEE/TEA BREAKS & LUNCH

Coffee/tea breaks and a buffet lunch (on Thursday, 9 September, 13:00) hosted by the Co-ordinator of OSCE Economic and Environmental Activities will be provided to the participants during the Forum Meeting.

Various restaurants are located in vicinity of the Czernin Palace.

CONFERENCE FACILITIES

MEETING AREAS (see floor map in Annex 3)

On the 1st Floor:

Plenary Hall: “Velký sál”	All plenary sessions
Mirror Hall: “Zrcadlový”	Side events or informal ad hoc meetings – <i>as scheduled</i>
Gallery Hall: “Galerie”	Overflow area
Oriental Hall: “Orientální”	OSCE Chairpersonship Office
Golden Hall: “Zlatý”:	Office of the Co-ordinator of OSCE Economic and Environmental Activities – Meeting Assistance
Blue Hall: “Modrý”:	OSCE Documentation Centre in Prague, Language Services
Musical Hall: “Hudební”	Delegates Working Area

INTERNET WORKING AREA AND TECHNICAL SUPPORT

WiFi is provided in all conference areas.

A working area with IT facilities and Internet access is available in “Musical Hall: “Hudební” near the plenary hall.

A Document Distribution Desk next to the plenary hall will provide assistance to speakers and participants for document registration and distribution, copying of documents and handle requests for technical support.

Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint). Any request on a short notice can be addressed to the Document Distribution Desk or the technician in the hall.

GENERAL INFORMATION

Currency: The national currency is Czech Crown. 1 EUR = 25,62 Czech Crown (rate of July 2021). Several exchange offices and cash machines are located nearby the Czernin Palace and in the hotels.

Electric current: the standard voltage throughout the Czech Republic is 220V.

Time: CET Prague time differs from Greenwich time by + 1 hour.

Getting to Prague city by public transfers:

FROM THE AIRPORT:

a) **By public bus:**

119: Prague Airport - Nádraží Veveslavín (metro line A) - **15 min**

100: Prague Airport - Zličín (metro line B) - **18 min**

191: Prague Airport – Petřiny (metro line A) – Anděl (metro line B) – **50 min**

910 Night Bus Line: Airport Zličín - I.P.Pavlova (metro line C) – Kačerov – Modřany – **80 min**
(Night service only 00:00 – 04:00 am)

Bus stop: Terminal 1; Terminal 2 – in front of the Arrival hall

Public Transport Ticket Sale:

- Public Transport counters in Arrival Halls of Terminals 1&2, Visitor Centre, Terminal 1 (from 7 am to 10 pm);
- Visitor Centre T2 Terminal 2 Arrival Hall (from 8 am to 10 pm);
- Non-stop automats placed at area of baggage reclaim, Terminal 1 Arrival Hall and Terminal 2 Arrival Hall, directly on bus stops (cash required).

Detailed information on the transfers Prague Ruzyně Airport - Prague City can be found under:
www.prg.aero/en/parking-transport/transport/public-transit

Information on actual public transportation fares is available under: <http://www.dpp.cz/en/fares-in-prague/>

b) **By taxi:**

Contact counters of taxi operators are located at the arriving hall of Terminal 1 and 2. Departure points are displayed in front of arriving halls. Taxi services at guaranteed tariffs prices, depending on standard distances:

- **FIX TAXI:** +420 722 555 525 <https://fix-taxi.com/>
- **TAXI PRAHA:** +420 220 414 414, E-mail: objednavka@taxi14007.cz, <https://www.taxi14007.cz/>

FROM THE RAILWAY STATION:

Getting from the Railway Station in Prague to your hotel:

- By metro (metro line C)
- By taxi: you may contact the taxi companies: PROFI TAXI +420 261 314 151 <https://www.profitaxi.cz/> or AAA TAXI +420 222 333 222 <https://www.aaataxi.cz/>

Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the conference venue.

IMPORTANT NOTICE

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.

The participant acknowledges that the travel to the Concluding Meeting of the 29th OSCE Economic and Environmental Forum is to a region the WHO has designated as an affected area in light of COVID-19. Prior to the travel, the participant shall confirm to have adequate health insurance and shall acquaint him or herself with the latest information about the level of infection and preventative measures to take by consulting WHO's website, currently at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and relevant guidance from the Czech Ministry of Foreign Affairs, as well as the OSCE.

Please note that the Forum Meeting will be **audio recorded** for internal reporting purposes. The recordings will not be shared further. Photographs of this event may be taken and used by the OSCE for publication purposes.

CONTACTS

Office of the Co-ordinator of OSCE Economic & Environmental Activities, Wallnerstrasse, 6, 1010 Vienna

For substantial issues:

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Head of the Economic and Environmental Forum
E-Mail: xhodi.sakiqi@osce.org
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Mr. Gianfranco Apuzzo
Economic and Environmental Officer
Economic and Environmental Forum Unit
Email: gianfranco.apuzzo@osce.org
Mob: +43 (0) 676 5685066

For logistical queries:

Ms. Andrea Gredler
Economic and Environmental Forum Unit
E-mail: andrea.gredler@osce.org
Mob. +43(0)664 1858396

For visa issues and registration/accreditation:

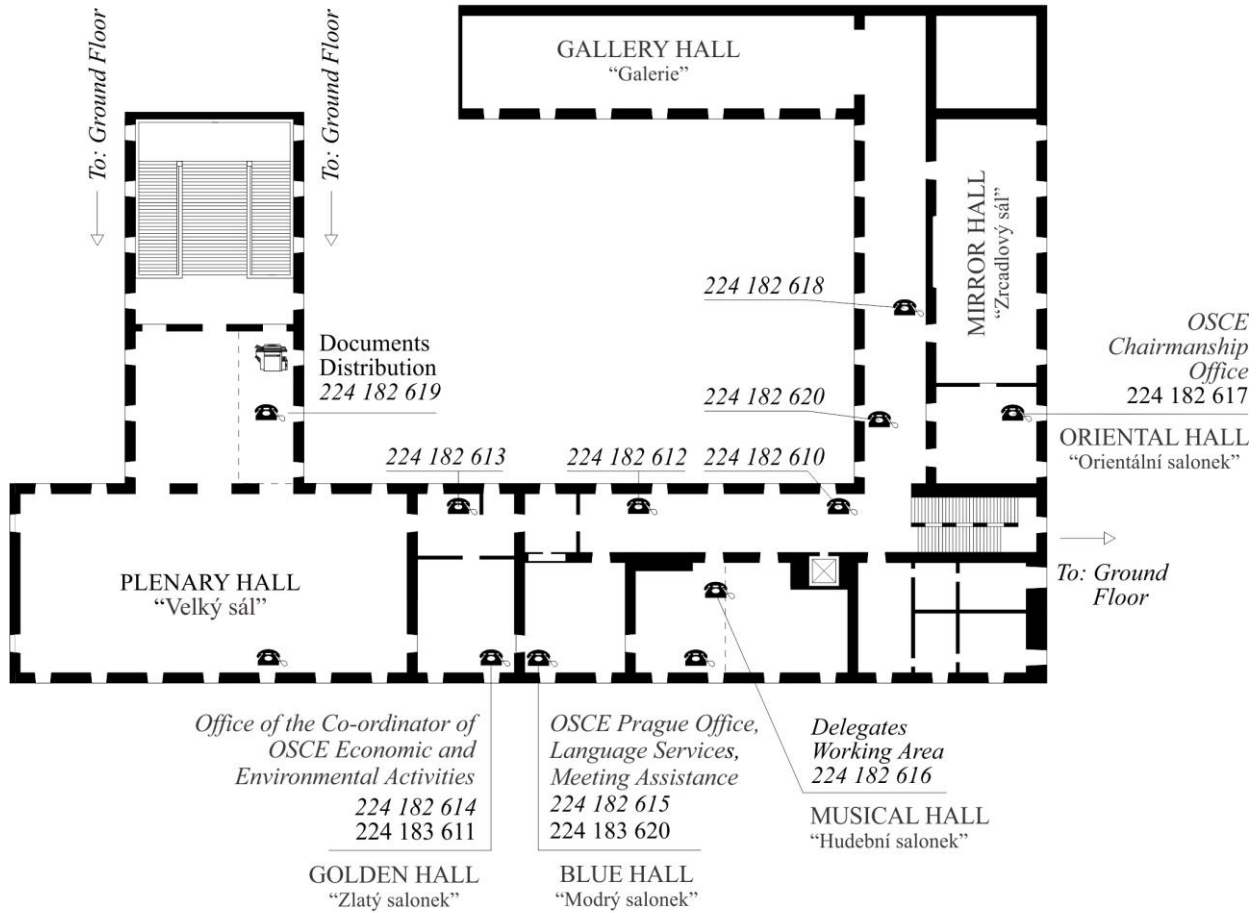
OSCE Documentation Centre in Prague
Ms. Iveta Dzuríková
Email: iveta.dzurikova@osce.org
Tel: +420 224 186 450

HOTELS IN VICINITY OF CZERNIN PALACE

HOTEL	ADDRESS	WEBSITE	Email/Tel
OSCE			
***** STARS			
<u>HOTELS</u>			
Aria Hotel	Tržistě 9, Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Golden Well Hotel	U Zlaté Studně 166/4, Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
**** STARS			
<u>HOTELS</u>			
Hotel Questenberk	Úvoz 15/155, Praha 1	www.questenberk.cz	hotel@questenberk.cz +420 220 407 600
Hotel Monastery	Strahovské nádvoří 13, Praha 1	www.hotelmonastery.cz	monastery@avehotels.cz +420 233 090 200
Biskupský dům	Dražického nám. 6, Praha 1	www.hotelbishopshouse.cz	bh@avehotels.cz +420 257 532 320
U páva	U lužického semináře 32, Praha 1	www.hotel-upava.cz	rezervace@hotel-upava.cz +420 257 533 573
U krále Karla	Nerudova – Úvoz 4, Praha 1	https://www.axxshotels.com/the-king-charles	receptionukk@axxos.co +420 257 531 211
Hotel Pyramida	Bělohorská 24, Praha 6	www.hotelpyramida.cz	rezervace@hotelpyramida.cz +420 233 102 281
Hotel Constans	Břetislavova 309, Praha 1	www.hotelconstans.cz	reception@hotelconstans.cz +420 234 091 818
Hotel U raka	Černínská 10, Praha 1	www.hoteluraka.cz	info@hoteluraka.cz +420 220 511 100
Hotel U Tří Pštrosů	Dražického nám. 76/12, Praha 1	www.utripstrosu.cz	reservation@utripstrosu.cz +420 603 500 704
*** STARS			
<u>HOTELS</u>			
Hotel Jelení dvůr	Jelení 197/7, Praha 1	www.hoteljelenidvur.cz	fitjd@euroagentur.cz +420 271 090 832
Hotel Adalbert	Markétská 1, Praha 6	www.hoteladalbert.cz	recepce@hoteladalbert.cz +420 220 406 170
Hotel U kříže	Újezd 20, Praha 1	www.ukrize.cz	hotel@ukrize.com +420 257 312 523
Hotel Hormeda	Na Zástřelu 422/15, Praha 6	www.hormeda.cz	hormeda@hormeda.cz +420 220 513 604

FLOOR MAP OF MEETING VENUE

FIRST FLOOR



GROUND FLOOR

