



CIO.GAL/68/10/Add.1
20 May 2010

ENGLISH only

OSCE HIGH-LEVEL CONFERENCE ON TOLERANCE AND NON-DISCRIMINATION

Astana, 29 and 30 June 2010

The Kazakh OSCE Chairmanship is pleased to inform delegations that as result of further negotiations, some hotels in Astana are ready to offer lower room rates for the participants in the High-Level Conference on Tolerance and Non-Discrimination.

A revised list of hotels showing the new room rates is annexed hereto.

In order to simplify the hotel booking process, participants are kindly asked to use the annexed hotel booking forms.

To: All OSCE Delegations
All Partners for Co-operation
All OSCE Institutions
OSCE Parliamentary Assembly
OSCE Secretariat
OSCE Missions and Other Field Activities
Non-Governmental Organizations

HOTEL LIST

<p>Rixos President, Astana (5 Stars) 7, Kunayev Street Tel: + 7 7172 24 50 50 Fax: + 7 (7172) 24 27 60 E-mail: astana@rixos.com Web: www.rixos.com</p>	<p>Superior – 285 USD Deluxe – 313 USD Presidential Suit – 780 USD</p> <p>All rates include VAT & Buffet Breakfast</p>
<p>Radisson SAS Hotel (5 Stars) 4, Sary Arka Street Tel: +7 7172 99 00 00 Fax: +7 7172 99 22 22 E-mail: info.astana@radissonsas.com reservation.astana@radissonsas.com Web: www.radissonsas.com</p>	<p>Standard Single – 336 USD Standard Double – 388 USD Business Class – 571 USD Junior Suite – 907 USD</p> <p>All rates include VAT & Buffet Breakfast</p>
<p>Ramada Plaza, Astana (5 Stars) 47, Abai Street Tel: +7 7172 39 10 00 / 60 Fax: +7 7172 39 10 17 / 12 E-mail: hotel@ramadaplazaastana.kz</p>	<p>Deluxe – 235.20 USD Superior – 291.20 USD Executive – 383.04 USD Junior – 459.20 USD Business – 543.20 USD</p> <p>All rates include VAT & Buffet Breakfast</p>
<p>Soluxe Hotel Astana (5 Stars) 27, Syganak Street Tel: +7 7172 70 15 15 Fax: +7 7172 70 15 00 E-mail: soluxe.astana@soluxeint.com</p>	<p>Standard – 36557 KZT Standard Twin - 39424 KZT Deluxe Standard – 41575 KZT Junior – 45876 KZT Business – 58778 KZT</p> <p>All rates include VAT & Buffet Breakfast</p>
<p>Diplomat Hotel (4 Stars) 29/1, Kunayev Street Tel: +7 7172 55 00 01 / 02 / 03 / 04 Fax: +7 7172 55 00 05 E-mail: info@diplomathotel.kz Web: www.diplomathotel.kz</p>	<p>Standard – 152 USD Double – 194 USD Junior Suite – 256 USD</p> <p>All rates include VAT & Buffet Breakfast</p>
<p>King Hotel Astana (4 Stars) 7, Valikhanova Street Tel: +7 7172 705 705 / 200 Fax: +7 7172 70 52 25 E-mail: info@kinghotel.kz Web: www.kinghotel.kz</p>	<p><i>Comfort – 82 USD + tax</i> <i>Prestige – 134 USD + tax</i> <i>Suite – 154 USD + tax</i></p>
<p>Mukammal Hotel (4 Stars) 53/1, Zhenis Avenue Tel: + 7 7172 30 29 06 / 07 /08 Fax: +7 7172 30 29 12 E-mail: bron@mukammal.kz Web: www.mukammal.kz</p>	<p>Single – 86 USD Business – 105 USD Double – 123 USD Suite – 135 USD Suite Business – 164 USD</p> <p>All rates include VAT & Buffet Breakfast</p>
<p>Tengri Hotel (3 Stars) 1A, Vavilov Street Tel: + 7 7172 41 38 28 / 41 Fax: + 7 7172 41 38 29 E-mail: reservation@tengrihotel.kz Web: www.tengrihotel.kz</p>	<p>Standard – 79 USD Double – 113 USD Suite – 145 USD</p> <p>All rates include VAT & Buffet Breakfast</p>



D.Kunayev Street 7, Astana city, Republic of Kazakhstan. Tel.: (7172) 24-50-50, fax: (7172) 24-33-61

OSCE Conference on Tolerance and Non-Discrimination
29-30 June, 2010, Astana, Kazakhstan
Special rate for participants

<input type="checkbox"/>	Superior Single	285 USD (incl. breakfast, VAT)
<input type="checkbox"/>	Deluxe Single	313 USD (incl. breakfast, VAT)
<input type="checkbox"/>	Presidential Suit	780 USD (incl. breakfast, VAT)

Above rates are applicable until 15 June 2010
Please book ASAP, as this rate is subject to the group space availability.
Rooms for forum participants will be confirmed from 27.06.2010 till 03.07.2010
On other dates these rates and availability cannot be guaranteed.

The Deadline for making reservations is 15 June, 2010
Any reservations received once the room block is filled or deadline has passed reservations will be confirmed subject to availability.

Early booking highly recommended.

- Deposit: A Credit Card will need to be provided as a guarantee for your reservation.
- Official check-in time: 2.00pm and check-out time: 12.00pm Midday
- Cancellation policy: Cancellation charges will apply 7 days prior to check in.
- Early check-out: To avoid early departure fee please advise reception of any changes upon arrival.
- Guests should settle their account and all incidentals at the hotel, unless otherwise arranged.
- A confirmation number will be provided by the hotel when placing a reservation.

By agreeing to make a reservation at this hotel, I authorise the hotel to charge my credit card if I am unable to cancel my reservation within the cancellation policy or if I do not stay at the hotel without informing the hotel in advance.

Kindly complete the form below and return to the Reservations Department at the Rixos President Astana by either:

Contact:	Birles Bizhkenov	Tel:	+7 7172 24 50 50
Fax:	+7 7172 24 27 60	E-mail:	Birles.bizhkenov@rixos.com

Unfortunately it is not possible to book the hotel online, so please call or fax your reservation.

Priority Reservation Form – (organizer): (event name) If you are booking more than one room, please ensure that all names are advised.		
Name:		
Company:	Arrival Date:	Approx. Time:
Address:	Departure Date:	
	Room Type:	No of rooms:
Postcode:	Credit Card Type:	Exp:
Telephone:	Credit Card Number:	
Facsimile:	Card Holder:	
E-Mail:	Security Code: (back of card)	
	Card Holder Signature:	

OSCE HIGH-LEVEL CONFERENCE ON TOLERANCE AND NON-DISCRIMINATION

Hotel Reservation Form Radisson SAS Hotel, Astana, Kazakhstan

Please complete all sections below and send this form directly to
Mrs. Yulia Grebenkova, Revenue Manager

Fax number: +77172 992222; Direct Tel: + 7717990000

Email: Reservation.astana@radissonsas.com or Yulia.Grebenkova@radissonsas.com

Title (Dr., Mr., Ms., Mrs., etc.):	
First name:	
Last name:	
Telephone number:	
Facsimile number:	
E-mail Address:	
Arrival Date/Flight details/Time:	
Departure Date/Flight details/Time:	
Total number of nights:	
Airport pickup/drop off* (Yes/No):	

***Please note that airport pickup or drop off is subject to additional charge at KZT 4000**

Room type	Special Room Rate per room per night*, USD (VAT inc)	Check box
Standard Single	336	<input type="checkbox"/>
Standard Double	388	<input type="checkbox"/>
Business Class	571	<input type="checkbox"/>
Junior Suite	907	<input type="checkbox"/>

*The rates include Super Buffet Breakfast, access to World Class fitness center, unlimited WI-FI internet access

**The rates are applicable for the OSCE HIGH-LEVEL CONFERENCE ON TOLERANCE AND NON-DISCRIMINATION participants only.

*** Special rates are valid till June 15, 2010. All reservations received after this date will be subject to availability and rate of the day.

PAYMENT INSTRUCTIONS

PLEASE NOTE THAT THE ROOM RATES ARE QUATED IN USD AND WILL BE CHARGED IN LOCAL CURRENCY (KAZAKH TENGE) AT THE HOTEL INTERNAL EXCHANGE RATE ON ARRIVAL DATE.

Please guarantee your reservation by quoting your credit card details below. Please note quoting your credit card details you agree with Hotel cancellation policy and any cancellations or no show fees will be charged from the credit card provided.

Credit Card Type (AX, VA, MC):	
Credit Card Number:	
Expiration Day:	
Signature of credit card holder:	

THE ABOVE FORM IS NOT VALID WITHOUT CREDIT CARD INFORMATION

CANCELLATION POLICY

Please note that the following cancellation fees will be applied:

- cancellation received 1 day before arrival is subject to 100% charge of the full stay;
- cancellation received more than 2 days before arrival is free of charge;
- any no-shows are subject to 100% charge of the full stay.

ADDITIONAL INFO

Hotel check in time - 2 pm (14.00)
Hotel check out time - 12 noon (12.00)

In order to guarantee direct access to the room upon early arrival (before 2 pm) the room has to be booked the night prior.

WE LOOK FORWARD TO WELCOMING YOU TO RADISSON SAS HOTEL, ASTANA!

www.astana.radissonsas.com

Radisson SAS
HOTEL, ASTANA

Ramada Plaza Astana

47, Abai Ave
 010000, Astana, Kazakhstan
 Tel.: +7 7172 39 10 00 (ext.5017)
 Fax: +7 7172 39 10 17
 e-mail: sales@ramadaplazaastana.kz



Reservation Form
OSCE HIGH-LEVEL CONFERENCE
ON TOLERANCE AND NON-DISCRIMINATION
28th June – 30th June, 2010

Company	
Contact person	
Contact information: Address/tel./fax/mob./e-mail	
Guest's name	
Date of arrival	
Date of departure	
Rooms requested (type/rate)	Number
Standard Room/235.20 USD	
Superior Room/291.20 USD	
Executive Suite/383.04 USD	
Junior Suite/459.20 USD	
Business Suite/543.20 USD	
Diplomatic Suite/752.64 USD	
President Suite/3606.4 USD	
<ul style="list-style-type: none"> • The above rates are per room per night. • Rates include VAT • Rates include Buffet Breakfast at our Cafe Marco Polo (on the date following after arrival date), use of Aquarius SPA & Wellness facilities (swimming pool, Turkish Hammam, sauna, fitness and vitamin bar) and free Wireless Internet access. • Early Arrival fee is \$50.00 and it applies for all early arrivals before the hotel's official check-in time at 02:00 p.m. (from 06:00 a.m. till 02:00 p.m.). • Late Departure fee is \$50.00 and applies for all late departures after the hotel's official check-out time at 12:00 noon (from 12:00 noon till 06:00 p.m.). • Guaranteed Reservation (credit card details or deposit/ prepayment) provides your room availability during 24 hours from the expected date of the guest's arrival. • In case of a later cancellation, "No-Show" or an early departure it is company policy to charge 100% cost of the room for one night of the entire room bill. 	
Airport Pickup	Yes _____ No _____
Flight number/arr.time:	
Minibus/40 USD per one way	Yes _____ No _____

Deluxe car/45 USD per one way	Yes _____ No _____
Airport drop off required	Yes _____ No _____
Flight number/arr.time:	
Minibus/40 USD per one way	Yes _____ No _____
Deluxe car/45 USD per one way	Yes _____ No _____
Pls be kindly informed that to avoid penalty charges you should inform us about cancellation or any changes of the transfer not later than 12 hours before arrival. In case of no show or not cancellation received one transfer payment will be charged.	
Payment Method	
Guest upon check in	Yes _____ No _____
Company by bank transfer	Yes _____ No _____
All expences	Yes _____ No _____
Room only	Yes _____ No _____
Credit Card	Yes _____ No _____
Cardholder name	
Credit Card Type	
Credit card number	
Credit card validity date	
<ul style="list-style-type: none"> • In accordance with the article 282 of Civil Code of RK, which is displayed at the Front Office Desk on daily, all the prices and services are payable in KZT according to the internal hotel exchange rate. Hotel has a right to change internal rate without any written prior notification (at the moment 1\$ - 155 kzt). • All charges guaranteed by the Company must be pre-paid before guest's arrival. • All individual charges not guaranteed by the Company must be guaranteed at check-in by the particular individual and paid during check out. <p>Please attach the guarantee: company guarantee letter with bank details or copy of credit card.</p>	
Date of request	
Reserved by	
Signature	Stamp



北京大厦·阳光酒店
Soluxe Hotel Astana

To: «OSCE High level Conference on
tolerance & non discrimination»

Tel:
Fax:720139

From: Laura Uglimanova
Sales & Marketing
Soluxe Hotel Astana
Subject: Rate Proposal for the year 2010

Tel: +7 (7172) 701515 (ext.38002)
Fax: +7 (7172) 701500
E-Mail:
Date:

Quantity of pages including this page: 2

Dear,

We are glad to suggest you the service of new five-star hotel "Soluxe Hotel Astana". Our Hotel is located in the central administration district of the city. It is a modern multi-functional Chinese style building, integrating both five-star hotel and business center. Below we presented to your attention our published rates and special discounted room rates for your guests who will stay at our hotel.

<u>Room Types</u>	<u>Published rates (Including 12% VAT)</u>	<u>Your special rates (Including 12%VAT)</u>
Standard King	64 000	36557
Standard Twin	69 120	39424
Deluxe Standard King	71 680	41575
Junior Suite	79 360	45876
Business Suite	99 840	58778
Deluxe Suite	166 400	
Executive Suite	217 600	
Presidential Suite	800 000	

These Rates:

- Are quoted in KZT per room per night including 12% VAT(Published Rates).
- Include - Full Buffet Breakfast in Revolving Restaurant on the date following to the arrival date, SPA Centre entry (sauna, gym, swimming pool).
- Are given per room per night. An additional 6 400 KZT applies for any accompanying (non-registered) guest in the room.
- **Please be informed that official check-in time is 2 pm and check-out time is 12 am.**
- Any early arrivals and late departures subject to 50% charge of the full room rate.
- As per the local legislation all charges are payable in local currency.

Booking & Cancellation Terms



北京大厦·阳光酒店
Soluxe Hotel Astana

- Rooms and other services can be ordered by any of below mentioned methods:
Reservations Department Tel: +7 (7172) 701515 and fax: +7 (7172) 701500, 539253.
E - mail: soluxehotel@mail.ru. You will receive a reservation number as a confirmation of your booking.
- Guaranteed Reservation (credit card details or deposit/ prepayment) provides your room availability during 24 hours from the expected date of the guest's arrival. It is our usual practice to require a guarantee from guests arriving after 6 pm.
- Non-guaranteed reservation released by the hotel after 6 pm on the arrival date is subject to availability. We apply this rule at a period of full occupancy only.
- Guaranteed Reservations may be cancelled free of charge before 6 p.m. on the day of arrival. You will receive a cancellation number for reference. In case of a later cancellation, "No-Show" or an early departure it is company policy to charge 100% cost of the room for one night of the entire room bill.

Payment Terms:

- In accordance with the article 282 of Civil Code of RK all the prices and services are payable in KZT
- All charges guaranteed by the Company must be pre-paid before guest's arrival.
- All individual charges not guaranteed by the Company must be guaranteed at check-in by the particular individual and paid during check out.
- The Hotel is not responsible if any additional taxes/charges are imposed by the Government during the time this proposal is in effect. All such taxes shall be charged to and bared by the Company.
- In case of bank payment, all bank charges should be at Company's expense.

In order for these rates to be available to you for booking, please sign, stamp and fax this rate proposal back to us at fax +7 (7172) 70 15 00. Once this process is completed, you will be able to fax your reservation requests directly to our Reservations Department using your company's letterhead paper.

We hope to see you, your colleagues and your guests as valued guests of Soluxe Hotel Astana.

Best regards,

Agreed and approved,

Uglimanova laura

Sales & Marketing

Soluxe Hotel Astana

Signature: _____ Date: _____

Name:

Position:

Company:



北京大厦·阳光酒店
Soluxe Hotel Astana



DIPLOMAT
HOTEL

Қонақтың тіркелу картасы
Guest Registration Card
Регистрационная карта

OSCE High-level conference on Tolerance and Non-Discrimination

28-30 June, 2010

Standart Single room \$152

Standart Double room \$194

Junior Suite \$256

Rates are quoted in USD included of 12% VAT and breakfast

Аты-жөні/ First and last name/ Ф.И.О.

Компания/ Company/ Компания		
Келу күні / Arrival / Дата заезда	Кету күні/ Departure/ Дата отъезда	Қала, елі/ City, Country/ Город, страна
Phone # / № телефона	E-mail/ Эл. почта	Мекен-жайы/ Address/ Адрес
Туған күні, жері/ Date, Place of Birth/ Дата и место рождения		Азаматтық/ Citizenship/ Гражданство
Төлқұжат №/ Passport #/ № Паспорта		Берілген жері, күні/ Place, date of issue/ Дата и место выдачи
Тіркелу уақыты күндізгі 14:00/ Check in time is 14.00 / Время регистрации 14: 00		Кету уақыты күндізгі сағат 12:00/ Check out time is 12.00 / Время отъезда 12:00
Cancellations should be done in written form 3 days prior to arrival date. Отмена должна быть сделана в письменном виде не позднее, чем за 3 дня до даты заезда		Early check-in and late check-out can be arranged upon availability and will be charged 9000 KZT За ранний заезд и поздний выезд взимается дополнительная плата в размере 9 000 тг.



OSCE HIGH-LEVEL CONFERENCE ON TOLERANCE AND NON-DISCRIMINATION

Hotel Reservation Form

Kazakhstan , Astana , Pobeda Avenue 53/1

Please complete all sections below and send this form to

Ms. Evgeniya Boikova, Mr. Yesbol Kalkabayev

tel: +7 (717 2) 38-29-39, fax: +7 (717 2) 30-29-12 Mobile: +77012561931, 87004586936

e-mail: bron@mukammal.kz , office@mukammal.kz www.mukammal.kz

Special rate for participants

Quantity of rooms	Type	Special Room rate per room per night*	Check box
5	Single standart	86\$	
15	Single business	105\$	
5	Double standart	123\$	
5	Suite	135\$	
4	Suite business	164\$	

The deadline for making reservations is 20 June. 2010

Early booking highly recommended

- Deposit: A credit card will need to be provided as a guarantee for your reservation
- Official chek-in time:12:00 pm. And check-out time: 12:00 pm Middy
- In order to guarantee direct access to the room upon early arrival (before 12:00 pm) guest will be charged additional **60%** of daily room rate (breakfast included).
- Cancellation policy: Cancellation charges will aply 3 days prior to check in
- A confirmation number will be provided by the hotel when placing a reservation

First name:	
Last name:	
Company:	
Address:	
Telephone number:	
E-mail Address:	
Arrival date/flight details/time:	
Departure daet/flight details/time:	
Total number of nights:	
Airport pickup/drop off** (Yes/No)	

*The rates include Super Buffet Breakfast, VAT, Electronic Safe in room and unlimited WI-FI internet access

**Please note that airport pick up or drop off is subject to additional charge at KZT 4000

Special rates are valid till June 20, 2010. All reservations received after this date will be subject to availability and rateof the day.

Payment Instructions:

Please note that the room rates are quoted in USD and will be charged in local currency (Kazakh Tenge) at the hotel internal Exchange rate on arrival date.

By agreeing to make reservation at this hotel, I authorize the hotel to charge my credit card if I am unable to cancel my reservation within the cancellation policy or if I do not stay at the hotel without informing the hotel in advance.

Credit card type (AX, VA, MC)	
Credit card number:	
Expiration Day:	
Signature of credit card holder:	

WE LOOK FORWARD WELCOMING YOU TO HOTEL MUKAMMAL, ASTANA



OSCE High-Level Conference on Tolerance and Non-Discrimination

Hotel Reservation Form

Title (Dr., Mr., Ms., Mrs., etc.):	
First name:	
Last name:	
Telephone number:	
Facsimile number:	
E-mail address:	
Arrival date/Flight details/Time:	
Departure date/Flight details/Time:	
Total number of nights:	
Airport pickup/drop off (yes/no)	

Special rate for participants

- 1) Standard single rooms - 79\$
- 2) Standard double rooms - 113\$
- 3) Suite rooms - 145\$

Transfer: 18 \$

The rates include Breakfast, unlimited WI-FI internet access, but are subject to current VAT at 12%.

The rates are applicable for the OSCE High-Level Conference on Tolerance and Non-Discrimination participants only.

Special rates are valid from June 28 till July 1, 2010.

We are not pursuing after up to the minute profit, we sensitize to long term cooperation.
Our Hotel offers you the best combination of charge and quality.

Republic of Kazakhstan, Astana city, Vavilova str. 1 A (Manasa str coner)
Tel/fax: +7 (7172) 413841, 413838, 413829 , mob: +77014948152
E mail: sales@tengrihotel.kz
Web-sait: www.tengrihotel.kz