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ENGLISH only

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

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

**Vienna, 4 July 2007**

To: All OSCE Delegations  
Partners for Co-operation  
Mediterranean Partners for Co-operation

Subject: Logistical modalities – First Preparatory Conference to the Sixteenth OSCE Economic and Environmental Forum, Helsinki, Finland, 10-11 September 2007.

Please find attached the logistical modalities for the First Preparatory Conference to the Sixteenth OSCE Economic and Environmental Forum “Maritime and Inland Waterways Co-operation in the OSCE Area: Increasing Security and Protecting the Environment”, Helsinki, Finland, 10-11 September 2007.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 4 July 2007

**First Preparatory Conference  
to the Sixteenth OSCE Economic and Environmental Forum  
"Maritime and Inland Waterways Co-operation in the OSCE Area:  
Increasing Security and Protecting the Environment"  
Helsinki, Finland  
10 - 11 September 2007**

**Organizational Modalities**

**Conference Venue:  
Hilton Helsinki Kalastajatorppa  
Kalastajatorpantie 1, 00330 Helsinki  
Tel. + 358 10 80 8003**

Participants will have at their disposal a conference room for the Conference sessions. Access to PCs and Internet will be available in a separate Internet area.

A conference secretariat will provide assistance for speakers and participants. Printing and copying facilities for the display and distribution of relevant publications, documents and information materials will be available.

Technical equipment for presentation of audio-visual materials will be provided upon advance request (TV screen, power point, overhead, flip chart).

**1. PARTICIPATION**

Representatives of OSCE participating States, OSCE institutions and field presences, representatives of International Organizations and representatives of business community, Non-Governmental Organizations and academic community will participate in the Conference. The Partners for co-operation and the Mediterranean Partners for co-operation are invited to attend the Conference.

The Conference should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. *To this end, no formal interventions in the form of prepared statements are envisaged.* However, written materials may be submitted in advance for circulation by the OSCE Secretariat. **No fee for participation is requested.**

## **2. WORKING MODUS OF THE SESSIONS**

The **Plenary Sessions** will have presentations of expert speakers followed by discussions. A moderator will facilitate the discussion and a rapporteur will summarize the key issues discussed.

## **3. REGISTRATION: Deadline – 31 August 2007**

**Please return the attached conference “REGISTRATION FORM” (ANNEX 1) to Ms. Andrea Gredler, Office of the Co-ordinator of OSCE Economic and Environmental Activities, OSCE Secretariat, Vienna, Austria (email: [andrea.gredler@osce.org](mailto:andrea.gredler@osce.org), Fax: +43 1 514 36 6251, Tel: +43 1 514 36 575), *completed with your precise arrival and departure time and the hotel booked***

## **4. ACCREDITATION AT THE CONFERENCE**

Accreditations **at the Conference Venue – Hilton Helsinki Kalastajatorppa** - will start

- on Sunday 9 September 2007, 15:00 – 18:00 and
- on Monday, 10 September 2007, as from 7:30

Participants are kindly requested to contact the registration desk, where on-site registration and distribution of meeting badges will take place. Please note that conference badges are required for access to all the Conference events. They will be issued upon presentation of the participants' passport or ID.

## **5. DOCUMENT REGISTRATION & DISTRIBUTION**

Participants are welcome to distribute documents related to their Organization and/or to the theme of the Conference. All documents, if not sent in advance, have to be submitted for registration to the *Conference Secretariat* prior to distribution. They will be published on the OSCE conference website created for that purpose.

In view of protecting the environment the Organizers wish to limit to the extend possible the printing of documents. The Organizers kindly request the participants:

a) to send their documents in electronic format well in advance to the email addresses indicated herewith: Mr. Gabriel Leonte, email: [Gabriel.Leonte@osce.org](mailto:Gabriel.Leonte@osce.org) and/or Ms. Andrea Gredler, email: [Andrea.Gredler@osce.org](mailto:Andrea.Gredler@osce.org), Tel: +43 1 514 36 575.

b) to request a printed copy only when necessary, as the documents can be retrieved from the specific OSCE conference website.

## **6. TRANSLATION SERVICES**

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

## **7. HOTEL BOOKING (ANNEX 2): Deadline – 9 August 2007**

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

**Please note that the hotel booking deadline** for all below mentioned hotels is **9<sup>th</sup> August 2007**. **The Organizers cannot guarantee availability of rooms in these hotels or in Helsinki after the deadline.**

Rooms have been pre-booked for the conference participants at the following hotels:

### **1) Hilton Helsinki Kalastajatorppa\*\*\*\*\* (The Conference Venue)**

**Address:** Kalastajatorpantie 1, 00330 Helsinki

**Reservation Contact:**

When booking, please indicate the block code "ETY090907"

Email: [helsinkikalastajatorppa@hilton.com](mailto:helsinkikalastajatorppa@hilton.com)

Tel. + 358 10 80 8003 Fax. +358 (0)9 4581 2211

*80 single rooms* have been pre-booked for a **room rate of 120€** (incl. continental breakfast, VAT).

**City centre:** Appr. five kilometres from Helsinki city centre.

### **2) Hotel Helka\*\*\***

**Address:** Pohjoinen Rautatiekatu 23, 00100 Helsinki

**Reservation Contact:**

When booking, please indicate the block code "OSCE"

Email: [reservations@helka.fi](mailto:reservations@helka.fi)

Tel. +358 9 613 580 Fax. +358 9 441 087

[www.helka.fi](http://www.helka.fi)

*15 single rooms* have been pre-booked for a **room rate of 101€** (incl. continental breakfast, VAT)..

**City centre:** Hotel Helka is situated in the City Centre, distance to the conference venue appr. five kilometers.

### **3) Hotel Arthur\*\*\***

**Address:** Vuorikatu 19, 00100 Helsinki

**Reservation Contact:**

When booking, please indicate the block code "OSCE"

Email: [sales@hotelarthur.fi](mailto:sales@hotelarthur.fi)

Tel. +358 9 173 44 200 Fax. + 358 9 626 880

[www.hotelarthur.fi](http://www.hotelarthur.fi)

*15 single rooms* have been pre-booked for a **room rate of 85€** (incl. continental breakfast, VAT).

**City centre:** Hotel Arthur is situated in the City Centre, distance to the conference venue appr. five kilometers.

**Please send the attached "HOTEL BOOKING FORM" to the hotel of your preference** (contact and email are indicated) - ANNEX 2a, 2b, 2c.

**Cancellation conditions for all above mentioned hotels:** An individual reservation from the block can be cancelled *48 hours before arrival without any cancellation fee*. After this and in case of a no-show there will be a charge of minimum one night.

## **8. VISA REQUIREMENTS (ANNEX 3)**

Participants, if required under the Finnish law, are asked to make their own arrangements for securing a visa for entry into Finland.

Please note that it is NOT possible to have your visa issued at the Helsinki-Vantaa airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Finland.

Further details can be found and downloaded from the MFA website, under the following link: <http://213.214.146.178/public/default.aspx?nodeid=15716&contentlan=2&culture=en-US>

In order to receive a visa free of charge, participants can apply to the consular section of the respective Finnish Embassy by submitting the following documents (no difference between regular, service or diplomatic passports). Free-of-charge visas may not be assured in countries where another EU Embassy is tasked with the issuance of Schengen visas (ANNEX 3)

The following documents are required for visa applications:

- visa application form (attached in ANNEX 3)
- invitation for the conference, issued by OSCE
- travel insurance
- 2 pictures
- copy of passport
- in some cases Embassies may ask for further documents

For your convenience, please find annexed a list of countries whose citizens (with all categories of passports) will need a visa to enter into Finland, a list of countries whose citizens enjoy a visa-free regime upon entry to Finland, as well as a list of Finnish Embassies abroad (ANNEX 3)

**In case of visa problems, please contact:** Ministry for Foreign Affairs of Finland, Passport and Visa Unit, e-mail: [visas.passports@formin.fi](mailto:visas.passports@formin.fi), tel. +358-9-160 05, fax. +358-9-160 55 228.

## 9. TRAVEL INFORMATION

### A) FLIGHTS

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

A list of flight schedules for all scheduled flights to and from Helsinki-Vantaa international airport can be found in <http://www.helsinki-vantaa.fi/timetablebooklet>.

There will be an "OSCE" welcoming desk at the Arrivals Hall.

### B) TRANSFERS IN HELSINKI

#### TRANSPORTATION FROM THE AIRPORT TO HELSINKI CITY CENTRE AND TO HOTELS:

##### Bus Transfer to hotels Hilton Helsinki Kalastajatorppa, Hotel Helka and Hotel Arthur

The Organisers of the conference are considering to provide a bus transfer for arrivals and departures between the Helsinki-Vantaa International Airport and the above mentioned hotels on Sunday 9<sup>th</sup> September, Monday 10<sup>th</sup> September and Tuesday 11<sup>th</sup> September.

**We kindly request you to clearly indicate your email address, your arrival date/time/flight number at the Helsinki-Vantaa International Airport on the registration form attached in annex 1 by 31 August 2007. The information on the possible transfer will be sent to you at a later stage.**

##### Buses and Taxis

There are regular bus connections between the airport and Helsinki city centre (Helsinki City buses 415, 451 and 615). You can also take the Finnair City Bus. For timetables please visit the following web sites:

Helsinki City buses: <http://aikataulut.ytv.fi/linjat/en/s415.html>,  
<http://aikataulut.ytv.fi/linjat/en/s451.html>, <http://aikataulut.ytv.fi/linjat/en/s615.html>  
Finnair City Bus: [http://www.finnair.fi/filecontent/common/finnair\\_cb\\_aikataulu.pdf](http://www.finnair.fi/filecontent/common/finnair_cb_aikataulu.pdf)

Bus fare for the city bus is 3,60€ and for the Finnair City Bus 5,20€. Fares are all subject to change. Please note, that these buses will take you to the City Centre, not directly to your hotel.

The taxi journey from the airport to the centre of Helsinki takes about half an hour and costs about 30€. There are taxi stations right outside the Arrivals Halls of the International terminals. Service desks for the taxi operators can be found at Arrivals halls 1 and 2.

Further information and assistance can be requested from the OSCE welcoming desk.

#### **BUS SERVICE TO AND FROM THE CONFERENCE VENUE:**

For those participants staying in Hotel Arthur or Hotel Helka, bus service will be provided for between their hotel and the conference venue in the morning and evening of the conference days.

## 10. LUNCHES

Lunches and coffee breaks will be provided free of charge to the participants on both days of the conference.

## 11. SOCIAL EVENTS:

Sunday 9 September 2007

17:00 Cocktail/Reception offered by the Ministry for Foreign Affairs of Finland

Monday 10 September 2007

19:00 Reception hosted by City of Helsinki

Bus transfers provided from the conference venue to reception and back.

## FIELD VISIT

Delegations are invited to take part in a Field Visit organized before the Conference. This visit will be arranged on Sunday, 9 September 2007. This visit will show activities of the icebreakers stationed at the Port of Helsinki.

Date: 9 September 2007

Time: afternoon (appr. 15:00-)

Distance from city Center: 1 km

Transport by bus from the conference venue (Hotel Hilton Helsinki Kalastajatorppa Kalastajatorpantie 1, 00330 Helsinki)

Visits will be operated in four smaller groups and **due to logistics the total participation is limited to 60 persons and only upon registration.** Additional groups will be considered in case of higher registration. **Please indicate on the registration form if you intend to participate.**

## GENERAL INFORMATION:

**Currency:** The national currency is Euro

**Bank facilities:** Bank services and exchange operations can be done at the banks or exchange offices situated in the city.

**Electric current:** The standard voltage in the electric circuit of Helsinki is 220 V. Electric plugs may not correspond to plugs of your electric appliance; therefore the use of an adapter might be necessary.

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

**Time:** Helsinki time differs from Greenwich time by +3 hours.

**Weather:** The weather in Helsinki in September is expected to be changeable (sunny or rainy); the daily temperature is usually between +10 - +17<sup>0</sup>C, but the actual weather conditions should be checked before departure.

For further information please check the official website for the City of Helsinki:  
<http://www.hel2.fi/tourism/EN/matko.asp>

## **CONTACTS OF ORGANIZERS:**

### **OSCE SECRETARIAT, VIENNA**

**For substantial issues: Mr. Gabriel Leonte, Tel: +43 1 514 36 776, Fax: +43 1 514 36 6251,  
Email: [Gabriel.Leonte@osce.org](mailto:Gabriel.Leonte@osce.org)**

**For logistical queries: Ms. Andrea Gredler, Tel: +43 1 514 36 575, Fax: +43 1 514 36 6251,  
Email: [Andrea.Gredler@osce.org](mailto:Andrea.Gredler@osce.org)**

## **IN FINLAND:**

**For queries related to visa issues :** Ministry for Foreign Affairs of Finland, Passport and Visa Unit, e-mail: [visas.passports@formin.fi](mailto:visas.passports@formin.fi), tel. +358-9-160 05, fax. +358-9-160 55 228.

### **Finnish Ministry of Foreign Affairs:**

Ms Sari Kantola and Ms Tarja von Lüders

Tel. +358-9-160 55686/56656

Fax. +358-9-160 56168

Email: [sari.kantola@formin.fi](mailto:sari.kantola@formin.fi), [tarja.vonlueders@formin.fi](mailto:tarja.vonlueders@formin.fi)



First Preparatory Conference  
to the Sixteenth OSCE Economic Forum  
Helsinki, 10-11 September 2007

**Hotel Hilton Helsinki Kalastajatorppa**  
**HOTEL BOOKING FORM - block code: ETY090907**  
*(this is not the registration form for the conference!)*

Please return this hotel booking form by e-mail or by Fax to the Hilton Helsinki Kalastajatorppa  
**Deadline 9 August 2007**

First Name: .....

Last Name: .....

Organization:.....

Address:.....

Email:.....

Fax:.....

Tel:.....

Arrival date: ..... time:.....Flight number:.....

Departure date:.....time:.....Flight number:.....

In order to guarantee your reservation the hotel will need your **credit card information**:

Credit card holder name: .....

Credit card number:..... The card expiry date: .....

**Contacts**

**Hilton Helsinki Kalastajatorppa\*\*\*\*\***  
Email: [helsinkikalastajatorppa@hilton.com](mailto:helsinkikalastajatorppa@hilton.com)  
Tel. + 358 10 80 8003  
Fax. +358 (0)9 4581 2211

**Room category and price**

Single room **120€** including Hilton Breakfast and VAT

**Cancellation fee**

An individual reservation from the block can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.



**First Preparatory Conference  
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Helsinki, 10-11 September 2007**

**Hotel Helka**  
**HOTEL BOOKING FORM - block code: OSCE**  
*(this is not the registration form for the conference!)*

**Please return this hotel booking form by e-mail or by Fax to Hotel Helka**  
**Deadline 9 August 2007**

First Name: .....

Last Name: .....

Organization:.....

Address:.....

Email:.....

Fax:.....

Tel:.....

Arrival date: ..... time:.....Flight number:.....

Departure date:.....time:.....Flight number:.....

In order to guarantee your reservation the hotel will need your **credit card information**:

Credit card holder name: .....

Credit card number:..... The card expiry date: .....

**Contacts**

**Hotel Helka\*\*\***

Email: reservations@helka.fi

Tel. +358 9 613 580

Fax. +358 9 441 087

www.helka.fi

**Room category and price**

Single room **101€** including breakfast and VAT

**Cancellation fee**

An individual reservation from the block can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.

**Daily transfers between the hotel and the conference venue will be provided on mornings and evenings.**



**First Preparatory Conference  
to the Sixteenth OSCE Economic Forum  
Helsinki, 10-11 September 2007**

**Hotel Arthur**  
**HOTEL BOOKING FORM - block code: OSCE**  
*(this is not the registration form for the conference!)*

**Please return this hotel booking form by e-mail or by Fax to Hotel Arthur**  
**Deadline 9 August 2007**

First Name: .....

Last Name: .....

Organization:.....

Address:.....

Email:.....

Fax:.....

Tel:.....

Arrival date: ..... time:.....Flight number:.....

Departure date:.....time:.....Flight number:.....

In order to guarantee your reservation the hotel will need your **credit card information**:

Credit card holder name: .....

Credit card number:..... The card expiry date: .....

**Contacts**

**Hotel Arthur\*\*\***

**Reservation Contact:**

Email: sales@hotelarthur.fi

Tel. +358 9 173 44 200

Fax. + 358 9 626 880

www.hotelarthur.fi

**Room category and price**

Single room **85€** including breakfast and VAT

**Cancellation fee**

An individual reservation from the block can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.

**Daily transfers between the hotel and the conference venue will be provided on mornings and evenings.**