



Conference Services

ANNUAL SECURITY REVIEW CONFERENCE
Vienna, 19 - 20 June 2013

OSCE Conference Services presents its compliments all OSCE Delegations and to the OSCE's Partners for Co-operation and has the honour to inform them about the following organizational modalities for the Annual Security Review Conference(ASRC) to be held in Vienna on 19 - 20 June 2013:

1. Venue

All meetings will take place in the "Neuer Saal" of the Hofburg Congress Centre. Interpretation will be provided between the six official languages of the Conference.

Bilateral meeting rooms will be available for participants on the 2nd floor:

Room 210, 2nd floor, Office for Rapporteurs, Keynote Speakers, Panellists and Moderators

Room 201, 2nd floor, Informal Consultations/Bi-lateral meeting room, capacity: 32 seats at

Room 204, 2nd floor, Informal Consultations/Bi-lateral meeting room, capacity: 12 seats

Room 207, 2nd floor, Informal Consultations/Bi-lateral meeting room, capacity: 12 seats

Please book the rooms for bi-lateral meetings at the Information Desk, Mrs. Micky Kröll, micky.kroell@osce.org, phone: +43 1 51436 6585. As the number of rooms is limited you are kindly requested to keep Mrs. Kröll informed of any changes to your requirements. Please specify when booking your room that it is for ASRC purposes.

2. Program/Agenda:

The agenda and organizational modalities as well as a detailed programme will be circulated at a later stage.

3. Media

OSCE Press and Public Information Section will provide appropriate media coverage by inviting and informing press. An official webpage has been created containing relevant information on the conference and can be found under the following address:

www.osce.org/event

4. Accreditation

All Participants are kindly requested to fill in **SECTION 1** of the attached registration form (see Annex 1) and to send it to elke.lidarik@osce.org , fax: +43-1-531 37 577 not later than 7 June 2013.

A note verbale from delegations in Vienna detailing all participants from delegations in descending order of seniority showing, names, functions and e-mail address should be sent to elke.lidarik@osce.org , fax: +43-1-531 37 577. Those members of OSCE delegations in Vienna who take part in the Conference will have access to the conference area with their regular OSCE badges.

Not permanently accredited delegation members are kindly requested to fill in **SECTION 1** and **SECTION 2** of the attached registration form.

Badges for not permanently accredited delegation members may be obtained at the accreditation counter located in the Segmentgalerie, first floor (open daily from 8:30 a.m. to 5 p.m. during the ASRC) upon presentation of an appropriate picture identification.

5. Technical equipment

The Neuer Saal will be equipped with technical facilities for power point presentations. The equipment consists of a large screen, projector, laptop (Microsoft Windows XP, office XP) with remote control, VCR (VHS, S-VHS), mini DV and DVD player, CD-player, floppy disk station and USB-port.

Please note that presenters wishing to test audio/visual equipment may do so one hour prior to each session on all days of the Conference.

6. Statements

Conference Services invite participants in the ASRC to kindly submit any written contributions they may have to Conference Services (documents@osce.org) by 7 June 2013. This should not hinder the ad hoc discussion during meetings but contribute to better communication.

All documents will be posted to delweb on Doc.IN. In addition it is intended to upload the documents also to OSCE public website (www.osce.org/event). For this purpose every originator should specify when submitting the documents if the document can be considered as OPEN (also for public website) or OSCE+ (participants in the meeting only).

7. Visa

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

Please be aware that it might take 14 days to get the requested Shengen visa. Therefore applicants are strongly advised to apply for visa well in time.

Please note that it is NOT possible to have your visa issued at the Vienna International Airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay.

Further details can be found on the Austrian MFA website www.bmeia.gv.at.

In case assistance from the OSCE to support your visa application is needed, please send your request with a passport copy by e-mail to Ms. Elke Lidarik (elke.lidarik@osce.org).

8. Transportation

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

Reaching Vienna Centre from the Airport:

Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.

Taxis:

Taxis can be found in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. €40.00-50.00.

A pick up at the airport can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: € 33 one-way) or from the company Airport Drivers (Tel: +43 1 22 82 250 – price: €33)

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line 3 and 4) and taxis: www.cityairporttrain.com

Price: €12 one way; €19 return

Schedule: every ½ hours: Airport-Vienna 6/36 min. after every full hour;

Vienna-Airport 6/36 min. after every full hour. Trip: 16 min. non-stop.

OR

b) Schnellbahn (S1, S2 or S7) – to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Line 3 and 4) and taxis.

<http://www.schnellbahn-wien.at/netz/s7.htm>

Price: €3,80 one way.

Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).

Bus Services Vienna Airport Lines (2 lines)

Price :€8 one way; :€16 return,

Busses go either to Morzinplatz/Schwedenplatz (U-1 and U-4) or to Bahnhof Meidling, Dörfelstrasse (S-Bahn and U-6), (both having access to the Underground). Please check before taking the bus.

Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour; Schwedenplatz-Airport: every 00/30 min. after full hour

Trip: 40 min.

www.postbus.at – Tel: +43 (1) 7007-32300

To get around in Vienna

For taxi service within Vienna, please call +43 1 31300 or +43 1 40100

Public transportation information is available at:

<http://www.wienerlinien.at/wl/ep/home.do?tabId=0>

9. Accommodation:

Participants are kindly requested to make their own hotel arrangements, which will not be paid for by the OSCE. For your convenience, a list of hotels in Vienna is attached hereto (Annex 2).

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

10. Catering/social events:

- Lunch hosted by the Ukrainian OSCE Chairmanship for all participants will be held in the Vorsaal (adjacent to Neuer Saal) on 19 and on 20 June 2013 from 1.00 p.m. – 3.00 p.m.

11. Points of Contact:

Substantial issues:

Mr. John Crosby

Operational Support Officer

Conflict Prevention Centre/Operations Service,

Tel +43 1 514 366766, john.crosby@osce.org

Logistics/Administration:

Ms. Elke Lidarik (elke.lidarik@osce.org), phone: +43 664 14 18 867

ANNUAL SECURITY REVIEW CONFERENCE

Vienna, 19 – 20 June 2013

Registration FormPlease submit this form **not later 7 June 2013** by e-mail to elke.lidarik@osce.org**SECTION 1***Please complete in capital letters*

Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>		Given Names:
Representing:		
Country/Name of Organization/Name of Institution:		
Please tick one of the categories below:		
<input type="checkbox"/> Participating State	<input type="checkbox"/> Partner for Co-operation	<input type="checkbox"/> International Organization
<input type="checkbox"/> OSCE Secretariat	<input type="checkbox"/> OSCE Field Operation	<input type="checkbox"/> OSCE Institution
<input type="checkbox"/> Other:		
Title / Position as to appear on the list of participants:		
Tel No. <i>with all prefixes, including national code:</i>	E-mail address:	

SECTION 2

Nationality		Current country of residence		Date of birth					
				Day	Month	Year			
Passport number		Issued on and by		Passport type			Expiry date		
				Diplomatic	National	Other	Day	Month	Year
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Arrival		Flight #:		Departure			Flight #:		
Date:		Time:		Date:		Time:			

HOTELS IN VIENNA

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sgl/dbl rate</i>
Vienna MARRIOTT Hotel	vienna.reservations@marriotthotels.com www.marriott.de (booking code: OSXC PPLUS NO 036544)	Parkring 12a, 1010 Wien	515 18 53	515 18 6736	€155 breakfast from €17.50
INTER-CONTINENTAL Wien	vienna@interconti.com www.intercontinental.at	Johannesgasse 28, 1037 Wien	711 22 26	711 22 344	€135/ €155 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hoteldefrance.at	Schottenring 3, 1010 Wien	313 68-0	319 59 69	€132/ €152 incl. breakfast
Hotel HERRENHOF	reservation@herrenhof-wien.steigenberger.at www.herrenhof-wien.steigenberger.at	Herrengasse 10, 1010 Wien	534 04	534 04 100	€139 deluxe €169 breakfast €26
RADISSON SAS STYLE Hotel Vienna	infostyle.viennaradissonblu.com www.radissonblu.com	Herrengasse 12, 1010 Wien	22 78 00	22 780 79	Government rate €165/ €180 incl. breakfast
HILTON VIENNA PLAZA	Reservations.vienna@hilton.com www.hilton.at	Schottenring 11, 1010 Wien	313 90	313 90 2209	€129 €154 incl. breakfast
VIENNA HILTON	Reservations.vienna@hilton.com www.hilton.at	Am Stadtpark, 1030 Wien	717 14 000	717 00 11 000	€129/€154 incl. breakfast
HOTEL SACHER	Reservation.vienna@sacher.com	Philharmonikerstrasse 4. 1010 Wien	514 56-0	514 56-799	€199 buffet breakfast from €30
BEST WESTERN HOTELS WORLDWIDE	www.bestwestern.at , www.bestwestern.com , www.bestwestern-ce.com OSCE company ID: ID 01487680	Worldwide	505 47 06-11		

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sgl/dbl rate</i>
Best Western Hotel KAISERHOF Vienna	reservation@hotel-kaiserhof.at www.hotel-kaiserhof.at	Frankenberggasse 10, 1040 Wien	505 17 01 81	505 88 75 88	€109 superior €132 incl. breakfast
Hotel AM PARKRING Wien (Schick Hotels)	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	514 80 40	€119/ €163 incl. breakfast
Best Western Hotel ERZHERZOG RAINER (Schick Hotels)	rainer@schick-hotels.com www.schick-hotels.com	Wiedner Haupstr. 27-29, 1040 Wien	22 111	22 111 350	€98/ €138 incl. breakfast
Hotel CAPRICORNO Wien (Schick Hotels)	capricorno@schick-hotels.com www.schick-hotels.com	Schwedenplatz 3-4, 1010 Wien	533 31 04	533 76 714	€100/ €144 incl. breakfast
Hotel CITY CENTRAL Wien (Schick Hotels)	city.central@schick-hotels.com www.schick-hotels.com	Taborstrasse 8, 1020 Wien	211 05	211 05 140	€100/ €144 incl. breakfast
Hotel STEFANIE Wien (Schick Hotels)	sabine.pollak@schick-hotels.com www.schick-hotels.com	Taborstrasse 12, 1020 Wien	211 500	211 50 160	€113/ €147 incl. breakfast
Hotel AMADEUS	office@hotel-amadeus.at www.hotel-amadeus.at	Wildpretmarkt 5, 1010 Wien	533 87 38	533 87 38 38	€90-126 / € 162 incl. breakfast
Hotel ASTORIA (Austria Trend Hotels & Resorts)	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	515 77 82	€123/ €153 incl. breakfast
Hotel JOHANN STRAUSS	info@hotel-johann-strauss.at www.hotel-johann-strauss.at	Favoriten Strasse 12, 1040 Wien	505 76 24	505 76 28	€88/ €125 incl. breakfast
Das TYROL	reception@hotel-tyrol-vienna.com www.das-tyrol.at	Mariahilferstraße 15, 1060 Wien	587 54 15	587 54 15 9	€129/ €165 incl. breakfast
Hotel REGINA (Kremslehner Hotels)	regina@kremslehnerhotels.at www.kremslehnerhotels.at	Rooseveltplatz 15, 1090 Wien	404 46	408 83 92	€79/ €109 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	graben@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	512 15 31 20	€79/ €109 incl. breakfast
Hotel ROYAL (Kremslehner Hotels)	royal@kremslehnerhotels.at www.kremslehnerhotels.at	Singerstraße 3, 1010 Wien	515 68 96	513 96 98	€79/ €109 Incl. breakfast

NH Hotels	m.kral@nh-hotels.com	Airport, Belvedere, Mariahilfe strasse	260 20 8110	260 20 8108	€95/ €110 incl. breakfast €80/ €80 excl. breakfast
Mercure Seccion	H3532@accor.com	Getreidemarkt 5	58838	58838212	€95/ €110 incl. breakfast
Best Western Hotel DAS TIGRA	info@hotel-tigra.at www.hotel-tigra.at	Tiefer Graben 14, 1010 Wien	533 96 41	533 96 45	€104 / €142 incl. breakfast
Hotel MAILBERGER HOF	reception@mailbergerhof.at www.mailbergerhof.at	Annagasse 7, 1010 Wien	512 06 41	512 06 41 10	€80 - €95 incl. breakfast
Hotel MARC-AUREL	info@hotel-marcaurel.at www.hotel-marcaurel.com	Marc-Aurel-Straße 8, 1010 Wien	533 36 40	533 00 78	€99 - €159 (variable price) incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sgl/dbl rate</i>
Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nossek.at	Graben 17, 1010 Wien	533 70 41	535 36 46	€76-80/ €120 incl. breakfast
Hotel ALPHA	alpha@austria-hotels.at www.hotelalpha.at	Buchfeldgasse 8 1080 Wien	403 52 91	403 52 91-62	€80/ €90 incl. breakfast
Hotel GRAF STADION	hotel@graf-stadion.com www.graf-stadion.com	Buchfeldgasse 5, 1080 Wien	40 55 284	40 50 111	€60-85/ €80-150
Hotel POST	office@hotel-post-wien.at www.hotel-post-wien.at	Fleischmarkt 24, 1010 Wien	515 83	515 83 808	€73/ €100 Apr-Oct €87/ € 100
Hotel SCHWEIZERHOF	office@schweizerhof.at www.schweizerhof.at	Bauernmarkt 22, 1010 Wien	533 19 31	533 02 14	€90/ €130 incl. breakfast
Hotel zur WIENER STAATSOPER	office@zurwienerstaatsoper.at www.zurwienerstaatsoper.at	Krugerstraße 11, 1010 Wien	513 12 74	513 12 74 15	€87-95/ €117-135
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	534 55 77	Government rate €99/ €153
Hotel KÄRTNTNERHOF	info@karntnerhof.com www.karntnerhof.com	Grashofgasse 4, 1011 Wien	512 19 23	513 22 28 33	€80- 103/ €124- 157 incl. breakfast
Hotel DREI KRONEN	office@hotel3kronen.at www.hotel3kronen.at	Schleifmühlgasse 25, 1040 Wien	587 32 89	587 32 89 11	€69-99 - €79-148 incl. breakfast
CLIMA CITY Hotel	reservierung@climacity-hotel.com www.climacity-hotel.com	Theresianumgasse 21a, 1040 Wien	505 16 96	504 35 52	€75/ €90
Hotel AUSTRIA Wien	office@hotelaustria-wien.at www.hotelaustria-wien.at	Am Fleischmarkt 20, 1010 Wien	515 23	515 23 506	€83-95 - €114- 129 incl. breakfast
Hotel-Pension MUSEUM	info@hotelmuseum.at www.hotelmuseum.at	Museumstraße 3, 1070 Wien	523 44 26	523 44 26-30	€70/€125 Double for single use €85 incl. breakfast