

SEC.GAL/27/07
13 February 2007
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Organization for Security and Co-operation in Europe

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

Vienna, 13 February 2007

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

Subject: Logistical modalities – Second Preparatory Conference to the Fifteenth
OSCE Economic and Environmental Forum.

Please find attached the logistical modalities for the Second Preparatory Conference to the Fifteenth OSCE Economic and Environmental Forum - "Water Management", Zaragoza, Spain, 12-13 March 2007.



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 13 February 2007

**Second Preparatory Conference
to the Fifteenth OSCE Economic and Environmental Forum**

**“Key challenges to ensure environmental security and sustainable development
in the OSCE area: Water Management”**

Zaragoza, Spain, 12-13 March 2007

Organizational Modalities

Conference Venue:

Auditorio - Palacio de Congresos de Zaragoza

Eduardo Ibarra, 3 – 50003 Zaragoza

Tel: 0034 976 721 333, e-mail: zcb@zaragoza.es

Conference 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).

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.**

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.

The Panel Discussion will bring together a group of experts who, facilitated by a moderator, will discuss the issues related to the theme of the respective session (possible OSCE follow-up activities). Afterwards the moderator will open the floor and encourage the audience to ask questions and join into the debate. A rapporteur will summarize the key issues discussed.

REGISTRATION: Deadline – 06 March 2007

Please return the attached “CONFERENCE REGISTRATION FORM” (ANNEX 1) to the OSCE Secretariat (Contact: Ms. Andrea Gredler: 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 hotel information.*

ACCREDITATION

Accreditations will start on Sunday, 11 March 2007, 17:00 – 19:00, in Hotel Palafox, Casa Jiménez s/n, 50004 Zaragoza.

Accreditations at the Conference Venue will start on Monday, 12 March 2007, at 09:00

Participants are kindly requested to contact the registration desk, where on-site registration, distribution of meeting badges and circulation of documents 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.

Press will have access to the Opening and Closing plenary only.

DOCUMENT DISTRIBUTION

Participants are welcome to distribute documents related to their Organization and/or to the theme of the Conference. All documents have to be submitted for registration to the **Conference Secretariat** prior to distribution. We kindly request the receipt of documents in **electronic format** and well in advance to facilitate their timely distribution.

Please contact:

Mr. Gabriel Leonte, Tel: +43 1 514 36 776, Fax: +43 1 514 36 6251,

Email: Gabriel.Leonte@osce.org and/or

Ms. Andrea Gredler, Tel: +43 1 514 36 575, Fax: +43 1 514 36 6251,

Email: Andrea.Gredler@osce.org.

TRANSLATION SERVICES

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

HOTEL BOOKING (ANNEX 2):

Rooms are available for the participants at the following hotels:

HOTEL PALAFOX ***** Contact name: Ms. Pilar Arruebo Casa Jiménez s/n, 50004 Zaragoza Tel: + 34 976 468075 Fax: + 34 976 79 42 44 Email: comercialpalafox@palafoxhoteles.com www.palafoxhoteles.com	HOTEL GOYA ***** Contact name: Ms. Isabel Gonzalez Cinco de Marzo, 5, 50004 Zaragoza Tel: + 34 976 22 9 331 Fax: +34 976 23 21 54 Email: hotelgoya@palafoxhoteles.com www.palafoxhoteles.com
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Please send the attached “HOTEL BOOKING FORM” to the hotel of your preference (contact and email are indicated) and cross hotel/room category of your choice – **ANNEX 2**

Hotel booking deadline: 28 February 2007.

Cancellation fee: until 5 March 07: 0%
from 5 March to 10 March 07: 50%
from: 11 March 07: 100% (1 overnight)

Please note that the hotel accepts the following method of payments: cash (local currency at the hotel’s exchange rate), credit cards (visa, MasterCard, Amex) and vouchers.

VISA REQUIREMENTS (ANNEX 3 a,b)

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

In case of visa problems, please contact :

Mr. Ignacio Díaz de la Guardia Bueno

Email: Ignacio.diaz@mae.es

Tel: 0034-91-379 93 89

Further details can be found and downloaded from the MFA website, under the following link:

http://www.mae.es/en/MenuPpal/Consulares/Servicios+Consulares/A+Extranjeros/Visados/visas_embLondon.htm

In order to receive a visa free-of-charge, participants can apply to the consular section of the respective Spanish 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 3a)*

The following documents are required for visa applications:

- visa application form (attached in ANNEX 3a)
- letter from the OSCE
- work certificate
- 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 Spain, as well as a list of Spanish Embassies abroad (ANNEX 3b).

TRAVEL INFORMATION (ANNEX 4)

A) FLIGHTS

Participants are kindly requested to proceed for their own travel arrangements and bookings.

B) TRAIN CONNECTIONS MADRID-ZARAGOZA :

We are pleased to draw your attention to the **high-speed train (AVE, TELVIA) connection between Madrid and Zaragoza (from the Railway station Atocha, Glorieta Carlos V, Madrid – Metro Station Atocha)**, which is a very convenient option for the transfer between the two cities. A timetable for trains operating on Saturday and Sunday, 11 and 12 March 2007, with price information can be found in the attached **ANNEX 4**. For further information and schedules, please consult the website of the Spanish Railway RENFE (www.renfe.es).

Transfers from the Madrid Barajas International Airport to the Railway Station Atocha:

The Organizers of the conference *are considering* to provide a bus transfer for arrivals and departures between the Madrid Barajas International Airport and the railway station Atocha in Madrid, as well as the transfer from the railway station in Zaragoza to the Hotels Palafox and Goya, on Saturday, 10 March 2007 and Sunday, 11 March 2007.

We kindly request you to clearly indicate your email address, your arrival date/time/flight number at the airport of Madrid and the departure and arrival date and time of the train you wish to take to Zaragoza on the registration form attached in Annex 1, by 5 March 2007 (Deadline !). The information on the possible transfer will be sent to you at a later stage.

C) TRANSFERS IN ZARAGOZA – FROM THE HOTELS PALAFOX AND GOYA TO THE CONFERENCE VENUE (Palacio de Congresos de Zaragoza):

Shuttle busses will be provided for the participants between their hotel (Hotel Palafox and Hotel Goya) and the conference venue.

The transfer schedules will be displayed in the lobby of both hotels.

LUNCHES

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

SOCIAL EVENTS:

Sunday 11 March 2007

20:00 Cocktail offered by the Chairmanship

Monday, 12 March 2007:

19.00 Reception hosted by Mr. Juan Alberto Belloch Julbe, Mayor of Zaragoza (Ayuntamiento de Zaragoza)

Tuesday, 13 March 2007:

20:00 Reception hosted by Mr. Bernard Snoy, Co-ordinator of OSCE Economic and Environmental Activities (Palacio de la Aljaferia)

CULTURAL TOURS:

The Ministry for Foreign Affairs of Spain, Chairmanship of the OSCE, is offering a touristic visit to some selected points of interest in and around Zaragoza.

a) Sunday 11 March 2007

11:00 - 15:30 Cultural Tour - Visit of the town Alquezar and a winery in Barbaastro

11.00 Departure from the Hotel Palafox and travel to Alquezar.

12.00 Visit of Alquezar:

Alquézar is a medieval town in the province of Huesca, in the autonomous community of Aragon, Spain. In 2004, it had a population of 309. Situated on a limestone outcrop of Eocene age to the west of the canyon of the Rio Vero river in the Sierra de Guara national park, the village has grown around a castle and the Colegiata de Alquézar of Santa Maria (1099). The limestone is rich in nummulites (large foraminifera) from the shallow marine depositional environment.

The surrounding area to the south towards Barbaastro in the direction of the flatter Ebro basin is part of the Somontano, an area known for its fine wines. There are more than 60 limestone caves with prehistoric cave paintings which has led to the region being declared a World Heritage Site by UNESCO in 1998

13.30 Departure towards the winery Bodegas de Somontano de Barbaastro. There will be a guided visit, wine tasting and lunch at this fine winery.

15.30 Return to Hotel Palafox

b) Wednesday 14 March 2007

11:00 – 16:00 Cultural Tour - Visit of the Monastery Varuela

11.00 Departure from the Hotel Palafox and travel to the Monastery Varuela.

Visit to the Varuela Monastery (first Cistercian monastery of Aragon is protected by the legendary mass of Moncayo), the Wine Museum, Varuela Cathedral and the Bull Fighting Square.

13.30 Lunch at “Las Brujas de Bequer” Restaurant.

16.00 Return to the Hotel Palafox, Zaragoza

We thank you for registering to the tours on the attached registration form (ANNEX 1)

GENERAL INFORMATION:

Currency: The national currency is EURO

Bank facilities: Bank services and exchange operations can be done at exchange offices situated in the city. A bank facility is in a close proximity to the conference venue.

Electric current: The standard voltage in the electric circuit of Zaragoza 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: Zaragoza time differs of Greenwich time by +1 hours (same time zone as Paris, Rome, Vienna)

Weather: The weather in Zaragoza in March is expected to be fairly mild; the daily temperature is variable and weather conditions should be checked before departure.

For further information, please consult the official website of Zaragoza Tourism:

<http://turismo.ayto-zaragoza.es>

CONTACTS:

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

Araceli Jimenez-Segura, Tel: +43 1 514 36 1049, Fax: +43 1 514 36 6251,

Email: Araceli.Jimenez-Segura@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

Contacts in ZARAGOZA:

Information on Zaragoza:

turismo@zaragoza.es

Updated information is also available on the OSCE web sites: <http://www.osce.org/eea>



Organization for Security and Co-operation in Europe
The Secretariat

Vienna, 13 February 2006

Second Preparatory Conference to the Fifteenth OSCE Economic and Environmental Forum
“Water Management”

Zaragoza, Spain, 12-13 March 2007, Auditorio - Palacio de Congresos de Zaragoza

REGISTRATION FORM

Please return the Registration form (deadline: 06 March 2007) to Ms. Andrea Gredler: andrea.gredler@osce.org, Fax: + 43 1 514 36 6251, Tel: + 43 1 51436 575), *completed with your precise arrival and departure dates, times, choice of hotel and events.*

State/Delegation/Institution/Organization:		
Title (Amb, Mr, Ms, Dr)	First Name	Family Name
Position:		Department:
Mailing Address/Postal Address:		
Phone (with country code)	Fax:	E-Mail:
Participant:	Title of presentation:	
Speaker:		
TRAVEL INFORMATION:		
Arrival DATE in Zaragoza:	Arrival TIME in Zaragoza:	Flight Number <u>OR</u> train / from...
Departure DATE:	Departure TIME:	Flight Number <u>OR</u> train / to...
MADRID: I request a transfer from Madrid Airport to the Railway Station Atocha in Madrid at arrival and at departure: YES 0 NO 0		
Arrival DATE in Madrid airport:	Arrival TIME in Madrid airport	Flight Number:
TRAIN Madrid to Zaragoza:	Train Number:	
Departure DATE:	Departure TIME:	Arrival TIME in Zaragoza
HOTEL		
<input type="checkbox"/> Hotel Palafox <input type="checkbox"/> Hotel Goya <input type="checkbox"/> Other Hotel (<i>please indicate name of hotel & address</i>):		
SOCIAL EVENTS: I confirm my participation at the following events		
<input type="checkbox"/> excursion to Alquezar, organized by the Chairmanship, on Sunday, 10 March 2007, 11:00 -15:30		
<input type="checkbox"/> cocktail offered by the Chairmanship, on Sunday, 10 March 2007, 20:00		
<input type="checkbox"/> excursion to the Monastery Varuala, organized by the Chairmanship, on Wednesday, 14 March 2007, 11:00 – 16:00		



Organization for Security and Co-operation in Europe
Second Preparatory Conference to the Fifteenth OSCE Economic and Environmental Forum
“Water Management”

Zaragoza, Spain, 12-13 March 2007, Auditorio - Palacio de Congresos de Zaragoza

HOTEL BOOKING FORM
(booking deadline: 28 February 2007)

Please cross the hotel & the room of your choice and return this hotel booking form to the contact indicated below, next to the respective hotel:

First Name: Last Name:

Organization:

Address:

Email:

Tel: Fax:

Arrival date: Arrival time in Zaragoza: Flight / Train number:

Departure date: Departure time from Zaragoza: Flight / Train number:

Hotel	Contacts	Room Category	Price € Incl. breakfast buffet, 7% VAT not included		Distance from Conference venue
HOTEL PALAFOX *****	Contact name: Ms. Pilar Arruebo Tel: + 34 976 468075 Fax: + 34 976 79 42 44 Email: comercialpalafox@palafoxhoteles.com www.palafoxhoteles.com	Double sole occupancy (1 person) <i>(Habitación doble uso individual)</i>	€ 118	<input type="checkbox"/>	25 minutes walking distance, 10 minutes by bus
		Double room <i>(Habitación doble)</i>	€146	<input type="checkbox"/>	
HOTEL GOYA ****	Contact name: Ms. Isabel Gonzalez Tel: + 34 976 22 9 331 Fax: +34 976 23 21 54 Email: hotelgoya@palafoxhoteles.com www.palafoxhoteles.com	Double sole occupancy (1 person) <i>(Habitación doble uso individual)</i>	€ 99	<input type="checkbox"/>	25 minutes walking distance, 10 minutes by bus
		Double room <i>(Habitación doble):</i>	€ 117	<input type="checkbox"/>	

Cancellation fee: until 5 March 07: 0%
from 5 March to 10 March 07: 50%
from: 11 March 07: 100% (1 overnight)

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

VISA PROCEDURES FOR SPAIN

Country	Visa required for nationals of	Embassy of Spain to (*)	Competent Embassy of Spain to (**)	Spain represented in the Country by a Schengen State (***)
Albania	X	-----	Italy	France
Armenia	X	-----	Russia	Italy
Azerbaijan	X	-----	Turkey	France
Belarus	X	-----	Russia	France
Bosnia	X	Bosnia	-----	-----
Croatia	X	Croatia	-----	-----
FYROM	X	-----	Bulgaria	France
Georgia	X	-----	Turkey	Germany
Kazakhstan	X	Kazakhstan	-----	-----
Kyrgyzstan	X	-----	Kazakhstan	Germany
Moldova	X	-----	Romania	-----
Montenegro	X	-----	Belgrade	-----
Russia	X	Russia	-----	-----
Serbia	X	Serbia	-----	-----
Tajikistán	X	-----	Kazakhstan	Germany
Turkmenistan	X	-----	Russia	Germany
Ukraine	X	Ukraine	-----	-----
Uzbekistan	X	-----	Russia	Germany

All EU countries, U.S., Canada, Israel, Japan, Korea **are exempted from visas.**

The general rule is that applicants should apply for visas in the country in which they live.

(*) The third column is listing the countries in which Spanish Embassies are represented.

(**) The fourth column represents the countries in which the Spanish Embassy issues visas for nationals of the considered country. (e.g. the Spanish Embassy to Italy can deliver visas for Albanian nationals who live in Albania).

(***) The fifth column indicates the Embassies of Schengen countries, having an agreement with Spain and which are entitled to issue Schengen visas (e.g. the German Embassy to Tajikistan can deliver visas for citizens of Tajikistan travelling to Spain).

OSCE Partners for co-operation	Visa required for nationals of	Embassy of Spain	Competent Embassy of Spain to	Spain represented in the Country by a Schengen State
Algeria	X	Algeria	-----	-----
Egypt	X	Egypt	-----	-----
Jordan	X	Jordan	-----	-----
Morocco	X	Morocco	-----	-----
Tunis	X	Tunis	-----	-----
Afghanistan	X	-----		No agreement
Mongolia	X	-----	China	Germany
Thailand	X	Thailand	-----	-----



Foto
Photo

Solicitud de visado Schengen Application for Schengen Visa

Sello de la Embajada o
Consulado
Stamp Embassy or
Consulate

Impreso gratuito/This application form is free

1. Apellido(s) / Surname(s) (family name(s))			ESPACIO RESERVADO PARA LA EMBAJADA O CONSULADO Fecha de solicitud: Tramitado por Documentos presentados: Pasaporte válido Medios financieros Invitación Medio de transporte Seguro médico Otros:
2. Si ha lugar, apellidos de soltera / Surname(s) at birth (earlier family name(s))			
3. Nombre / First names (given names)			
4. Fecha de nacimiento (año-mes-día) / Date of birth (year-month-day)		5. Número del documento de identidad (optativo) / ID-number (optional)	
6. Lugar y país de nacimiento / Place and country of birth			
7. Nacionalidad(es) actuales / Current nationality/ies		8. Nacionalidad de origen (nacionalidad por nacimiento) / Original nationality (nationality at birth)	
9. Sexo / Sex Varón/Male Mujer/Female		10. Estado civil / Marital status : Soltero/Single Casado(a)/ Married Separado(a)/Separated Divorciado(a)/Divorced Viudado(a)/Widow(er) Otro/Other	
11. Nombre del padre / Father's name		12. Nombre de la madre / Mother's name	
13. Tipo de pasaporte /Type of passport: Pasaporte nacional/National passport Pasaporte diplomático/Diplomatic passport Pasaporte de servicio/Service passport Documento de viaje(Convención de 1951)/Travel document (1951 Convention) Pasaporte para extranjeros/Alien's passport Pasaporte para marinos/ Seaman's passport Otro documento de viaje (indíquese cuál)/Other travel document (please specify):			
14. Número de pasaporte / Number of passport		15. Expedido por / Issued by	
16. Fecha de expedición / Date of issue		17. Válido hasta / Valid until	
18. Si no reside usted en su país de origen, ¿se le permite el regreso al país en que reside? / If you reside in a country other than your country of origin, have you permission to return to that country? No Sí (número y validez) / Yes, (number and validity)			
* 19. Ocupación actual / Current occupation			
* 20. Nombre, dirección y número de teléfono de la empresa para la que trabaja. Para los estudiantes, nombre y dirección del centro en el que estudian / Employer and employer's address and telephone number. For students, name and address of school.			
21. Destino principal / Main destination		22. Tipo de visado / Type of Visa : Tránsito aeroportuario/Airport transit Tránsito/Transit Corta duración/ Short stay Larga duración/Long stay	
		23. Visado / Visa : Individual Colectivo/Collective	
24. Número de entradas que solicita / Number of entries requested Una sola entrada/Single entry Dos entradas/Two entries Entradas múltiples/Multiple entries		25. Duración de la estancia / Duration of stay El visado se solicita para / Visa is requested for: _____ días / days	
26. Otros visados (expedidos durante los tres últimos años) y período de validez de los mismos / Other visas (issued during the past three years) and their period of validity			
27. En caso de tránsito, ¿tiene permiso de entrada en el último país de destino? / In the case of transit, have you an entry permit for the final country of destination? No Sí, válido hasta/Yes, valid until: Autoridad que lo expidió/Issuing authority:			
* 28. Anteriores visitas a éste u otros Estados Schengen / Previous stays in this or other Schengen states			

* Los familiares de ciudadanos de la UE o del EEE (cónyuge, hijos o ascendientes a su cargo) no tienen que responder a las preguntas marcadas con un asterisco (*). Los familiares de ciudadanos de la UE o del EEE deben presentar documentos que prueben la relación familiar

29. Finalidad del viaje / Purpose of travel Turismo / Tourism Trabajo / Business Visita a familiares o amigos / Visit to Family or Friends Cultural/Deportiva / Cultural/Sports Oficial / Official Motivos médicos / Medical reasons Otros (indíquese) / Other (please specify):			ESPACIO RESERVADO PARA LA EMBAJADA O CONSULADO		
* 30. Fecha de llegada / Date of arrival		* 31. Fecha de salida / Date of departure			
* 32. Frontera de primera entrada o itinerario de tránsito/ Border of first entry or transit route		* 33. Medio de transporte / Means of transport			
* 34. Nombre de la persona o empresa de acogida en los Estados Schengen y de la persona de contacto en la empresa de acogida. Si el solicitante no se encuentra en esta situación, nombre del hotel o dirección provisional en los Estados Schengen / Name of host or company in the Schengen states and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen states					
Nombre / Name			Teléfono y telefax / Telephone and telefax		
Dirección completa / Full address			Dirección de correo electrónico / e-mail address		
* 35. ¿Quién paga los gastos de viaje y los gastos de manutención del solicitante durante la estancia? / Who is paying for your cost of travelling and for your costs of living during your stay? El solicitante/ Myself La persona que le acoge/Host person/s La empresa de acogida/ Host company. Indíquese quién y cómo y adjúntese la documentación correspondiente / State who and how and present corresponding documentation:					
* 36. Medios de subsistencia durante la estancia / Means of support during your stay Dinero en efectivo/Cash Cheques de viaje/Travellers' cheques Tarjetas de crédito/Credit cards Alojamiento/Accommodation Otros/Other: Seguro de viaje o seguro médico. Válido hasta:...../Travel and/or health insurance. Valid until:					
37. Apellidos del cónyuge / Spouse's family name		38. Si ha lugar, apellidos de soltera de la cónyuge/ Spouse's family name at birth			
39. Nombre del cónyuge / Spouse's first name		40. Fecha de nacimiento del cónyuge / Spouse's date of birth	41. Lugar de nacimiento del cónyuge / Spouse's place of birth		
42. Hijos (es obligatorio presentar una solicitud por pasaporte) / Children (Applications <u>must</u> be submitted separately for each passport) Apellido(s)/Name Nombre/First name Fecha de nacimiento/Date of birth 1. 2. 3.					
43. Datos personales del ciudadano de la UE o del EEE del que depende el solicitante. Sólo deben responder a esta pregunta los familiares de ciudadanos de la UE o del EEE / Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens.					
Apellido(s)/Name			Nombre/First Name		
Fecha de nacimiento/Date of Birth		Nacionalidad/Nationality	Número de pasaporte/Number of passport		
Relación de parentesco/Family relationship: de un ciudadano de la UE o del EEE/of an EU or EEA citizen					
44. Conozco, y así lo acepto, que los datos personales que figuren en el presente impreso de solicitud de visado, se comunican a las autoridades pertinentes de los Estados Schengen, o son tratados por ellas si fuese necesario, para la resolución de mi solicitud de visado. Estos datos podrán ser introducidos y almacenados en bases de datos a las que pueden tener acceso las autoridades pertinentes de los distintos Estados Schengen. A mi solicitud expresa, la autoridad consular que tramita mi solicitud me informará de cómo puedo ejercer mi derecho a comprobar mis datos personales y a que se modifiquen o supriman, especialmente si fueren incorrectos, de conformidad con la ley nacional del Estado concernido. Declaro que a mi leal entender todos los datos por mí presentados son correctos y completos. Tengo conocimiento de que toda declaración falsa podrá ser motivo de denegación de mi solicitud o de anulación del visado concedido y dar lugar a actuaciones judiciales contra mi persona con arreglo a la legislación del Estado Schengen que tramite mi solicitud. Me comprometo a abandonar el territorio de los Estados Schengen al expirar el visado que se me conceda. He sido informado de que la posesión de un visado es únicamente uno de los requisitos de entrada al territorio europeo de los Estados Schengen. El mero hecho de que se me haya concedido un visado no significa que tenga derecho a indemnización si incumplo las disposiciones pertinentes del apartado 1 del artículo 5 del Convenio de aplicación del Acuerdo de Schengen y se me deniega por ello la entrada. El cumplimiento de los requisitos de entrada volverá a comprobarse a la entrada en el territorio de Schengen					
45. Domicilio personal del solicitante / Applicant's home address			46. Teléfono/Telephone number		
47. Lugar y fecha/Place and date		48. Firma (en el caso de los menores, firma del responsable o tutor) / Signature (for minors, signature of custodian/guardian)			

El plazo máximo para notificar la resolución de un visado es de cuatro meses y quince días, contados a partir del día siguiente al de la fecha en que la solicitud haya tenido entrada en la Embajada o Consulado español. Si figura en un Convenio Internacional del que España sea parte o si se trata de reagrupación familiar, de actividades laborales de temporada o de estudios de duración inferior a seis meses, el plazo es de tres meses.

Dichos plazos se suspenden hasta por quince días si se cita en comparecencia personal al interesado o se le requiere para subsanación. Si es necesario incorporar al procedimiento informes preceptivos y determinantes del contenido de la resolución de otros órganos administrativos situados en España, la suspensión del plazo de resolución se extiende hasta por cuatro meses y quince días o tres meses en el caso de figurar en un Convenio Internacional del que España sea parte, o si se trata de reagrupación familiar, de actividades laborales de temporada o de estudios de duración inferior a seis meses.

Transcurrido el plazo de resolución, la solicitud de visado podrá entenderse desestimada.

No atender en plazo los requerimientos o citaciones así como dejar transcurrir más de dos meses para recoger un visado concedido, producirá el efecto de considerar al interesado desistido en el procedimiento.

EMBASSIES/CONSULATES OF SPAIN

WWW.MAE.ES (WEBSITE OF THE SPANISH MFA)

Aghfanistan

KABUL
Wazir Akbar Khan Street
n.º 13, Lane 4, n.º 274.—Kabul.
Tels: 799 156 749, 70 27 70 13 and 70 27 82 69.
E-mail: embespa@mail.mae.es

Albania

EMBASSY IN TIRANA
Rr. Skenderbej, 43
Tirana
Albania
Tel: 00355-42 749 60, -42 749 61
Fax: 00355-42 253 83
e-mail: emb.tirana@mae.es
Website: --
Area of diplomatic responsibility: Albania only
Contact person for visa request: For the moment, Schengen visas are issued by the Embassy of France in Albania

Algeria

EMBASSY IN ARGEL
46 bis, rue Mohamed Chabane
BP 142- El Biar
Algeria
Tel: 00213-21-922694 / 922695 (Central)
Fax: 00213-21-922719
e-mail: ambespdz@mail.mae.es
emb.argel@mae.es
Website: www.mae.es

GENERAL CONSULAT IN ORAN

7 rue Mohamed Benabdeslem - Orán
Tel: 00213-41-334002 / 332165
Fax: 00213-41-331177
e-mail: cgesporan@mail.mae.es

Andorra

ANDORRA LA VELLA
Prat de la Creu, 34.—Andorra la Vella.
Tel.: 80 00 30
Fax: 86 85 00
E-mail: embespad@correo.mae.es

Austria

EMBASSY IN VIENNA
Argentinierstr., 34
A 1040 Wien
Tel: 0043-1-505 57 88
Fax: 0043-1-504 20 76
Fax Consulate Section: 0043-1-505 57 88 25
E-mail: embespat@mail.mae.es

Belgium

EMBASSY IN BRUSSELS
19, rue de la Science
1040 Brussels
Belgium
Tel: 0032-2-230 03 40
Fax: 0032-2-230 93 80 and 230 01 62
E-mail: ambespbe@mail.mae.es

GENERAL CONSULATE IN BRUSSELS

Boulevard du Regent, 52
1000 Brussels
Belgium
Tels.: 0032-2-509 87 70 and 509 87 86
Fax: 0032-2-509 87 84
E-mail: consespbru@mail.mae.es

Bosnia and Herzegovina

EMBASSY IN SARAJEVO
Cekalusa, 16
71000 Sarajevo
Bosnia & Herzegovina
Tel.: 00387-33-278 560
Fax: 00387-33-208 758
Consulate Section: Tels.: 00387-33-278 575
and 278 566
Fax: 00387-33-278 582
E-mail: emb.sarajevo@mae.es

Bulgaria

EMBASSY IN SOFIA
Sheinovo Street 27
P.O. Box 381
1504 Sofia
Bulgaria
Tel: 0035-92-946 12 09, 943 30 32, 946 12 09
Fax: 0035-92-946 12 04, 946 34 68
E-mail: embespbg@mail.mae.es
Website: www.embespbg.com
Contact person for visa request: Mrs. Lucia Manrique Escudero
- Consul

Canada

EMBASSY IN OTTAWA
74 Stanley Avenue
Ottawa (Ontario). K1M 1P4
Canada
Tels: 001-613-747-2252 / 747-7293
Fax: 001-613-744-1224
E-mail: embespca@mail.mae.es
General consulates in Ottawa, Toronto, Montreal

Cyprus

EMBASSY IN NICOSIA
32, Strovolos Avenue, 4.th floor.

2018 Strovolos, Nicosia

Cyprus
P.O.Box: 28349.

2093 Strovolos,
Nicosia

Cyprus

Tel.: 00-357-22450 410/412

Fax: 00-357-22491 291 and 22517 214

E-mail:
enmora@cytanet.com.cy
embespcy@mail.mae.es

Croatia

EMBASSY IN ZAGREB
Tuskanac, 21 A.
10000 Zagreb
Croatia
Tels: 00385-1-483 43 65 or 483 43 67
Fax: 00385-1-484 86 08
E-mail: emb.zagreb@mae.es
Website: www.mae.es/embajadas/zagreb/es/home
Contact person for visa request: CONSULAR SECTION

Czech Republic

EMBASSY IN PRAGA
Badeniho 4
170 00 - Praga 7
Czech Republic
Tel.:00420 -233 097 211
Fax: 00420 -233 341 770
e-mail: spain-consulado@iol.cz
Website: www.embajada-esp-praga.cz
Opening hours for visa requests: Mon-Wed-Fri
08h30 – 13h00

Denmark

EMBASSY IN COPENHAGEN
Kristianiagade, 21
DK 2100 Copenhagen
Denmark
Tel.: 00 45 35 42 47 00
Fax: 00 45 35 42 47 26
E-mail: emb.copenhagen@mae.es
Web site: www.mae.es/embajadas/copenhague/es/home
Ask for the Consular Section
Contact person for visa requests: María Angeles García de Lara

Egypt

EMBASSY IN EL CAIRO
41, Ismail Mohamed.
Zamalek.
Tels: 735 58 13, 735 64 37, 735 36 52 and 735 64 62
Fax: 735 36 85 and 735 21 32
E-mail: embespeg@mail.mae.es
GENERAL CONSULATE IN ALEJANDRIA
101, Av. El Horreya
Tel: 393 91 85
Fax: 392 22 26

Finland

EMBASSY IN HELSINKI
Kallioliinantie 6
00140 Helsinki
Finland
Tel.: 00385-9-687 70 80
Fax: 00385-9-66 01 10 and 17 09 23
E-mail: embesphi@mail.mae.es
Emb.helsinki@mae.es

France

EMBASSY IN PARIS
22, Av. Marceau.
75381 Paris Cedex 08.
France
Tel: 0033-1-44 43 18 00
Fax: 0033-1-47 20 56 69 and 47 23 59 55
E-mail: ambesprf@mail.mae.es
Website: www.amb-espagne.fr
General Consulates in Lyon, Strasbourg, Bayonne, Marseille, Toulouse,...

Germany

EMBASSY IN BERLIN
Lichtensteinallee, 1
10787 Berlin
Tel: 0049-30-254007-0
Fax: 0049-30-257 99 557
E-mail: embespde@mail.mae.es
Website: www.spanischebotschaft.de
<http://www.mae.es/Embajadas/Berlin/es/home>
Consular Section (Berlin):
Tel: 0049-30-254007-161
Fax: 0049-30-254007-420
Contact person for visa requests: D. Guillermo Escribano
Manzano – Counsellor
General Consulates in various cities (please check the website)
:
www.mae.es/embajadas/berlin/al/MenuPpal/Botschaft/Generalkonsulate

Greece

EMBASSY IN ATHENS
Dionisiou Areopagitou, 21.-
11742 Athens
Greece
Tel.:00 30 2109 213 123/237 /238 /265
Mobile phone in case of urgency:0030-6945704001
Fax: 0030-2109 214 264 or -2109 213 090
E-mail: embespgr@mail.mae.es
emb-esp@otenet.gr

Hungary

EMBASSY IN BUDAPEST
Eötvös utca 11/B
1067 Budapest VI
Tel.: 0036-1-202 4006
Fax: 0036-1-202 4206
E-mail: embesphu@mail.mae.es

Ireland

EMBASSY IN DUBLIN
17A, Merlyn Park, Ballsbridge
Dublin 4
Tels: 269 16 40, 269 25 97, 283 88 27 and 283 99 00
Fax: 269 18 54 and 260 16 47
E-mail: embespie@mail.mae.es

Italy

EMBASSY IN ROME
Palacio Borghese, Largo Fontanella di Borghese, 19
00186 Roma
Italy
Tel: 0033-06-684 04 01
Fax: 0033-06 687 22 56
E-mail: ambespit@correo.mae.es
Website: www.amba-spagna.com

GENERAL CONSULATE IN ROME

Via Campo Marzio, 34
00186 Roma
Tels: 06 687 14 01, 06 687 38 22 AND 06 68 30 05 87
Fax: 06 687 11 98
E-mail: cgesproma@mail.mae.es
General Consulates in Geneva, Milan, Naples,

Israel:

To be confirmed

Jordan

EMBASSY IN AMMAN
Zaharan Str. Jabal, Amman
P.O.Box 454
11.118 Amman
Jordan
Tels: 00962-6-461 41 66 / 67 / 68 / 69
Fax: 00962-6-461 41 73
E-mail: emb.amman@mae.es
Website: www.mae.es/embajadas/amman/es/home
Contact person for visa request: Mr. Enrique Conde – First Secretary and Consul

Kazakhstan

EMBASSY IN ASTANA
Kenesary Str. # 47, Apt. 25
010000 Astana
Republic of Kazakhstan
Tels: 007-3172-910451 / 2 / 3 / 4 / 5
Fax: 007-3172-200317, -200224 (consular department)
E-mail: emb.astana@mae.es
Website: www.maec.es/embajadas/astana/es/home
Further area of diplomatic responsibility: Kyrgyz Republic, Republic of Tajikistan
Contact person for visa request: Ms. Helena Cosano – Deputy Head of Mission, Consul

Luxembourg

EMBASSY IN LUXEMBOURG
4, Bld. Emmanuel Servais
2535 Luxembourg. B.P.: 290.—2012
Luxemburgo
Tel: 46 02 55
Fax: 46 12 88
E-mail: embesplu@mail.mae.es

Morocco

Embassy in Rabat
Rue Ain Khalouiya.
Rte. Des Zaërs, Km. 5,
300 Souissi.- Rabat.
Morocco
Tel.: 00 212-37-63 39 00.
Fax: 00212-37- 63 06 00 and 63 05 95.
E-mail:
emb.rabat@mae.es
General Consulate in Casablanca, Rabat, Tanger
<http://www.mae.es/Embajadas/Rabat/es/MenuPpal/oficinas/>

Netherlands

EMBASSY IN THE HAGUE
Lange Voorhout, 50
2514 EG Den Haag
Tel: 0031-70-302 49 99
Fax: 0031-70-361 79 59
E-mail: embespnl@correo.mae.es and

For Visa:
GENERAL CONSULATE OF SPAIN
IN AMSTERDAM
Frederiksplein 34
1017 XN Amsterdam
The Netherlands
Tel: 0031-20-6203811
Fax: 0031-20-6380836
e-mail: cog.amsterdam@mae.es
Website: www.mae.es/consulados/amsterdam
Contact person for visa request: Mr. Carlos Arias

Norway

EMBASSY IN OSLO
Oscarsgate, 35
0244 OSLO
Norway
Tel.: 0047 22 92 66 90
Fax: 0047 22 55 98 22
E-mail: embespno@mail.mae.es
Website: <http://www.mae.es/embajadas/oslo/es/home>
Area of diplomatic responsibility: Norway and Iceland
Contact person for visa requests: Mrs. Carmen López

Poland

EMBASSY IN WARSAW
Mysliwiecka 4.
00-459 Warsaw
Poland
Tels: 0048-22-583 40 00
Fax: 0048-22-622 54 08
E-mail: embesp@medianet.pl
Website: --
Contact person for visa requests: Mr. Jorge Soler Hidalgo – Counsellor

Romania

EMBASSY IN BUCHAREST
Strada Tirana, 1
011827 Bucharest
Romania
Tels: 0040-21-230 17 39 and 231 08 77
Fax: 0040-21-231 0274
E-mail: emb.bucarest@mae.es
Website: www.spania.xnet.ro
Further area of diplomatic responsibility: Moldova

Russia

EMBASSY IN MOSCOW
Ulitsa Bolshaya Nikitskaya 50/8
Moscow 121069
Tels: 202 21 61, 202 21 80, 202 26 10 and 202 26 57.
Fax: 787 71 18 and 291 91 71
E-mail: embespru@mail.mae.es
GENERAL CONSULATE IN MOSCOW
Tels: 937 56 27, 937 56 28 and 937 56 29
Fax: 937 56 26
E-mail: consespmos@mail.mae.es

Slovak Republic

EMBASSY IN BRATISLAVA
Prepoštska, 10
81101 Bratislava
Slovak Republic
Tel: 0042-12-5441 5 724 and 5441 57 26
Fax: 5441 75 65 and 5441 5717
E-mail: embespsk@mail.mae.es
Website: www.mae.es/Embajadas/bratislava/es/home
Contact person for visa requests: Mr. Pablo Platas – Deputy Head of Mission

Slovenia

EMBASSY IN LJUBLJANA
Trnovski pristan 24
1000 Liubliana
Slovenia
Tels: 00386-1- 420 23 30
Fax: 00386-1- 420 23 33
E-mail: embespsi@mail.mae.es
Website: www.mae.es/embajadas/liubliana/es/home
Contact person for visa request: CONSULAR SECTION

Sweden

EMBASSY IN STOCKHOLM
P.O.Box 10295, 100 55 Stockholm and
Djurgårdsvägen, 21, Djurgården
115 21 Stockholm
Tel: 0046-8-667 94 30 (8 lines)
Fax: 0046-8-663 79 65
E-mail: embespse@mail.mae.es
Consulate Section:
Tel: 0046-8-667 94 30 (8 lines)
Fax: 0046-8-662 67 45

Switzerland

EMBASSY IN BERN
Kalcheggweg, 24
Postfach 202
3000 Bern 15
Switzerland
Tel: 0041-31-350 5252
Fax: 0041-31-350 5255
E-mail: emb.Berna@mae.es

GENERAL CONSULATS IN**BERN**

Marienstrasse 12
3005 Bern
Tel.: 0041-31 356 22 20 - Fax: 0041-31 356 22 21
E-mail: cog.berna@mae.es

General Consulate in GENEVA

Rue Pestalozzi 7
1020 Geneva
Tel.: 0041-22 749 14 60 - Fax. 0041-22 734 38 69
E-mail: cgespginebra@mail.mae.es

General Consulate in ZURICH

Riedtlistrasse 17
8006 Zürich
Tel.: 0041-44 368 61 00 - Fax: 0041-44 368 61 21
E-mail: cospzurich@mail.mae.es

Turkey

EMBASSY IN ANKARA
Abdullah Cevdet Sokak, Çankaya 8
06680 Ankara
Turkey
Tels: 0090-312- 438 03 92, 440 21 69, 440 17 96
Fax: 0090-312-440 33 27 (visa section) and 442 69 91
E-mail: emb.ankara@mae.es
Website: www.mae.es/embajadas/ankara/es/home
Further area of diplomatic responsibility: Turkey, excluding the
area corresponding to the General Consulate of Istanbul
Azerbaijan (only for residency visas)
Georgia (only for residency visas)

GENERAL CONSULATE IN ISTANBUL

Karanfil Araligi Sok. n.º 16.1 Levent
34330 Beşiktaş. Istanbul.
Turkey
Tels: 0090-212- 270 74 10 /14 and 270 24 65.
Fax: 0090-212- 270 74 84
E-mail: cog.estambul@mae.es
Website: <http://www.mae.es/Consulados/estambul/es/home>
Consul General: Mr. Enrique Romeu Ramos

Ukrania

EMBASSY IN KIEV
Joriva Str. 46
01901 Kiev
Ukraine
Tel: 0038-044- 492 73 20 / 537 62 47, 48, 49
Call Centre: 0038-044-537 55 50 (payable)
Fax: 0038-044- 492 73 26
E-mail: emb.kiev.vis@mae.es
Visa section working hours: Mon-Fri 09.00-14.00

United Kingdom

EMBASSY IN LONDON
39, Chesham Place
London SW1X 8SB
United Kingdom
Tel: 0044-207-235 55 55
Fax: 0044-207-259 53 92
E-mail: embespuk@mail.mae.es
GENERAL CONSULATE IN LONDON
20, Draycott Place
London SW3 2RZ
United Kingdom
Tel: 0044-207-589 89 89 (3 lines)
Fax: 0044-207-581 78 88
E-mail: conspalon@mail.mae.es
Website: www.conspalon.org
General Consulates in Edinburgh, Manchester,

United States of America

EMBASSY IN WASHINGTON, D.C.
2375 Pennsylvania Ave., N.W.
Washington, D.C. 20037
United States of America
Tels: 001-202- 728-2340
Fax: 001-202- 833-5670
E-mail: embespus@mail.mae.es
Website: www.spainemb.org
Contact Person for visa requests: Mr. Rafael Garranzo – First
Political Counsellor

GENERAL CONSULATES in Boston, Chicago, Houston,
Los Angeles, Miami, New York,....

Website: online info
<http://www.mae.es/Embajadas/Washington/es/MenuPpal/Servicios+Consulares/>

Vatican

EMBASSY IN ROME
Palazzo di Spagna
Piazza di Spagna, 57
00187 Rome
Tels: 06 678 43 51/52/53/54
Fax: 06 678 43 55
E-mail: ambespvat@correo.mae.es

Serbia

EMBASSY IN BELGRADE
Prote Mateje 45
11 000 Belgrade
Serbia
Tel.: 00381 11 344 02 31
Fax: 00381 11 344 42 03
E-mail: emb.belgrado@mae.es
emb.belgrado.vis@mae.es (visa department)
Website: www.spanija.org.yu (available in Serbian and
Spanish)
Further area of diplomatic responsibility: The Embassy is
accredited to Serbia and also to Montenegro

**High-speed train schedule (AVE, ALVIA)
from MADRID (main railway station) TO ZARAGOZA
on Saturday and Sunday, 10 and 11 March 2007**
(www.renfe.es)

SATURDAY, 10 March, 2007					SUNDAY, 11 March, 2007				
Nº Train	Recorrido Tipo Tren	Dep.	Arr.	Fee (EURO)	Nº Train	Recorrido Tipo Tren	Dep.	Arr.	Fee (EURO)
01069	ALVIA	06:25	08:09	Turista 42,20 Preferente 64,10	01079	ALVIA	08:15	10:08	Turista 42,20 Preferente 64,10
01079	ALVIA	08:15	10:08	Turista 42,20 Preferente 64,10	09819	AVE	09:00	10:39	Turista 41,30 Preferente 60,90
09819	AVE	09:00	10:39	Turista 41,30 Preferente 60,90	01109	ALVIA	10:25	12:09	Turista 42,20 Preferente 64,10
01109	ALVIA	10:25	12:09	Turista 42,20 Preferente 64,10	01119	ALVIA	11:45	13:38	Turista 42,20 Preferente 64,10
01119	ALVIA	11:45	13:38	Turista 42,20 Preferente 64,10	09827	AVE	12:45	14:15	Turista 41,30 Preferente 60,90
01138	ALTARIA	13:05	14:49	Turista 42,20 Preferente 64,10	01138	ALTARIA	13:05	14:49	Turista 42,20 Preferente 64,10
09835	AVE	17:00	18:29	Turista 41,30 Preferente 60,90	09831	AVE	15:00	16:30	Turista 41,30 Preferente 60,90
01169	ALVIA	17:15	19:08	Turista 42,20 Preferente 64,10	09881	AVE	16:05	17:34	Turista 41,30 Preferente 60,90
01189	ALVIA	17:55	19:39	Turista 42,20 Preferente 64,10	09835	AVE	17:00	18:29	Turista 41,30 Preferente 60,90
09839	AVE	19:00	20:39	Turista 41,30 Preferente 60,90	01169	ALVIA	17:15	19:08	Turista 42,20 Preferente 64,10
09841	AVE	20:00	21:29	Turista 41,30 Preferente 60,90	09837	AVE	17:45	19:15	Turista 41,30 Preferente 60,90
					01189	ALVIA	17:55	19:39	Turista 42,20 Preferente 64,10
					09839	AVE	19:00	20:39	Turista 41,30 Preferente 60,90
					09841	AVE	20:00	21:29	Turista 41,30 Preferente 60,90
					09893	AVE	21:30	23:10	Turista 41,30 Preferente 60,90