



Organization for Security and Co-operation in Europe
The Secretariat

ENGLISH only

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

Vienna, 3 January 2011

19TH OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Promotion of common actions and co-operation in the OSCE area in the fields of
development of sustainable energy and transport”

FIRST PREPARATORY MEETING

(DEVELOPMENT OF SUSTAINABLE ENERGY)

Vienna, 7-8 February 2011

LOGISTICAL MODALITIES

1. VENUE	OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna, Neuer Saal, 2nd Floor
2. PARTICIPANTS	Representatives from the OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field presences, representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/959/10). No fee for participation is requested.
3. WORKING MODUS OF THE MEETING	The meeting should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The meeting's sessions will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the OSCE conference website (www.osce.org/eea) shortly after the event.
4. WRITTEN CONTRIBUTIONS	Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions. Written materials may be submitted in advance for circulation by the OSCE Secretariat. We thank you for sending an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Mr. Gabriel Leonte, E-mail: gabriel.leonte@osce.org , Fax. + 43 1 514 36 62 51; Tel. + 43 1 514 36 6776) to enable a timely distribution to the participants.

<p>5. DOCUMENT DISTRIBUTION</p>	<p>All documents will be published on the conference website: www.osce.org/eea</p> <p>A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Document Distribution Desk (lobby in front of the Neuer Saal).</p> <p>Request for the distribution of documents should be addressed to the Document Distribution Desk. Documents should possibly be provided to this Desk in electronic format (documents@osce.org).</p>
<p>6. TECHNICAL SUPPORT FOR SPEAKERS</p>	<p>Speakers should address well in advance their request for technical support and contact the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577 Tel. + 43 1 51436 6392).</p> <p>Speakers are kindly requested to send their presentations well in advance as indicated in par.5. and to take an electronic copy of their presentation (on a USB stick) <i>as back-up</i>.</p>
<p>7. INTERPRETATION</p>	<p>Simultaneous interpretation will be provided into English and Russian languages.</p>
<p>8. REGISTRATION</p>	<p><u>DEADLINE 28 JANUARY 2011</u></p> <p><u>Each participant</u> is requested to <u>send the attached registration form (Annex 1)</u>, preferably <u>by e-mail</u>, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 51436 6392).</p> <p>In addition to the registration forms, <u>Delegations</u> are kindly requested to notify the ranking and the title of their members.</p>
<p>9. ACCREDITATION</p>	<p>Accreditation will take place at the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010 Vienna), at the Segmentgalerie (Groundfloor), on:</p> <p style="padding-left: 40px;">Monday, 7 February, 8.00 - end of meeting Tuesday, 8 February, 9.00 - end of meeting</p> <p>Advanced registration is recommended in order to avoid delays in issuing the badges. Presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall.</p> <p><u>Press representatives</u> can, as deemed appropriate, be admitted to the Conference Hall during <i>the opening and the closing</i> sessions of the meeting. The presentation of a Press ID is required at the registration counter.</p>
<p>10. TELEPHONES AND INTERNET WORKING AREA</p>	<p><u>PC working stations & Internet access</u> will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the groundfloor/Segmentgalerie and at the 5th floor/ Ratsaal). <u>Telephones</u> in the meeting area can be used free-of-charge only for <u>local telephone</u> calls within Vienna.</p>

<p>11. VISA</p>	<p>Participants, if stipulated under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmaa.gv.at.</p> <p>In case a letter of confirmation of participation for visa requirements is needed, please refer to elke.lidarik@osce.org.</p>
<p>12. TRAVEL AND TRANSPORTATION:</p> <p>PUBLIC TRANSPORTATION IN VIENNA</p>	<p>Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.</p> <p><u>Reaching Vienna Centre from the Airport:</u> Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.</p> <p>Taxis: 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: €31)</p> <p>Trains:</p> <p>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: €9 one way; €16 return Schedule: every ½ hours: Airport-Vienna 5/35 min. after every full hour; Vienna-Airport 8/38min. after every full hour. Trip: 16 min. non-stop.</p> <p>OR</p> <p>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. www.schnellbahn-wien.at/netz/s7.htm Price: €3,60 one way (€1,80 x 2 zones). Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).</p> <p>Bus Services Vienna Airport Lines (2 lines) Price :€6 one way; €11 return Busses go either to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (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</p>
<p>13. HOTELS IN VIENNA</p>	<p>Please consult the list of hotels in Vienna in Annex 2</p> <p>Practical information about Vienna can be found at: http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm</p> <p>City map with address finder: http://www.wien.gv.at/stadtplan/suche.asp?lang=en</p>
<p>14. COFFEE/TEA BREAKS & LUNCHES</p>	<p>Coffee/tea breaks will be provided to the participants during the meeting.</p> <p>Several restaurants are located in walking distance of the conference venue.</p>

15. SOCIAL EVENT	All participants will be invited to a reception on Monday, 7 February 2011, at 18:30. Updated information on the social event(s) will be provided in due time.
16. GENERAL INFORMATION	<p>Currency: Euro</p> <p>Electric current: the standard voltage throughout the Austria is 220V.</p> <p>Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p>Medical help: a first aid room is located on the ground floor of the Hofburg/conference venue.</p> <p>Time: Vienna time differs from Greenwich time by + 1 hour.</p>
17. CONTACTS	<p>OSCE Secretariat, Vienna Office of the Co-ordinator of OSCE Economic and Environmental Activities</p> <p><i>For substantial issues:</i> Mr. Gabriel Leonte, Tel: +43 1 514 36 6776, Fax: +43 1 514 36 6251 Email: gabriel.leonte@osce.org</p> <p><i>For logistical queries:</i> Ms. Andrea Gredler, Tel: +43 1 514 36 6675, Fax: +43 1 514 36 6251 Email: andrea.gredler@osce.org</p>

Updated information regarding the agenda, social events and last logistical issues for the First Preparatory Meeting of the 19th Economic and Environmental Forum will be published on the website

www.osce.org/eea

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Vienna, 3 January 2011

19TH OSCE ECONOMIC AND ENVIRONMENTAL FORUM

FIRST PREPARATORY MEETING

(DEVELOPMENT OF SUSTAINABLE ENERGY)

Vienna, 7-8 February 2011

REGISTRATION FORM

Deadline: 28 January 2011

Please send this registration form to Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 514 36 6392. (Please fill in using capital letters)

1. Country:			
2. Category: (Please indicate the category you register in <input checked="" type="checkbox"/>)	<input type="checkbox"/> International Organization <input type="checkbox"/> Non Governmental Organization <input type="checkbox"/> Academic Community <input type="checkbox"/> Business Community <input type="checkbox"/> OSCE Institution <input type="checkbox"/> OSCE Secretariat <input type="checkbox"/> OSCE Field Presence	<u>Government Official:</u> <input type="checkbox"/> OSCE Delegation in Vienna <input type="checkbox"/> Ministry of Foreign Affairs <input type="checkbox"/> other Ministry or public Institution	
3.	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :		
4.	First Name: Family/Last Name:		
5. Position/Title:			
6. Organization			
7. Department			
8. Postal Address:			
9. Email			
10. Phone: Mobile:			Fax:
11. Written Contribution/Title:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12. TRAVEL INFORMATION: please indicate below your precise travel schedule			
Arrival to Vienna	Date:	Time:	Flight Number:
Departure from Vienna	Date:	Time:	Flight Number:
Hotel in Vienna (Name, address, phone)			
13. SOCIAL EVENT	I will participate in the Reception on 7 February 2011, 18:30: Yes <input type="checkbox"/> No <input type="checkbox"/>		
You have participated in the OSCE Special Expert Meeting on <i>Assessing OSCE's Future Contribution to International Energy Security Co-operation, Vilnius, 13-14 September 2010</i> ?			Yes <input type="checkbox"/> No <input type="checkbox"/>

HOTELS IN VIENNA

OSCE Special Rate
No Special Rate Offered

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>Telephone +43 1</i>	<i>Fax +43 1</i>	<i>sg/db rate</i>
Vienna MARRIOTT Hotel	vienna.marriott.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	€120 deluxe €185 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hoteldefrance.at	Sschottenring 3 1010 Wien	313 68-0	319 59 69	€132/€152 incl breakfast
Hotel HERRENHOF	nadine.berschig@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	sales.vienna@radissonsas.com www.radissonsas.com	Herrengasse 12, 1010 Wien	22 78 00	512 22 16	from € 199 excl. breakfast
HILTON VIENNA PLAZA	info_vienna-plaza@hilton.com www.hilton.at	Schottenring 11, 1010 Wien	313 90	313 90 160	from € 169 excl. breakfast
VIENNA HILTON	rm_vienna@hilton.com www.hilton.de/wien	Am Stadtpark, 1030 Wien	717 00 344	713 06 91	from € 151 excl. breakfast
HOTEL SACHER	wien@sacher.com	Philharmonikerstrasse 4	51 456 0	51456810	€191 Buffet breakfast from €30

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db 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. 1 breakf
Hotel AM PARKRING Wien (Schick Hotels)	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	514 80 40	€117/€160 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	€96/€134 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	€99/€136 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	€95/€129 incl. breakfast
Hotel STEFANIE Wien (Schick Hotels)	sabine.pollak@schick-hotels.com www.schick-hotels.com	Taborstrasse 12, 1020 Wien	211 50	211 50 160	€157/€208 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/€ 53- 161 incl. breakf
Hotel ASTORIA (Austria Trend Hotels & Resorts)	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	515 77 82	€118/€158 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)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Rooseveltplatz 15, 1090 Wien	404 46	408 83 92	€89/€109 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	512 15 31 20	€89/€109 incl. breakfast
Hotel ROYAL (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Singerstraße 3, 1010 Wien	515 68 96	513 96 98	€89/€109 incl. breakfast
NH Hotels	m-kral@nh-hotels.com	Airport, Belvedere, Mariahilfe strasse	260 20 8110	260 20 8108	€89/€109 incl. breakfast
Mercure Seession	H3532@accor.com	Getreidemarkt 5	58838212	58838	€90/€116 incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Best Western Hotel DAS TIGRA	info@hotel-tigra.at www.hotel-tigra.at	Tiefer Graben 14, 1010 Wien	533 96 41	533 96 45	€108 - €167 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	marcaurel@chello.at www.hotel-marcaurel.com	Marc-Aurel-Straße 8, 1010 Wien	533 36 40	533 00 78	€99 - €159 incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nosek.at	Graben 17, 1010 Wien	533 70 41	535 36 46	€73-97/€115 incl. breakfast
Hotel ALPHA	alpha@austria-hotels.at www.hotelalpha.at	Buchfeldgasse 8 1080 Wien	403 52 91	403 52 91-62	€75/€105 incl breakfast
Hotel GTAF STADION	hotel@graf-stadion.com www.graf-stadion.com	Buchfeldgasse 5, 1080 Wien	40 55 284	40 50 111	€60-90/€80-150
Hotel POST	office@hotel-post-wien.at www.hotel-post-wien.at	Fleischmarkt 24, 1010 Wien	515 83	515 83 808	€74/€112
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@zurwienersstaatsoper.at www.zurwienersstaatsoper.at	Krugerstraße 11, 1010 Wien	513 12 74	513 12 74 15	€80-100/ €113-135
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	534 55 77	€92-110/ €143-198
Hotel KÄRTNTNERHOF	karntnerhof@netway.at www.karntnerhof.com	Grashofgasse 4, 1011 Wien	512 19 23	513 22 28 33	€ 68 - € 108 incl. breakfast
Hotel DREI KRONEN	office@hotel3kronen.at www.hotel3kronen.at	Schleifmühlgasse 25, 1040 Wien	587 32 89	587 32 89 11	€ 59 - € 89 excl. 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	€ 60 - € 124