



Workshop on the Protection of Human Rights While Countering Terrorism

15-16 March 2004

*Ministry of Foreign Affairs
Copenhagen, Denmark*

Registration Form

Last name:			
First name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Title/rank:	Function:		
Date of birth :	Citizenship :	Passport no. :	
Issued by :		Expiry date :	
Ministry/Organisation:			
Address:			
Telephone:		Fax:	
E-mail:			
Date / time of arrival / flight no.:			
Date / time of departure / flight no.:			
Special requests: allergies, special diet etc.			
Date:	Signature:		

NOTE: The OSCE Office for Democratic Institutions and Human Rights kindly requests you to send this Registration Form duly completed to its address as soon as possible:

OSCE Office for Democratic Institutions and Human Rights
Aleje Ujazdowskie 19, 00-557 Warsaw, POLAND
Fax: (48-22) 625 43 57 Phone: (48-22) 520 06 00
E-mail: izabela.blaszczyk@odihr.pl



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ADMINISTRATIVE ARRANGEMENTS

The following administrative arrangements provide useful information for those planning to participate in the workshop.

1. Registration and participation

Panelists are requested to complete the registration form and return it as soon as possible, but no later than Wednesday 25th February to Izabela Blaszczyk either by e-mail at izabela.blaszczyk@odihr.pl or by fax to +48 22 625 43 57.

2. Venue and accommodation

The workshop will be held at the Danish Ministry for Foreign Affairs; Meeting Room 3, Eigtveds Pakhus, Asiatisk Plads 2G, 1448 Copenhagen K, tel: + 45 33 92 16 01

Working sessions will take place between 09.00 and 16.00 on Monday 15th March and Tuesday 16th March. There will be a welcome drinks reception at 19.00 on Sunday 14th March and a buffet reception on the evening of Monday 15th March at 18.00.

Participants should cover and take care of **accommodation arrangements**.

3. Visa

Participants requiring a visa to travel to Denmark are requested to make their own arrangements to obtain the valid travel documents. Participants needing a visa should apply at the closest Danish Embassy.

To find out if you need a visa, please consult the website of the Danish Foreign Ministry: www.um.dk/english

4. Flights

Flights to and from the Denmark will not be covered by the ODIHR. Participants should make their own travel arrangements.

5. Language

English and Russian are the working languages of the workshop. Translation will be provided.

6. Structure of the workshop and contributions to the discussions

The workshop will take place over two days and will involve four working sessions. Panel discussions will share lessons learned and best practises on ways in which the protection of human rights and fundamental freedoms are ensured while countering terrorism. Each expert presentation will take approximately 10-15 minutes.

Workshop participants are then invited to engage in a constructive exchange on themes addressed and the experience in their respective states with a view to concluding a set of recommendations.

7. Travel and Health Insurance

It is the responsibility of each participant to have adequate travel and health insurance for the whole duration of this trip. The workshop hosts are unable to take responsibility for any health-related expenses incurred during your stay in Denmark.

8. Miscellaneous

Meals and receptions mentioned in the agenda are offered by the hosts. All other expenses must be borne by the participants (e.g. phone calls, faxes, drinks, expenses at the bar, etc).

Dress code: Business attire for the whole duration of the workshop, including receptions.

9. Other

Please e-mail further queries to Sandra Conway at sandra.conway@odihr.pl (Tel: +48 22 5200 600 ext. 4185) or Izabela Blaszczyk at izabela.blaszczyk@odihr.pl (Tel: +48 22 5200 600 ext. 4184)