



Organization for Security and Co-operation in Europe

The Secretariat

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

Vienna, 21 April 2004

Twelfth OSCE Economic Forum
**“New Challenges for Building up Institutional and Human Capacity for Economic
Development and Co-operation”**
Prague, 31 May to 4 June 2004

Logistic Information

1. VENUE

The Host country will make premises available in the building of the Ministry for Foreign Affairs of the Czech Republic.

Address: Czernin Palace
Loretánské nám. 5
118 00 Prague 1.

2. WRITTEN CONTRIBUTIONS

Participants are welcome to submit a written contribution reflecting their view on the issues discussed at the Forum and/or in a specific Working Session of their interest. We thank you for sending an electronic copy of the paper in advance to the Office of the Coordinator of OSCE Economic and Environmental Activities (Ms. Andrea Gredler, email: andrea.gredler@osce.org) to enable a timely distribution to the participants.

3. REGISTRATION

In order to allow a timely accreditation, the organizers kindly request each participant to send the attached registration form (Annex 1) , possibly electronically, completed with all necessary details to the OSCE Prague Office (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org, tel. +420-2-21610217, fax +420-2-21610227).

The Delegations are kindly requested to notify the ranking and the title of their members by sending a list, additionally to the registration forms of their members attending the Forum.

4. ACCREDITATION

Accreditation will take place at the main entrance to the Czernin Palace, beginning on Sunday, 30 May 2004, from 3 p.m. to 6 p.m., Monday, 31 May 2004, 10 a.m. to 6 p.m. and on Tuesday, 1 June 2004, at 9 a.m.

The accreditation of businesses, NGOs, Academic Community and Press representatives will take place at the accreditation desk on the ground floor upon presentation of a Press and/or ID-card.

Press representatives can, as deemed appropriate, be admitted to the Plenary hall during the opening and the closing of the Economic Forum. We kindly request that a Press ID be presented at the registration counter.

5. PARTICIPANTS' INFORMATION

International organizations will be invited in line with the procedure established in PC.DEC/602/04, dated 25 March 2004.

The Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) and the Partners for Co-operation (Afghanistan, Japan, the Republic of Korea and Thailand) are invited to participate in the Economic Forum.

Subject to the provisions contained in Chapter IV, paragraphs 15 and 16, of the Helsinki Document 1992, the representatives of non-governmental organizations with relevant experience in the area under discussion are also invited to participate in the Meeting.

Upon request by a delegation of an OSCE participating State, regional groupings may also be invited, as deemed appropriate, to participate in the meeting.

6. VISA

Participants, who require an entry visa to the Czech Republic, will have to apply for a visa with an Embassy of the Czech Republic. The OSCE Prague Office stands ready to support delegations.

Please note that participants can obtain further information on visas via the official Czech Foreign Ministry Web-site: www.mzv.cz (English), Section: Travel and Living Abroad.

7. EXHIBITION AREA

The organizers intend to provide participants with an open area in the entrance Hall of the Czernin Palace, to exhibit printed and audio-visual materials related to the theme of the Forum (Posters, Video & PC displays).

Participants interested in using such facilities, are kindly requested to send the technical details of the items (posters, video, PC presentation) to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Andrea Gredler, e-mail: andrea.gredler@osce.org Tel: +43-1-51436 575, Fax: +43-1-51436 6251).

8. ACCOMMODATION

Accommodation arrangements will have to be made by participants directly.

8.1. The OSCE Prague Office made agreement with:

➤ Hotel Mövenpick

Mozartova 261/1, Prague 5.

Hotel will provide shuttle bus to Czernin Palace (approx. 10 min.)

Rates: Superior (****) 115,- EUR; Executive (****+) 130,- EUR

Please when booking quote: Code: MP 462 B*

E-mail: reservation@moevenpick.cz

Tel: +420-257 153 108; Fax: +420-257 153 113, www.moevenpick-hotels.com

➤ **Hotel Savoy** (very limited number of rooms available)

Keplerova 6, Prague 1

Rates: Executive room : 175,- EUR/per night; Deluxe room: 190,- EUR/per night

Please when booking quote „OSCE“ and contact: Ms. Klara Novosadova

E-mail: info@hotel-savoy.cz

Tel: +420-224 302 123; Fax: +420-224 302 125; www.hotel-savoy.cz

8.2. For Internet bookings, the following addresses could be utilized:

www.hotel-net.cz

www.allsuites.cz

www.abaka.com

It should be noted that due to the time period of the Economic Forum, which is considered high tourist season in Prague, early booking is highly advisable.

9. SOCIAL EVENTS

Monday, 31 May 2004: 19:00 Reception hosted by the Bulgarian Chairmanship of the OSCE

Tuesday, 1 June 2004: 18:00 Cocktail (tbc)

Thursday, 3 June 2004: Reception hosted by the Co-ordinator of OSCE Economic and Environmental Activities

9. LOGISTIC FACILITIES AT THE CONFERENCE VENUE:

9.1. VEHICLE ACCESS AND PARKING

Delegates will have a parking area located in front of the Czernin Palace at their disposal. Special parking stickers will be provided at the accreditation desk.

9.2. MEETING AREA

The plenary meetings of the Economic Forum will be held in the Plenary hall on the first floor of the Czernin Palace. The meetings of the Working Groups will be held in the Plenary hall and the Gallery room. Both meeting rooms are equipped for simultaneous interpretation into the six OSCE languages. Additional rooms will be available for informal meetings.

9.3. COMMUNICATION

IT Access: A special working area with IT facilities & Internet access will be reserved for the participants. Telephones in the meeting area can be used free-of-charge for local telephone calls within Prague. Seven lines (including fax) will be made available for international calls within the conference premises. The use of those lines will be possible against subsequent payment.

9.4. BANK OFFICE

A Bank will be available at the Czernin Palace located on the ground floor next to the entrance hall.

Updated information regarding social events and last logistical issues for the Twelfth Economic Forum will be circulated at a later stage and published on the Web site www.osce.org/eea.



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The Secretariat

Vienna, 21 April 2004

Twelfth OSCE Economic Forum

“New Challenges for Building up Institutional and Human Capacity for Economic Development and Co-operation”

Prague, 31 May-4 June 2004

REGISTRATION FORM

Deadline: 21 May 2004

Please send this registration form to Ms. Iveta Dzurikova, OSCE Prague Office, email: iveta.dzurikova@osce.org, fax: +420-2-242 23 883, tel: +420-2-216 10 217(Please use capital letters)

Country/Delegation:		
<input type="checkbox"/> Delegation (*) (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Business <input type="checkbox"/> NGO <input type="checkbox"/> Academic		
Title(Amb, Mr, Ms, Dr)	First Name	Family Name
Organization & Department:		
Position:		
Mailing Address:		
Phone (with country code):	Fax:	E-Mail:
Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/> Title:		
Items for Exhibition Space: Yes <input type="checkbox"/> No <input type="checkbox"/> (please send details of items to andrea.gredler@osce.org or Fax: +431 51436 6251)		
Arrival Date & Time:		
Departure Date & Time:		
Hotel in Prague:		

POINTS TO REMEMBER

(*) **Delegations:** are kindly requested to add to registrations of their members (above form) a notification clearly indicating the special ranking and title of their members and possibly submit it electronically.

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

Visa Information: Participants, if required under the Czech law, are requested to make their own arrangements for securing a visa for entry into the Czech Republic. The OSCE Prague Office stands ready to support delegations. Please note that participants can obtain further information on visas through the official Czech Foreign Ministry web-site as follow: www.mzv.cz (English) Section: Travel and Living Abroad.

Conference Venue: Ministry for Foreign Affairs of the Czech Republic, Czernin Palace, Loretánské nám. 5, 118 00 Prague 1.

Further Information: Office of the Co-ordinator of OSCE Economic and Environmental Activities, Kärntner Ring 5-7, 1010 Vienna, Austria (Contact: Ms. Andrea Gredler, email: andrea.gredler@osce.org; Tel. +43 1 51436 575, Fax: +51436 6251) or www.osce.org/eea.