

ENGLISH only



1) Please note that this information circular was distributed directly by the originator to all delegations with a different reference number. In order to facilitate the sequence this document should read MC.INF/4/05.

CIRCULAR NOTE No. 3

The Ministry of Foreign Affairs of the Republic of Slovenia presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to remind all the above Missions and Delegations of the First Circular Note sent on 27 July 2005 and containing the information, modes of accreditation, transport and hotel reservation for delegations for the 13th OSCE Ministerial Council in Ljubljana.

In addition, the Ministry of Foreign Affairs of the Republic of Slovenia has the honour to underline the following:

A) INFORMATION FOR DELEGATIONS

1. HOTEL RESERVATIONS

Please find enclosed the list of selected hotels and the hotel reservation form for members of official delegations (Annex 1). Hotel rooms and suites will be allocated on a first come, first served basis. The completed forms should be returned by 1 October 2005, preferably by E-mail to:

KOMPAS d.d.
Pražakova 4
1514 Ljubljana, Slovenia
Phone: + 386 1 2006 313
Fax: + 386 1 2006 436
E-mail: osce2005@kompas.si,
<http://www.kompas-online.net>

Cc: Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol - OSCE Ministerial Council 2005
Prešernova 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; + 386 1 478 2235
Fax: + 386 1 478 1279
E-mail: osce-mc2005.mzz@gov.si

**DIPLOMATIC MISSIONS OF THE
OSCE PARTICIPATING STATES,
MEDITERRANEAN PARTNERS FOR CO-OPERATION,
PARTNERS FOR CO-OPERATION,
INTERNATIONAL ORGANIZATIONS
AND OSCE SECRETARIAT**

Delegation members should submit these forms before 1 October 2005, so that their wishes regarding accommodation can be met as far as possible. Every effort will be made to accommodate delegation members whose forms come in after that date.

According to the OSCE standards, Slovenia will cover accommodation expenses for Heads of Delegation who shall also submit their booking form.

Information about reservations will be sent to the delegations in early October but the final confirmation of reservations will be sent upon the receipt of payment.

2. ACCREDITATION

Accreditation will take place on the basis of a special accreditation form (Annex 2). All personal data sent to the organizer of the event will be processed in compliance with the highest security standards. The applicants' personal data will be sent to the Slovenian Police for additional security check before the issuing of accreditation.

Please send two colour photos or a digital photo in the .jpg or .gif format with the completed forms to the following address:

Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol - OSCE Ministerial Council 2005
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; + 386 1 478 2235
Fax*: + 386 1 478 1279
E-mail: osce-mc2005.mzz@gov.si

* IMPORTANT NOTE: Due to the technical problems all the accreditation forms that were sent on this number prior 27 September 2005 should be resent!

In addition, a Note Verbale from the Permanent Mission in Vienna should be sent under separate cover to the Ministry of Foreign Affairs of the Republic of Slovenia together with a list of delegates to ensure that all delegates issued with accreditation forms have been given permission by their authorities to attend the Ministerial Council. If changes are made to the list, an updated list must be forwarded as enclosure to Note Verbale as soon as possible. Accreditation will not be possible for persons who are not on the list of members of the delegation enclosed to the Note Verbale.

If the Minister of Foreign Affairs heading a delegation is to be accompanied by national security officers, delegations are requested to complete and submit a special accreditation form (Annex 3) for security personnel, accompanied by two colour photos of each security officer. The same accreditation procedure as outlined above will apply. Security officers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Ministry of Foreign Affairs of the Republic of Slovenia in Ljubljana.

If security officers intend to carry firearms during their stay in Slovenia (only one armed officer per delegation is allowed), delegations should send an application, enclosed to a Note Verbale, to the Ministry of Foreign Affairs of the Republic of Slovenia/Diplomatic Protocol - OSCE Ministerial Council 2005 not later than 10 days before arrival, stating the following:

- Type and serial number of firearm;

- Quantity of ammunition;
- Additional security equipment;
- Name of the person who will carry firearm, his/her date and place of birth and passport number;
- Date and time of arrival and departure;
- Flight numbers on arrival and departure.

The application for carrying firearms will be forwarded to the Slovenian Police for approval, the delegation will be informed about eventual approval prior to their arrival, and the permission will be given upon their arrival in the Republic of Slovenia.

If a delegation is also to be accompanied by its own driver(s), delegations are requested to complete and submit a special accreditation form (Annex 4) for drivers, accompanied by two colour photos of each driver. The same accreditation procedure as outlined above will apply. Drivers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Ministry of Foreign Affairs of the Republic of Slovenia.

Delegation members are strongly recommended to return the accreditation forms together with photos and the Note Verbale by 15 October 2005, so that their badges can be prepared before their arrival and issued on the spot. Delegations providing the necessary information by this deadline and arriving together with the Minister of Foreign Affairs/Head of Delegation will be provided with badges through the liaison officer in charge upon arrival at Ljubljana Airport. Badges for those already holding accreditation and arriving separately from the official delegation will be handed over at the accreditation desk at the Main Entrance of the Gospodarsko razstavišče (Commercial Fairground) on presentation of the delegate's passport.

Accreditation will be valid only together with an adequate identity document (e.g. passport). The issuing of accreditation will be possible only upon presentation of a corresponding identity document.

The accreditation procedure for Heads of Delegation is slightly different; they will receive pins instead of badges. Heads of Delegation shall also submit the accreditation form.

3. TRANSPORT

OSCE Heads of Delegation will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, which will be available to them from the time of their arrival in the Republic of Slovenia until their departure. This limousine is for the exclusive use of the Head of Delegation, accompanied by 1 person at most.

Each delegation with over 3 persons will have a chauffeur-driven mini-van. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, as from the time of the delegation's arrival in the Republic of Slovenia until their departure (i.e. 2-7 December 2005). The mini-van has room for a maximum of 5 people per delegation, security personnel included. Slovenia will not provide transportation for any extra security personnel.

A shuttle service will be available between the airport, the hotels and the Commercial Fairground as well as for side events taking place elsewhere. The shuttle service will operate from 2 December to 7 December 2005.

Delegations intending to use privately owned vehicles and/or official Embassy cars for the Ministerial Council are requested to provide the licence numbers of these cars and the names of drivers along with the accreditation. In any case, we recommend the use of the shuttle service as all the hotels have their own parking and garage where privately owned vehicles can be parked for the duration of the conference. Privately owned vehicles and/or official Embassy cars will not be allowed to park in the vicinity of the Conference centre. Parking space will be provided only for Ambassadors' official car.

4. VISAS

Visa requirements must be met before arrival in the Republic of Slovenia. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity.

Participants requiring entry visas should submit their applications to the nearest diplomatic mission of the Republic of Slovenia. More information can be found on the web page of the Ministry of Foreign Affairs of the Republic of Slovenia, <http://www.gov.si/mzz/eng/index.html> under the heading "useful information/visa information".

5. AIRCRAFT

Delegations are advised to arrange their arrival in Ljubljana by regular commercial flights. The Ljubljana Airport flight information is available on the web site: <http://www.lju-airport.si/eng>.

Heads of Delegation travelling by a government or private aircraft may use the facilities at Ljubljana Airport.

Flight clearance may be obtained following the usual procedure. This means that a request in the form of a Note Verbale must be submitted to the Ministry of Foreign Affairs of the Republic of Slovenia/Diplomatic Protocol - Ministerial Council OSCE 2005 not later than 7 days before arrival. All technical data of Ljubljana airport can be found on the following web page: <http://www.lju-airport.si/eng/vsebina.asp?IDM=156>.

6. GENERAL INFORMATION

For further information concerning arrangements for delegations please contact:

Mrs Alenka Goljar, Diplomatic Protocol - OSCE Ministerial Council 2005
Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; + 386 1 478 2235
Fax: + 386 1 478 1279
E-mail: osce-mc2005.mzz@gov.si

B) INFORMATION FOR JOURNALISTS

1. MEDIA FACILITIES

Commercial Fairground (Gospodarsko razstavišče) offers all required facilities for media coverage of the 13th OSCE Ministerial Council. Media representatives will be provided with media working area, 15 separate offices for radio and TV agencies (cubicles which can be reserved on a first come, first served basis), IT support desk, etc. Throughout the forum, information will be disseminated to the media via a Closed Circuit TV, while TV monitors, covering various news channels and networks, will also be available. In addition, a web site for the 13th OSCE Ministerial Council will be launched and regularly updated with incoming information about the forum.

The media working area at the Commercial Fairground comprises 75 desktop computers, 125 laptop computer outlets, printing, copying and other facilities. Telephone, fax services and high speed Internet access will be provided at all times free of charge.

The entire compound will be a secured area. Access to the buildings will only be possible with a valid visible badge issued via accreditation.

2. MEDIA ACCREDITATION

Accreditation will take place exclusively via e-mail on the basis of a special Media Accreditation Form (Annex 5). E-mail applications, together with a completed accreditation form and a digital photograph in the .jpg or .gif format must be sent to the Government PR and Media office: press_mc2005.uvi@gov.si by 24 November 2005. Please note: Both the completed accreditation form and the digital photograph must be attached to the e-mail.

Please note that accreditation forms without a photograph of the respective person will not be processed. The .jpg or .gif file with the photograph must use this naming protocol as follows: surname_forename.jpg *or* surname_forename.gif.

The accreditation form submitted will be passed on to the Security and Protection Bureau (Slovenian Police) for security clearance prior to accreditation. An e-mail confirmation will be sent to the media representative as soon as possible but no later than the deadline for accreditation. For any questions, please contact Slovenian Government PR and Media Office: + 386 1 478 25 97 or + 386 1 478 26 34.

Media representatives are expected to obtain their OSCE Ministerial Council accreditation badges in person by presenting a valid passport at the Media Accreditation Desk located at the Commercial Fairground Media Entrance (Hall B2) facing the Dunajska Street (*Dunajska cesta*). The Desk will be open from Friday, 2 December, through Tuesday, 6 December.

On first arrival, to gain access to the Media Accreditation Desk, media representatives are expected to present a valid passport at a security checkpoint located next to the Commercial Fairground Media Entrance (Hall B2).

3. SECURITY AT COMMERCIAL FAIRGROUND, LJUBLJANA

To gain entry to the Commercial Fairground compound and when inside the building, a valid badge must be worn visibly at all times. In addition, media representatives are requested

to co-operate in security checks. Journalists are kindly requested not to leave unidentified objects in the press centre. Security staff will ensure that media representatives only enter areas they are entitled to enter.

The press centre is located in the immediate vicinity of the Commercial Fairground main building and will be accessible only through the Media Entrance of the Commercial Fairground facing the Dunajska Street (*Dunajska cesta*). Since the area is restricted, access to certain events will be arranged on a limited, pre-allocated pool basis. Only journalists with both a special pool card and an OSCE Ministerial Council media accreditation badge will be granted access. Each pool card is valid for one person only. Information about pool cards can be obtained at the press information desk in the press centre. Journalists will only gain access to the various pool events when accompanied by pool assistants. Pool participants will therefore be requested to assemble punctually at the pre-designated pool meeting point, next to the press information desk in the press centre.

4. MEDIA RELATED INFO FOR DELEGATIONS

To arrange press briefings, photo sessions or interviews with journalists, Delegations should contact the press information desk. Rooms for separate interviews are available and can be booked on a first come, first served basis. The bilateral meeting rooms may also be booked for this purpose. For both security and space reasons, such off the agenda events will be subject to the pooling system. Journalists will have to be accompanied by a liaison officer from the Delegation concerned, as well as a pooling assistant. The starting point for access to the media event will in each case be the press centre. All details of the event (host, time, place, photo or interview, etc) must be given in advance to the press desk and the Closed Circuit TV will be used to notify media of the event. Pool cards will be handed out at the desk to the requisite number of applicants.

5. MEDIA HOTEL RESERVATIONS

Please find enclosed the list of selected hotels and the hotel reservation form for journalists (Annex 6). Hotel rooms and suites will be allocated on a first come, first served basis. The completed forms should be sent – preferably by e-mail – to:

KOMPAS d.d.
Pražakova 4
1514 Ljubljana, Slovenia
Phone: + 386 1 2006 313
Fax: + 386 1 2006 436
E-mail: osce2005@kompas.si,
<http://www.kompas-online.net>

Cc: Government PR and Media Office
Tržaška 21
1000 Ljubljana
Republic of Slovenia
Tel: + 386 1 478 2606; + 386 1 478 2597
Fax: + 386 1 251 23 12
E-mail: natasa.marvin@gov.si

Journalists should submit these forms before 11 November 2005 so that their wishes regarding accommodation can be met as far as possible. Every effort will be made to accommodate journalists whose forms are received after that date in an appropriate way.

6. VISAS

Visa requirements must be met before arrival in the Republic of Slovenia. In order to be able to travel on time, it is therefore advisable to apply for visas at the earliest possible opportunity.

Journalists requiring entry visas should submit their applications to the nearest diplomatic mission of the Republic of Slovenia. More information can be found on the web page of the Ministry of Foreign Affairs of the Republic of Slovenia, <http://www.gov.si/mzz/eng/index.html> under the heading "useful information/visa information".

7. GENERAL INFORMATION

For further information concerning arrangements for the media, please contact:

Mrs. Mateja Malnar Štembal
Government PR and Media Office
Tržaška 21
1000 Ljubljana
Republic of Slovenia
Tel: + 386 1 478 25 97; + 386 1 478 26 30
Fax: + 386 1 251 23 12
email: mateja.malnar@gov.si

The Ministry of Foreign Affairs of the Republic of Slovenia avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Ljubljana, 27 September 2005

ANNEX 1

13th Meeting of the OSCE Ministerial Council Ljubljana, Slovenia, 5 - 6 December 2005

Please send this booking form to:

 **KOMPAS**
Kompas d.d.
Pražakova 4, 1514 Ljubljana
Phone: +386 1 2006 313
Fax: +386 1 2006 436
e-mail: osce2005@kompas.si

Deadline for accommodation:

1 October 2005

GOSPODARSKO RAZSTAVIŠČE
Gospodarsko razstavišče d.o.o.
Dunajska c. 18, 1000 Ljubljana
Phone: (01) 300 26 00
Fax: (01) 300 26 28
e-mail: info@gr-sejem.si

BOOKING FORM

PERSONAL DETAILS:

Mr



Mrs



Miss

First name: _____ Last name: _____

Position:



Head of Delegation



Delegate

Title: _____

Ministry or Institution: _____

Address: _____

Postal Code: _____ City: _____ Country: _____

Phone: _____ Fax: _____

e-mail: _____

ACCOMPANYING PERSON:

First name _____ Last name: _____

HOTEL RESERVATION:

Arrival: | | | | | (ddmmyy) Departure: | | | | | (ddmmyy)

Please choose the hotel and the room type. All rates are per room per night, in **EUR**, including breakfast and VAT.
Hotel accommodation can only be guaranteed if reservation form is received before 1 October.

Name	Location	Single room	Double room	Double room single use	Executive room	Junior suite	Senior suite
<u>H. LEV ****</u>	500m / 5min	<input type="checkbox"/> 198	<input type="checkbox"/> 220	<input type="checkbox"/> 193		<input type="checkbox"/> 280	
<u>GH UNION Executive ****</u>	1km / 10min	<input type="checkbox"/> 185	<input type="checkbox"/> 239		<input type="checkbox"/> 195		<input type="checkbox"/> 396
<u>GH UNION Business ****</u>	1km / 10min	<input type="checkbox"/> 177	<input type="checkbox"/> 228		<input type="checkbox"/> 190		<input type="checkbox"/> 370
<u>GH UNION Garni ****</u>	800m / 8min	<input type="checkbox"/> 146	<input type="checkbox"/> 196		<input type="checkbox"/> 161		<input type="checkbox"/> 318
<u>CITYHOTEL ***</u>	1km / 10min	<input type="checkbox"/> 93	<input type="checkbox"/> 139	<input type="checkbox"/> 125			
<u>H. SLON ****</u>	700m / 7min	<input type="checkbox"/> 110	<input type="checkbox"/> 161	<input type="checkbox"/> 110		<input type="checkbox"/> 123	<input type="checkbox"/> 187
<u>H. MONS ****</u>	4km / 20min	<input type="checkbox"/> 120		<input type="checkbox"/> 145		<input type="checkbox"/> 215	<input type="checkbox"/> 294
<u>GM DOMINA ****</u>	1km / 10min	<input type="checkbox"/> 181	<input type="checkbox"/> 212			<input type="checkbox"/> 277	<input type="checkbox"/> 313
<u>H. KOKRA **** Brdo pri Kranju</u>	30km / 35min	<input type="checkbox"/> 80		<input type="checkbox"/> 80			<input type="checkbox"/> 185

BOOKING:

Hotel rooms and suites will be allocated on a first-come, first-served basis.

Please return this reservation form before 1 October 2005; after this date, it may be more difficult to book accommodation in the requested hotels.

If there are no more vacancies in the category of your choice, we will do our best to find an alternative. Please indicate your alternative choice:

1st choice : _____

2nd choice: _____

Your hotel reservation will be confirmed after 10 October 2005.

PAYMENT:

Payment of the hotel accommodation will be made directly to Kompas d.d., either by bank transfer or by credit card and should be free of any bank charges. After receiving your accommodation form, you will get the notification of hotel reservation together with the invoice for hotel payment. A final confirmation will be sent upon the receipt of payment.

CANCELLATION:

All cancellations must be sent in writing to **Kompas d.d.**, by fax or e-mail before **20. October 2005**. After this date, the fee of one room night will be charged. For no-show participants the first night will be charged. All refunds will be made after the meeting.

MODE OF PAYMENT:**Bank transfer information:**

Click here for swift payment

Bank transfers must be made to:

A Banka d.d. Slovenska 58
1517 Ljubljana Slovenia
IBAN code: SI56 05100 - 8000029771
SWIFT No.: ABANSI2X
ID No.: SI28865360
Key word: OSCE-1304
Beneficiary: **Kompas d.d.**
Pražakova 4
SI-1514 Ljubljana, Slovenija
Please remember to add bank charges.

Please charge my credit card:



American Express



Visa



Master Card

Credit card details:

CCV Nr: | | | | | | | | | | | | | | | | | | | | | |

Expiry Date: | | | | | | | | | | Owner's Name: _____

Incomplete forms without a valid credit card nr. and signature will not be processed. The undersigned agrees with the above general hotel booking conditions.

Date: | | | | | | | | | |

Signature: _____

ANNEX 2

**13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5-6 December 2005**

**ACCREDITATION FORM
DELEGATES**

The completed accreditation form with two photos (size 3 x 4 cm) or a digital picture in the .jpg or .gif format must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia **before 15 October 2005**. It is preferable that the completed accreditation form and the photo be sent by e-mail.

Please write your name (in pencil) on the back of each photo.

FIRST NAME:	
SURNAME:	
DELEGATION:	
TITLE:	
DATE AND PLACE OF BIRTH:	
NATIONALITY:	
PASSPORT NUMBER, PLACE AND DATE OF ISSUE:	
BLOOD TYPE (only for Foreign Ministers and possibly their spouses):	

Date

Signature

Please send the accreditation form, together with two colour photos, to:	
By post:	Ministry of Foreign Affairs of the Republic of Slovenia Diplomatic Protocol - OSCE Ministerial Council 2005 Prešernova c. 25 1000 Ljubljana Republic of Slovenia Tel: +386 1 478 2064; +386 1 478 2235 Fax: +386 1 478 1279
By e-mail:	osce-mc2005.mzz@gov.si
Please indicate "Delegation accreditation to the 13 th Ministerial Council"	

ANNEX 3

**13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5 – 6 December 2005**

**ACCREDITATION FORM
SECURITY PERSONNEL**

The completed accreditation form with two photos (size 3 x 4 cm) or a digital picture in the .jpg or .gif format must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia **before 15 October 2005**. It is preferable that the completed accreditation form and the photo be sent by e-mail.

Please write your name (in pencil) on the back of each photo.

FIRST NAME:	
SURNAME:	
DELEGATION:	
TITLE:	
DATE AND PLACE OF BIRTH:	
NATIONALITY:	
PASSPORT NUMBER, PLACE AND DATE OF ISSUE:	
TYPE OF FIREARM(S):	
SERIAL NUMBER(S):	
QUANTITY OF AMMUNITION:	
ADDITIONAL SECURITY EQUIPMENT:	

Date

Signature

Please send the accreditation form, together with two colour photos, to:

By post: Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol - OSCE Ministerial Council 2005
Prešernova 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; +386 1 478 2235
Fax: +386 1 478 1279

By e-mail: osce-mc2005.mzz@gov.si

Please indicate "Security Personnel accreditation to the 13th Ministerial Council"

**13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5 – 6 December 2004**

**ACCREDITATION FORM
DRIVERS (DELEGATION)**

The completed accreditation form with two photos (size 3 x 4 cm) or a digital picture in the .jpg or .gif format must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia **before 15 October 2005**. It is preferable that the completed accreditation form and the photo be sent by email.

Please write your name (in pencil) on the back of each photo.

FIRST NAME:	
SURNAME:	
DELEGATION:	
DATE AND PLACE OF BIRTH:	
NATIONALITY:	
PASSPORT NUMBER, PLACE AND DATE OF ISSUE:	
REGISTRATION NUMBER OF VEHICLE:	

Date

Signature

Please send the accreditation form, together with two colour photos, to:

By post: Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic protocol - OSCE Ministerial Council 2005
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; +386 1 478 2235
Fax: +386 1 478 1279

By e-mail: osce-mc2005.mzz@gov.si

Please indicate "Drivers accreditation to the 13th Ministerial Council"

ANNEX 5

**13th OSCE Ministerial Council Meeting
Ljubljana, 5 and 6 December 2005**

MEDIA ACCREDITATION FORM

Please send an email with the completed accreditation form AND a digital photograph in the **.jpg** or **.gif** format **before 24 November 2005** to: press_mc2005.uvi@gov.si. Both the completed accreditation form and the digital photograph must be attached to the email.

The accreditation form submitted will be passed on to the Security and Protection Bureau (Slovenian Police) for security clearance prior to accreditation. An e-mail confirmation will be sent to the media representative as soon as possible but no later than the deadline for accreditation. For any questions, please contact Slovenian Government PR and Media Office: + 386 1 478 26 34 or + 386 1 478 25 97.

<u>Photograph:</u>	Please note that accreditation forms without a photograph of the respective person will NOT be processed . The .jpg or .gif file with the photograph must use this naming protocol as follows: surname_forename.jpg or surname_forename.gif
Surname:	
Forename(s):	
Nationality:	
Date & place of birth:	
Passport number:	
Date of issue:	
Date of expiry:	
Media outlet:	
Country of head office:	
Your office address:	
Office telephone:	
Fax:	
Mobile phone:	
e-mail address:	
Type of medium: (please <i>underline</i>)	<input type="checkbox"/> Press agency <input type="checkbox"/> Printed press <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Other, please specify:.....
Function: (please <i>underline</i>)	<input type="checkbox"/> Journalist <input type="checkbox"/> Photo journalist <input type="checkbox"/> Cameraman <input type="checkbox"/> Technician
Press Card Number:	
Issued by:	
Date of Issue:	

Date:

By e-mail: press_mc2005.uvi@gov.si

Please mention as subject line "Media accreditation to 13th Ministerial Council"

ANNEX 6

13th Meeting of the OSCE Ministerial Council Ljubljana, Slovenia, 5 - 6 December 2005

Please send this reservation form to:



KOMPAS
Kompas d.d.
Pražakova 4
1514 Ljubljana
Phone: +386 1 2006 313
Fax: +386 1 2006 436
e-mail: osce2005@kompas.si
<http://www.kompas-online.net>

Deadline for reservation:
28 October 2005



CC: Government of the
Republic of Slovenia
Public Relations and Media Office
Phone: +386 1 478 26 06
Fax: +386 1 251 23 12
e-mail: natasa.marvin@gov.si
<http://www.uvi.si>

JOURNALISTS HOTEL BOOKING FORM

PERSONAL DETAILS:



Mr



Mrs



Miss

First name: _____ Last name: _____

Position/Title: _____

Mailing address: _____

Postal Code: _____ City: _____ Country: _____

Phone: _____ Fax: _____

e-mail: _____

ARRIVAL / DEPARTURE DETAILS:

	Means of transport.	Flight No.	Date	Time
ARRIVAL	<input type="checkbox"/> By plane			
	<input type="checkbox"/> By train	_____	_____	_____
	<input type="checkbox"/> By car			
DEPARTURE	<input type="checkbox"/> By plane			
	<input type="checkbox"/> By train	_____	_____	_____
	<input type="checkbox"/> By car			

HOTEL RESERVATION:

Date of arrival: | | | | | (ddmmyy) Date of departure: | | | | | (ddmmyy)

Please choose the hotel and the room type. All rates are per room per night, in EUR , including breakfast and VAT Hotel accommodation can only be guaranteed if reservation form is received before 28 October.							
Name	Location	Single room	Double room	Double room single use	Executive room	Junior suite	Senior suite
M-hotel ***	2,5 km / 15 min	<input type="checkbox"/> 88	<input type="checkbox"/> 121	<input type="checkbox"/> 100			
PARK **	1,2 km / 12 min	<input type="checkbox"/> 53	<input type="checkbox"/> 70	<input type="checkbox"/> 53			
Hotel Ljubljana Resort***	4 km / 20 min	<input type="checkbox"/> 68	<input type="checkbox"/> 95	<input type="checkbox"/> 84			
H. VILA **** BLED	50 km / 1h			<input type="checkbox"/> 130			<input type="checkbox"/> 170

ACCOMPANYING PERSON / SHARING DOUBLE:

First name: _____ Last name: _____

BOOKING:

Hotel rooms and suites will be allocated on a first- come, first- served basis.

Please return this reservation form before 28 October 2005, after this date there is a lesser chance of availability in the requested hotels.

If there are no more vacancies in the category of your choice, we will do our best to find an alternative. Please indicate your alternative choice:

Hotel 2nd choice: _____

Your hotel reservation will be confirmed within 2 weeks after receipt. For any other requirements regarding accommodation please contact Kompas.

PAYMENT:

Payment of the hotel accommodation will be made directly to Kompas d.d., either by bank transfer or by credit card and should be free of any bank charges. After receiving your accommodation form you will get the notification of hotel reservation together with the invoice for hotel payment. Final confirmation letter will be sent upon the receipt of payment.

CANCELLATION:All cancellations must be sent in writing to **Kompas d.d.**, by fax or e-mail.

Please note all cancellations will be charged an administrative fee of 20 EUR before 11 November 2005. After this date, the fee of one room night will be charged. For no- show participants the first night will be charged. All refunds will be made after the meeting.

MODE OF PAYMENT:**Bank transfer information:**

Click here for swift payment

Bank transfers must be made to:

A Banka d.d. Slovenska 58
1517 Ljubljana Slovenia

IBAN code: SI56 05100 - 8000029771

SWIFT No.: ABANSI2X

ID No.: SI28865360

Key word: OSCE-1304

Beneficiary: **Kompas d.d.**

Pražakova 4

SI-1514 Ljubljana, Slovenia

Please remember to add bank charges.

Please charge my credit card:



American Express



Visa



Master Card

Credit card details:

CCV Nr: | | | | | | | | | | | | | | | |

Expiry Date: | | | | | | | | | | Owner's Name: _____

Incomplete forms without a valid credit card nr., and your signature will not be processed.

The undersigned agrees with the above general hotel booking conditions.

Date: | | | | | | | |

Signature: _____