

CIRCULAR NOTE No.4

Please find attached the notes of the informal briefing on logistics for the 15th Ministerial Council in Madrid, 29 - 30 November 2007, which was held on 24 October 2007.

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15º Consejo Ministerial MADRID 29-30 NOVIEMBRE 2007

15th MINISTERIAL COUNCIL

Madrid, 29-30 November

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15º Consejo Ministerial MADRID 29-30 NOVIEMBRE 2007

- . **Venue**
- . **Hotel reservations**
- . **Accreditations**
- . **Arrival at Madrid Airport**
- . **Transport**
- . **General Information**
- . **Questions**

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15º Consejo Ministerial MADRID 29-30 NOVIEMBRE 2007

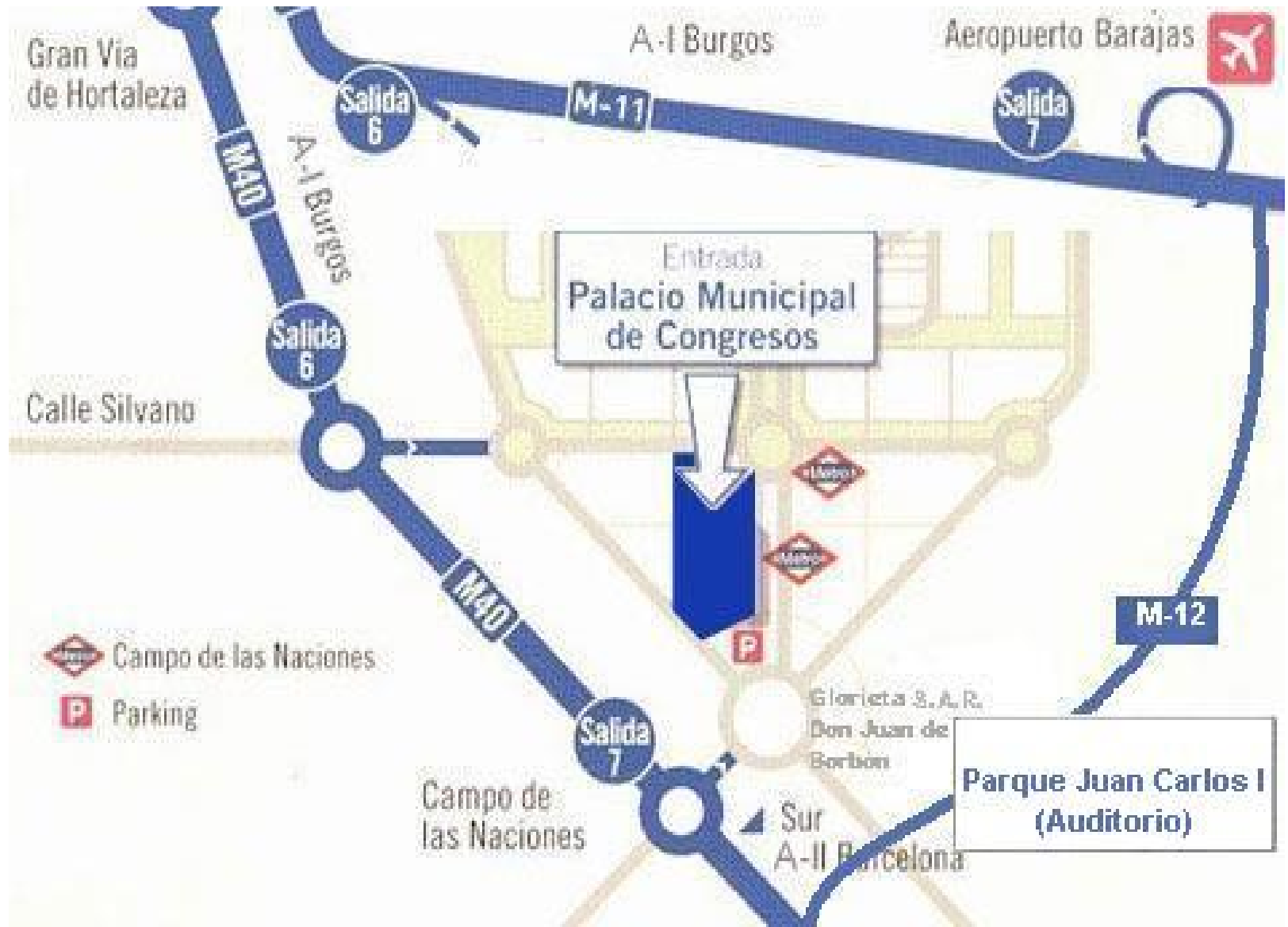
VENUE



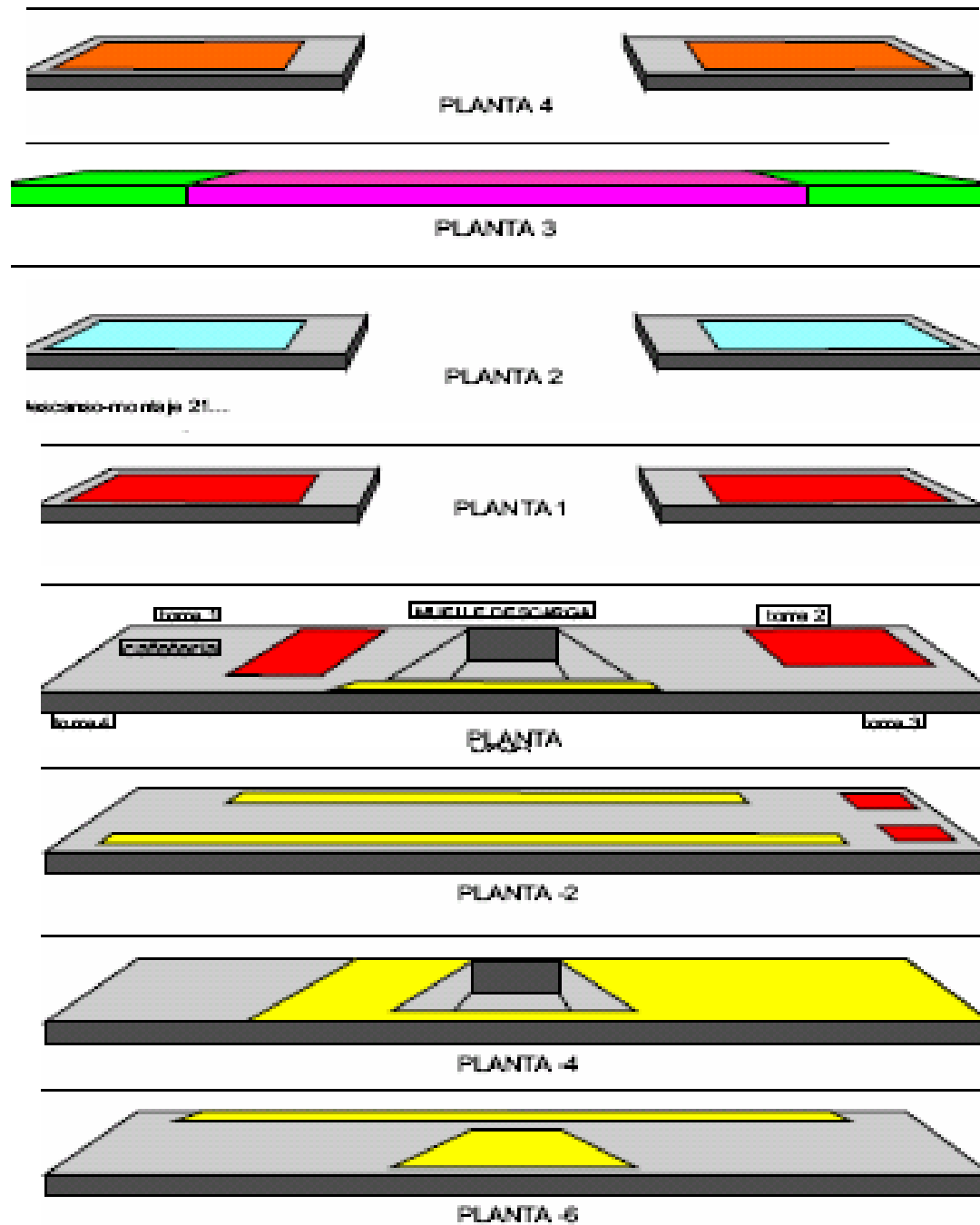
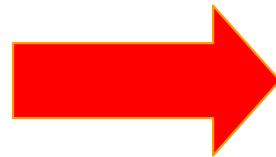
PALACIO MUNICIPAL DE CONGRESOS:

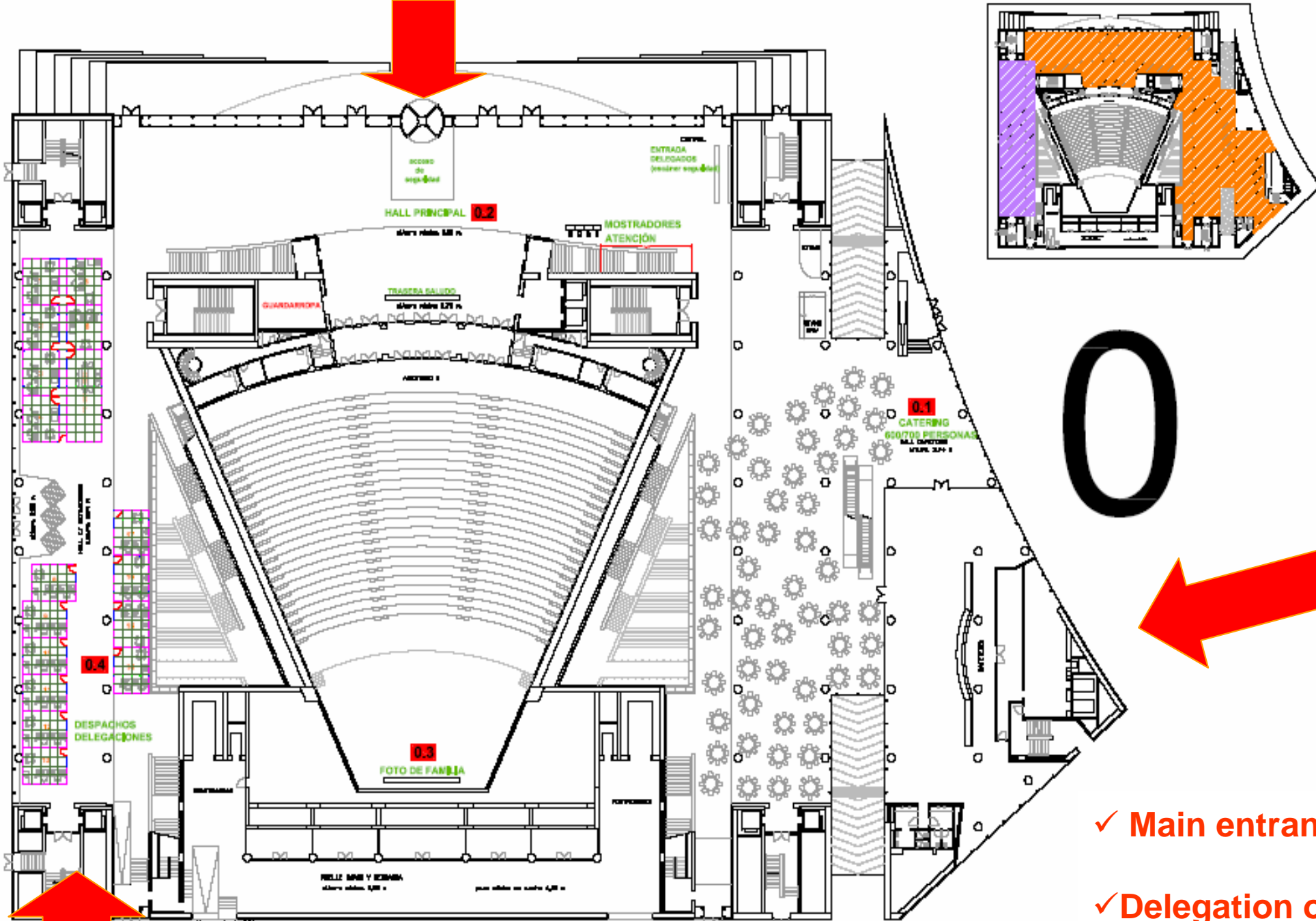
Av. de la Capital de España Madrid, s/n
28042 Madrid.

NO-LOCATION



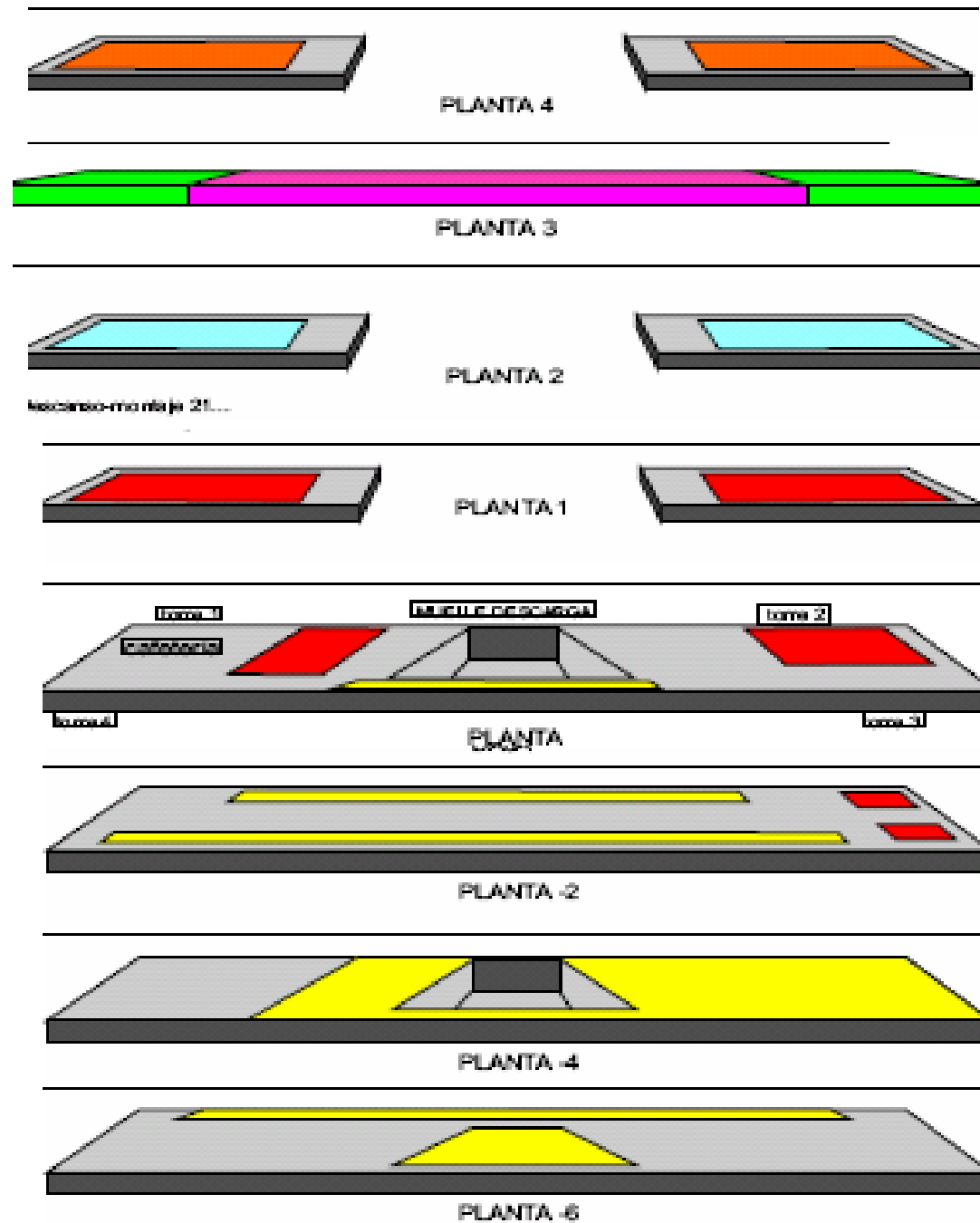
DISTRIBUTION OF SPACE

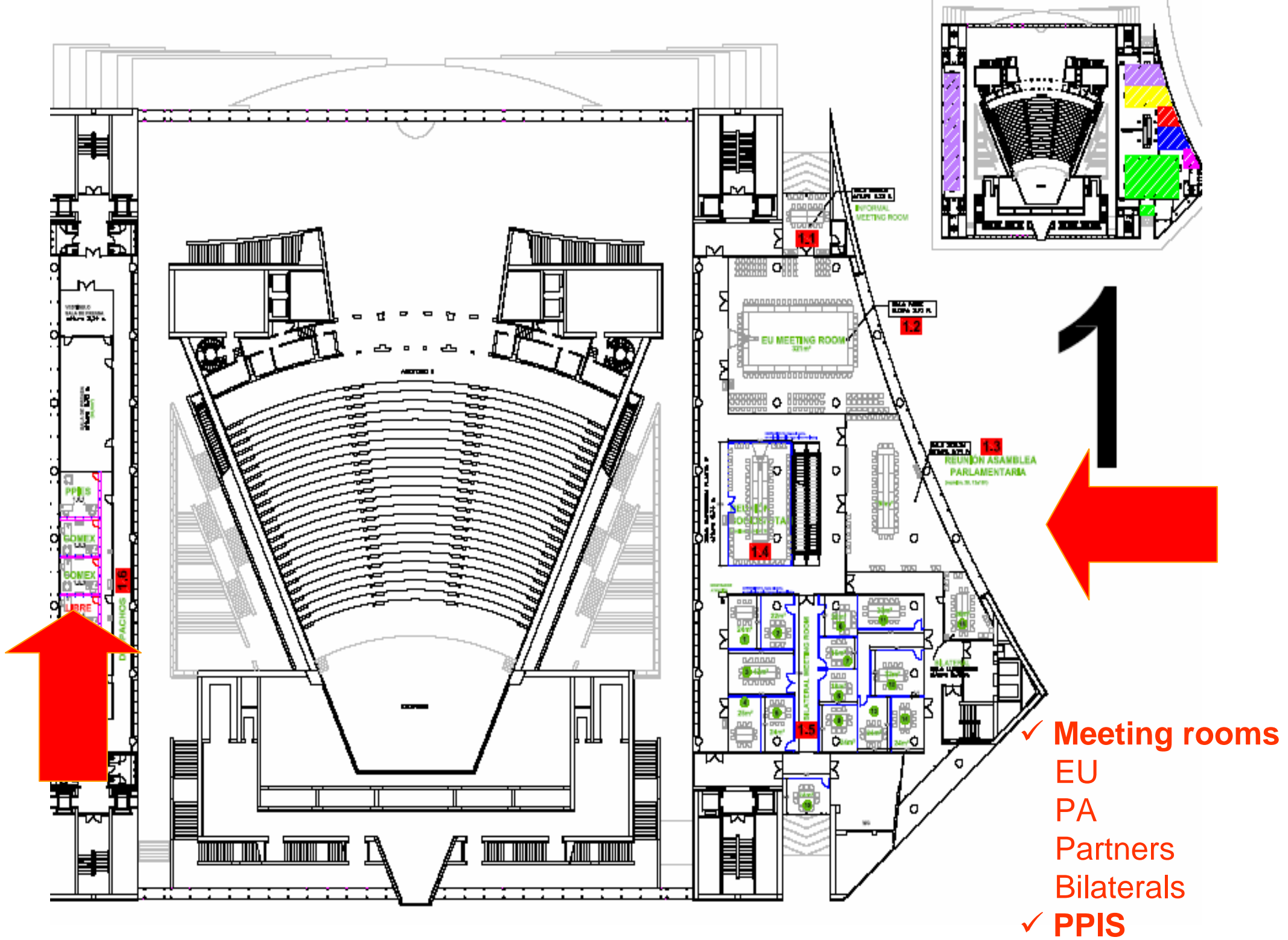




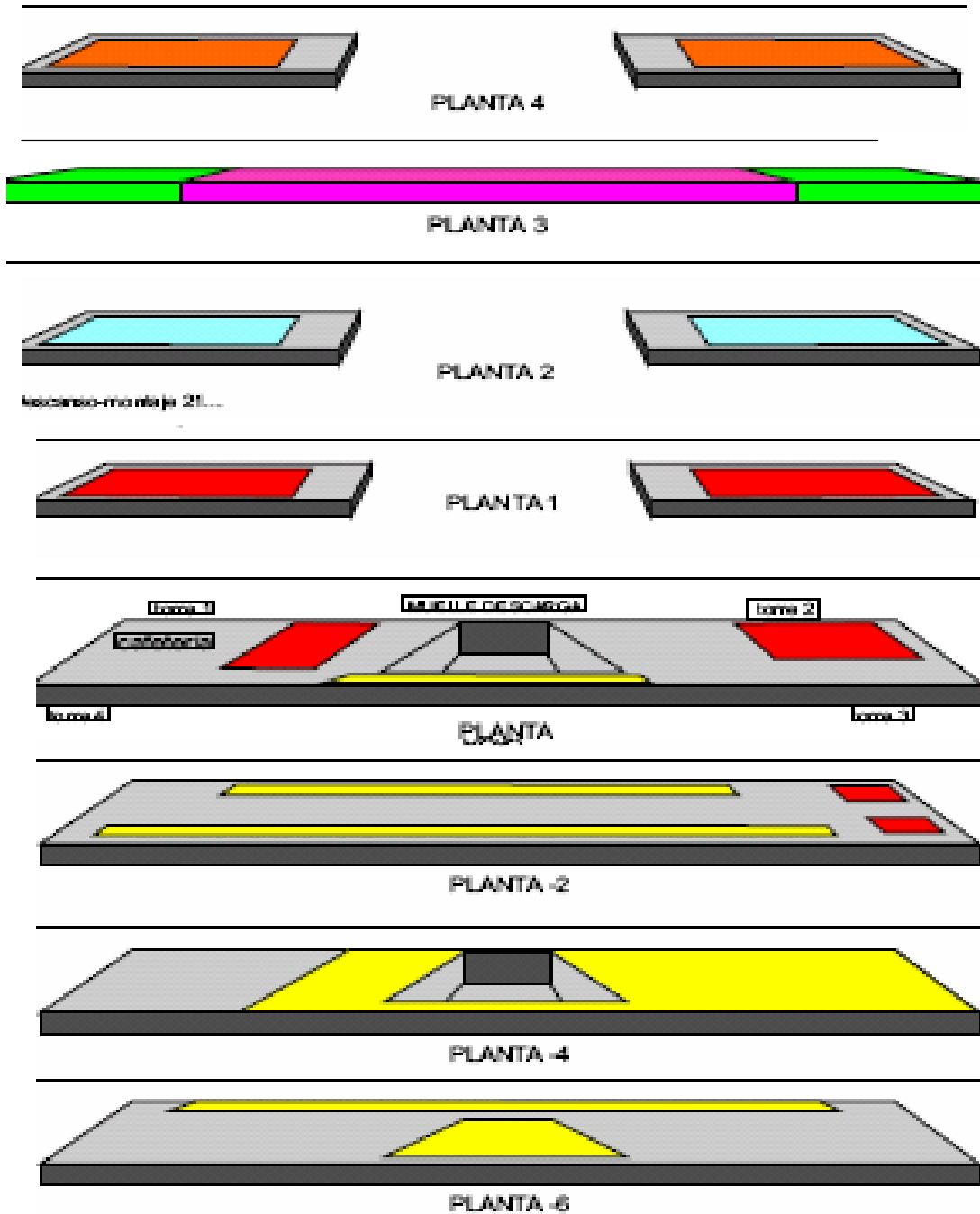
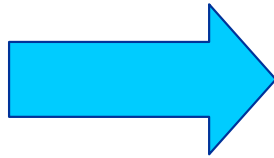
- ✓ Main entrance
- ✓ Delegation offices
- ✓ Cafeteria

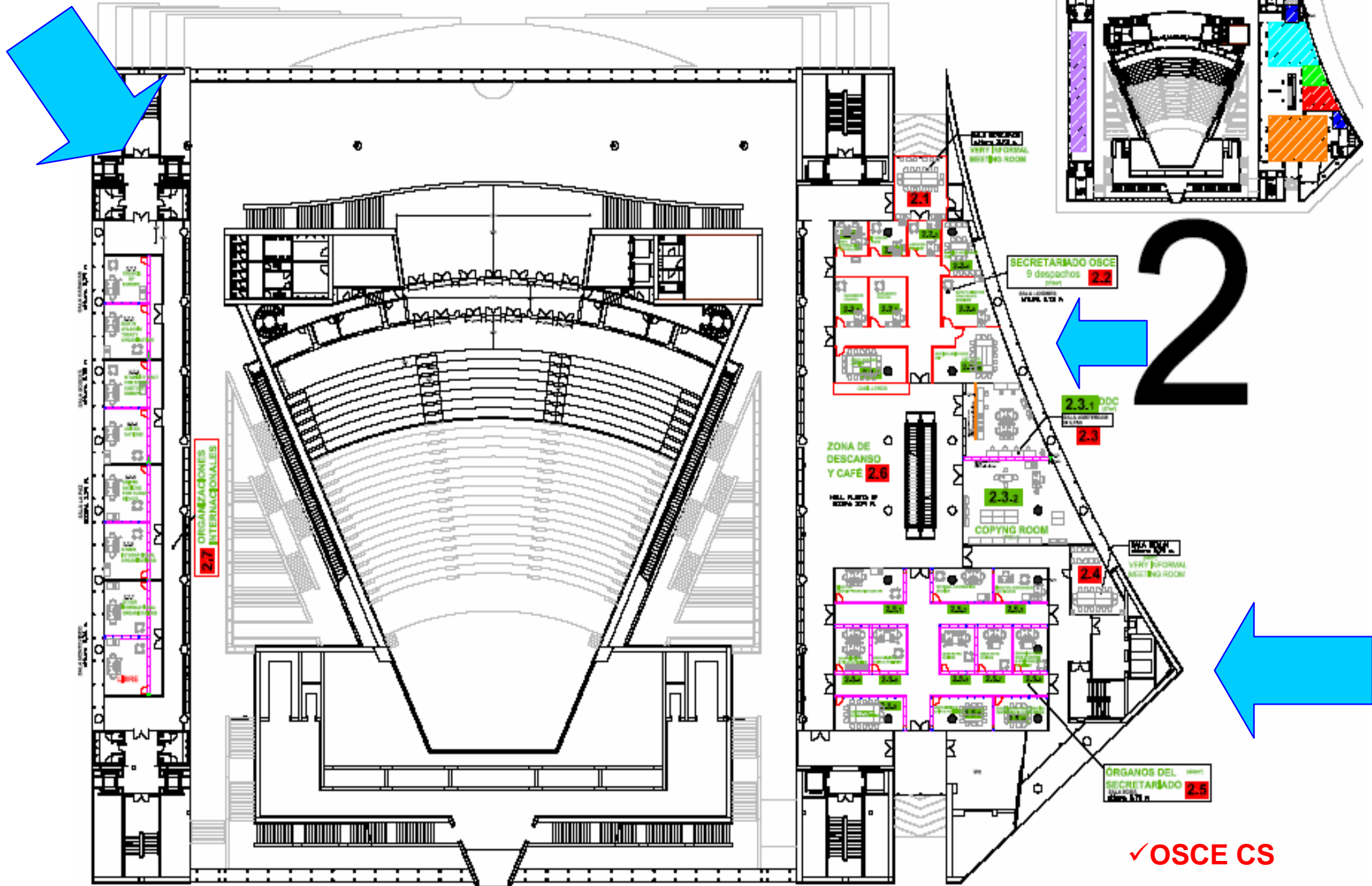
DISTRIBUTION OF SPACE





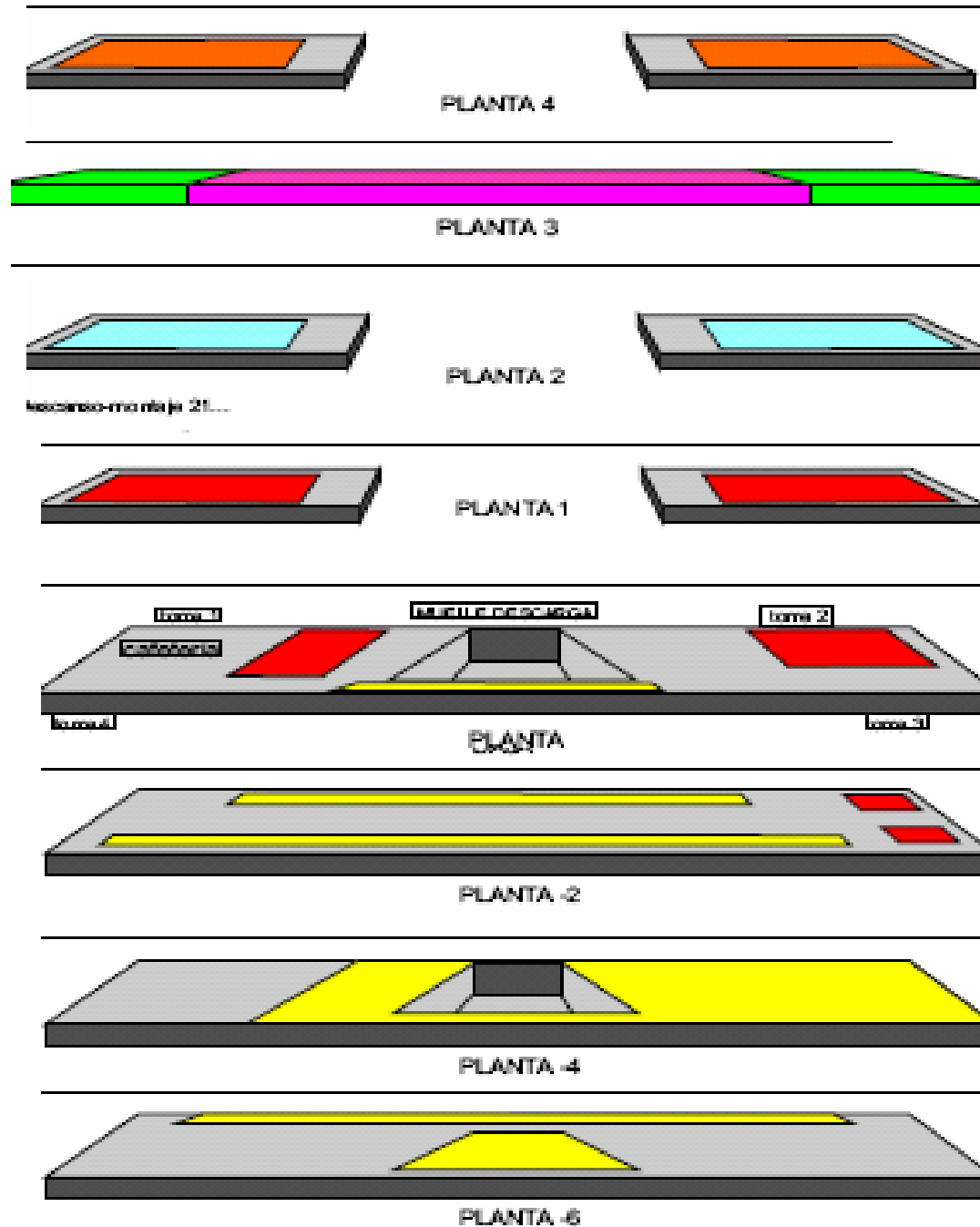
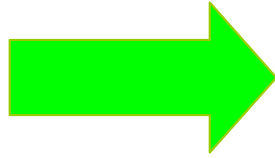
DISTRIBUTION OF SPACE

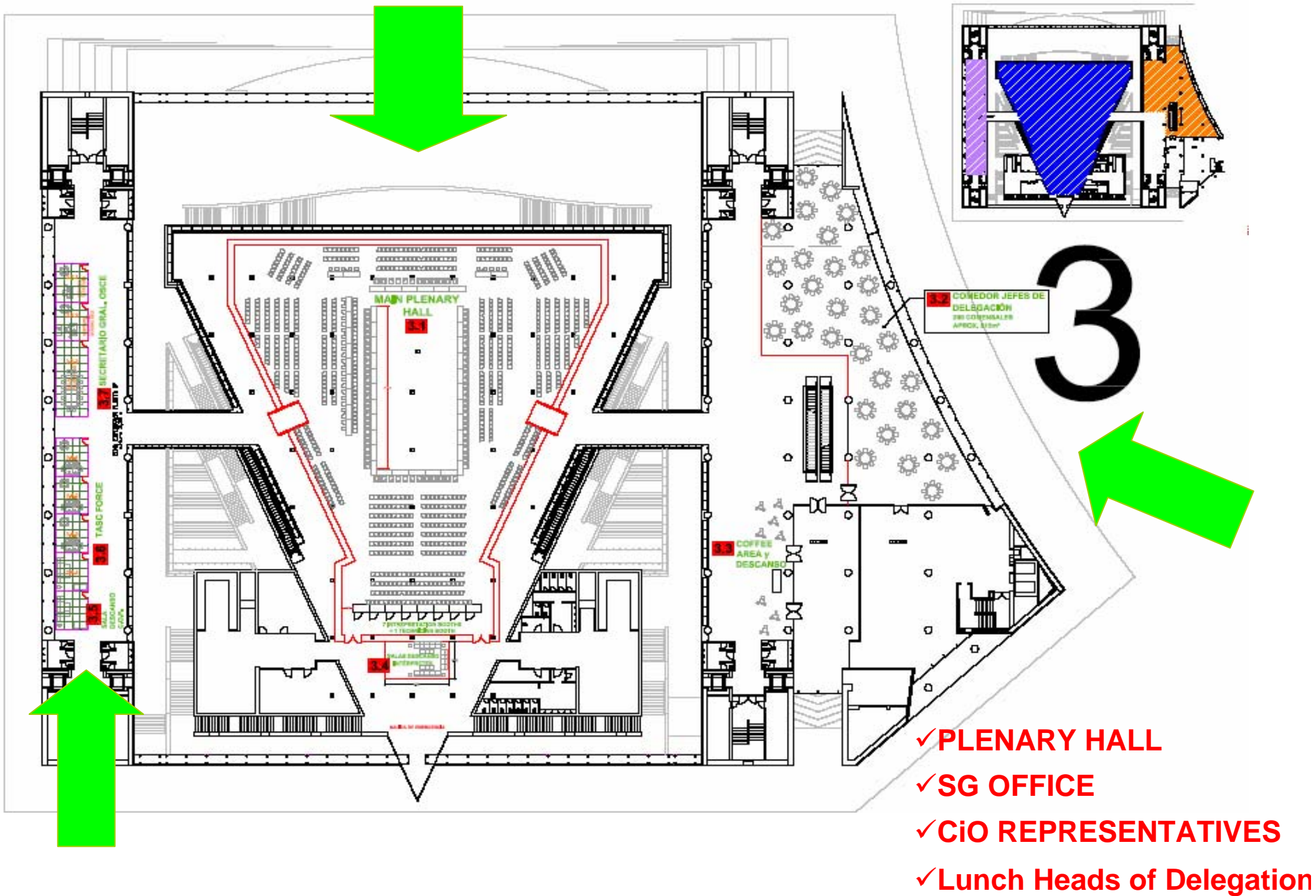




- ✓ OSCE CS
- ✓ OSCE SECRETARIAT
- ✓ IO OFFICES

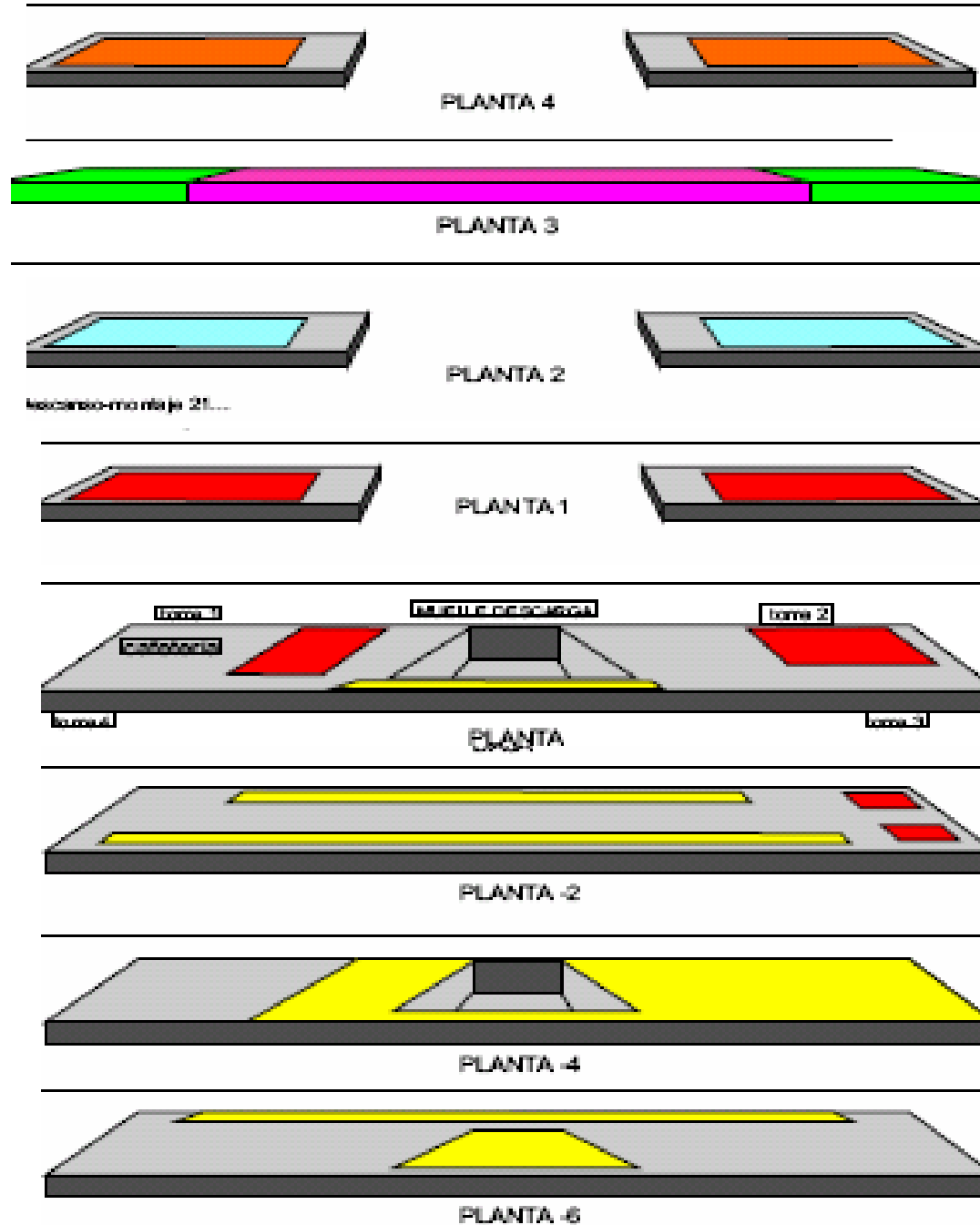
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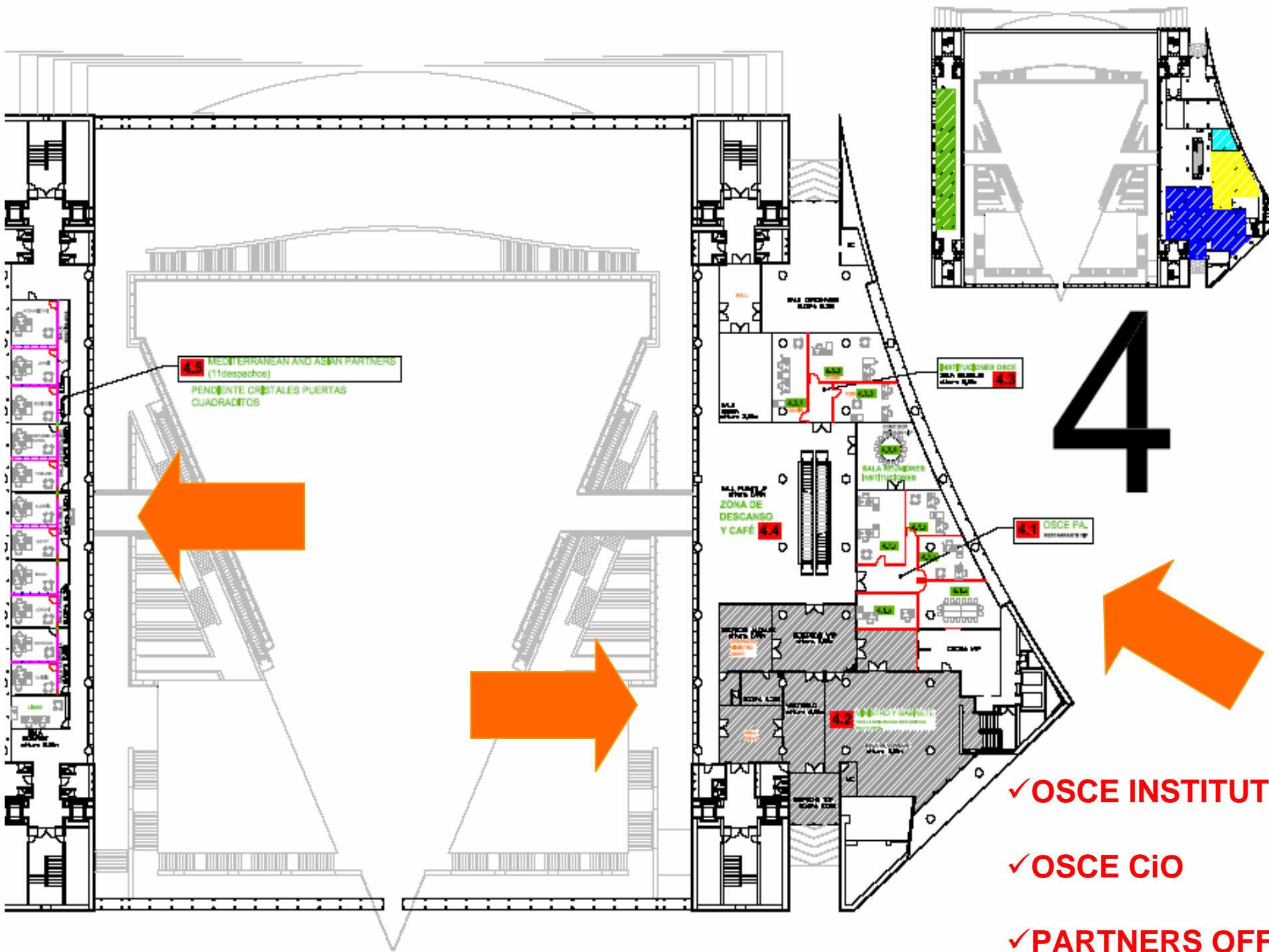




- ✓ PLENARY HALL
- ✓ SG OFFICE
- ✓ CIO REPRESENTATIVES
- ✓ Lunch Heads of Delegation

DISTRIBUTION OF SPACE





4.1 MEDITERRANEAN AND ASIAN PARTNERS
(1 despacho)
PENDIENTE CRISTALES PUERTAS
CUADRADITOS

4.3

4.4 ZONA DE
DESCANSO
Y CAFE

4.2

4.2

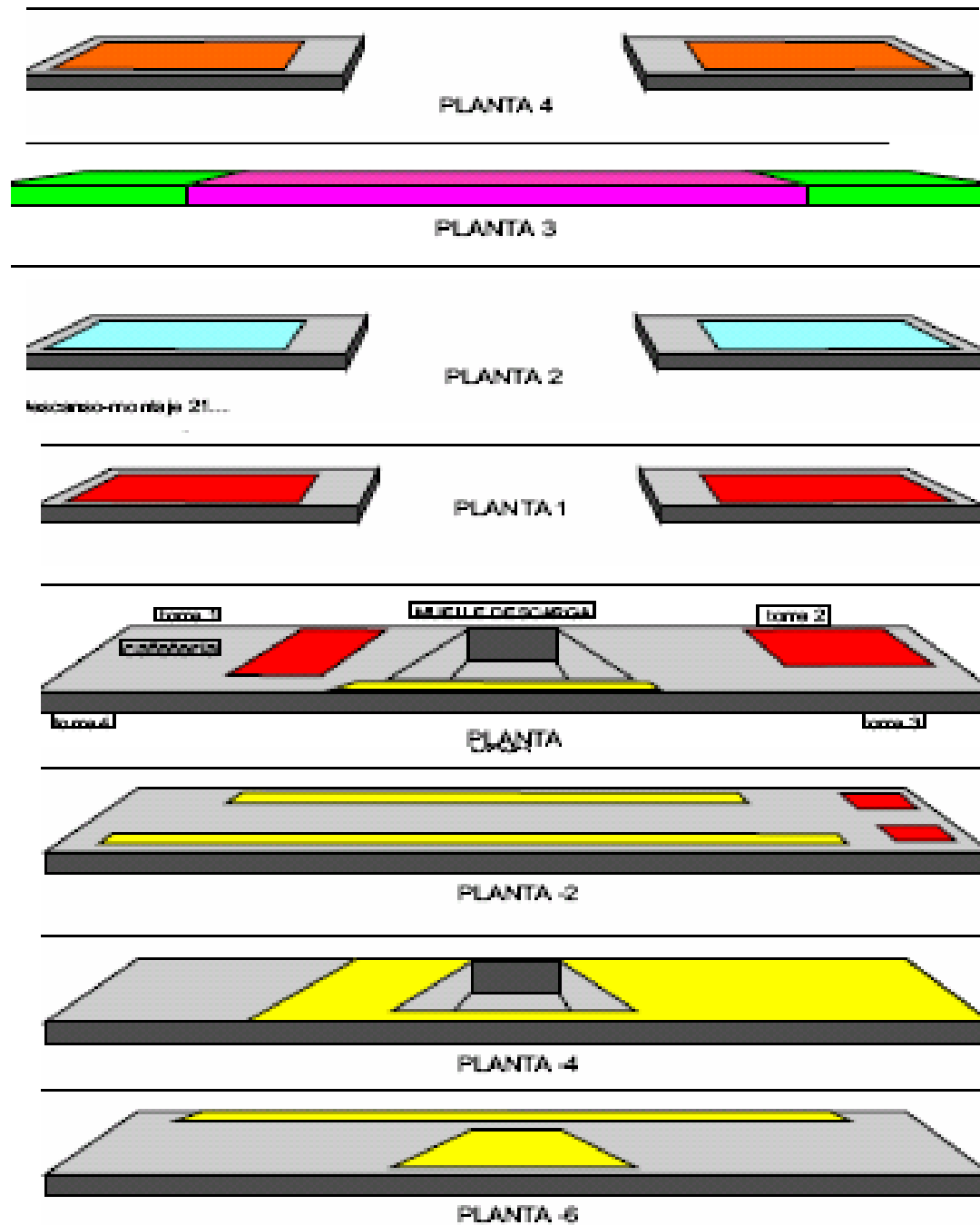
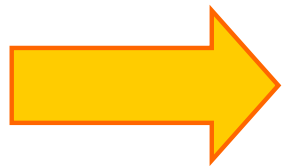
4.3 OSCE PA

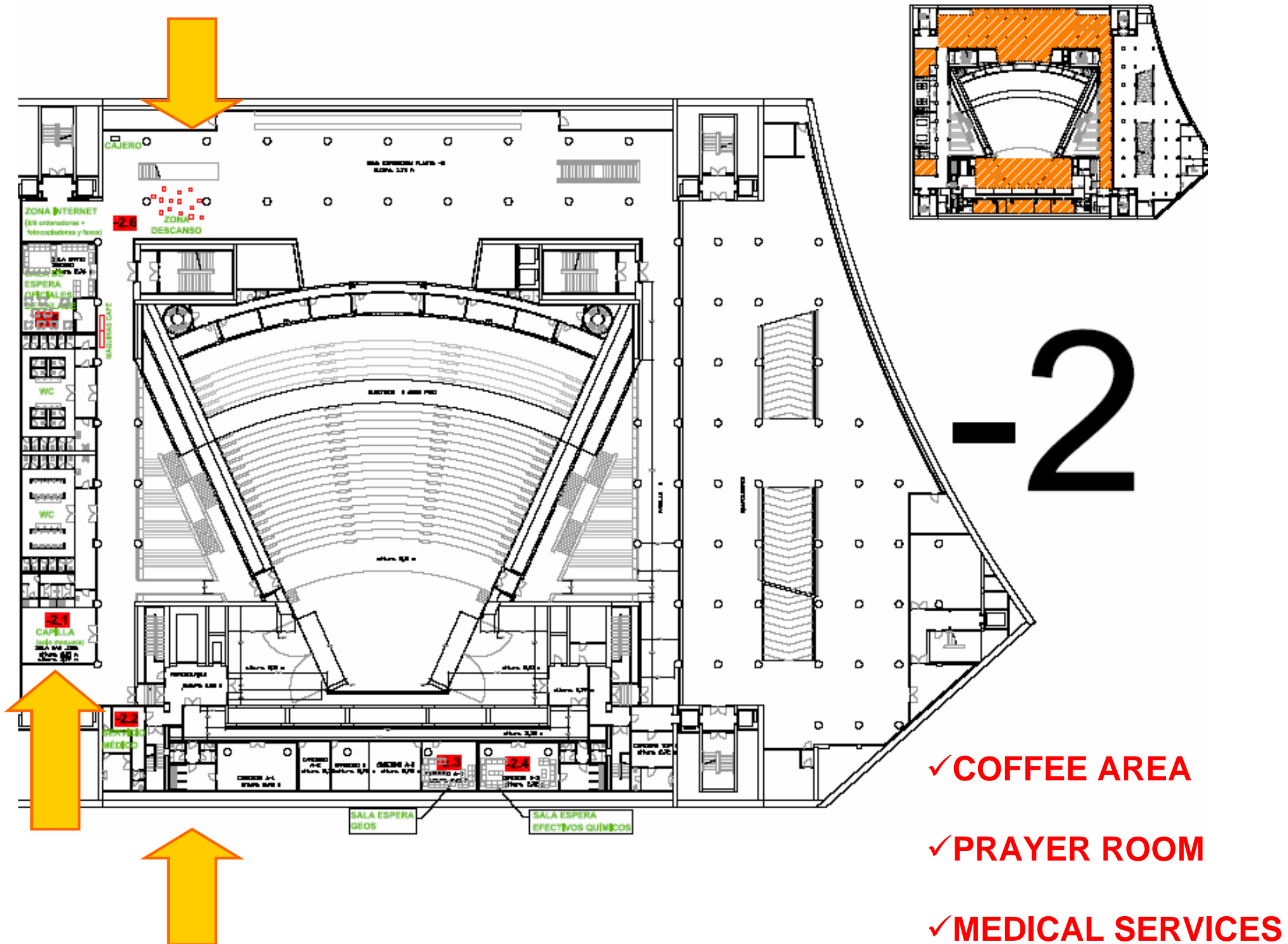
✓ OSCE INSTITUTIONS

✓ OSCE CIO

✓ PARTNERS OFFICES

DISTRIBUTION OF SPACE

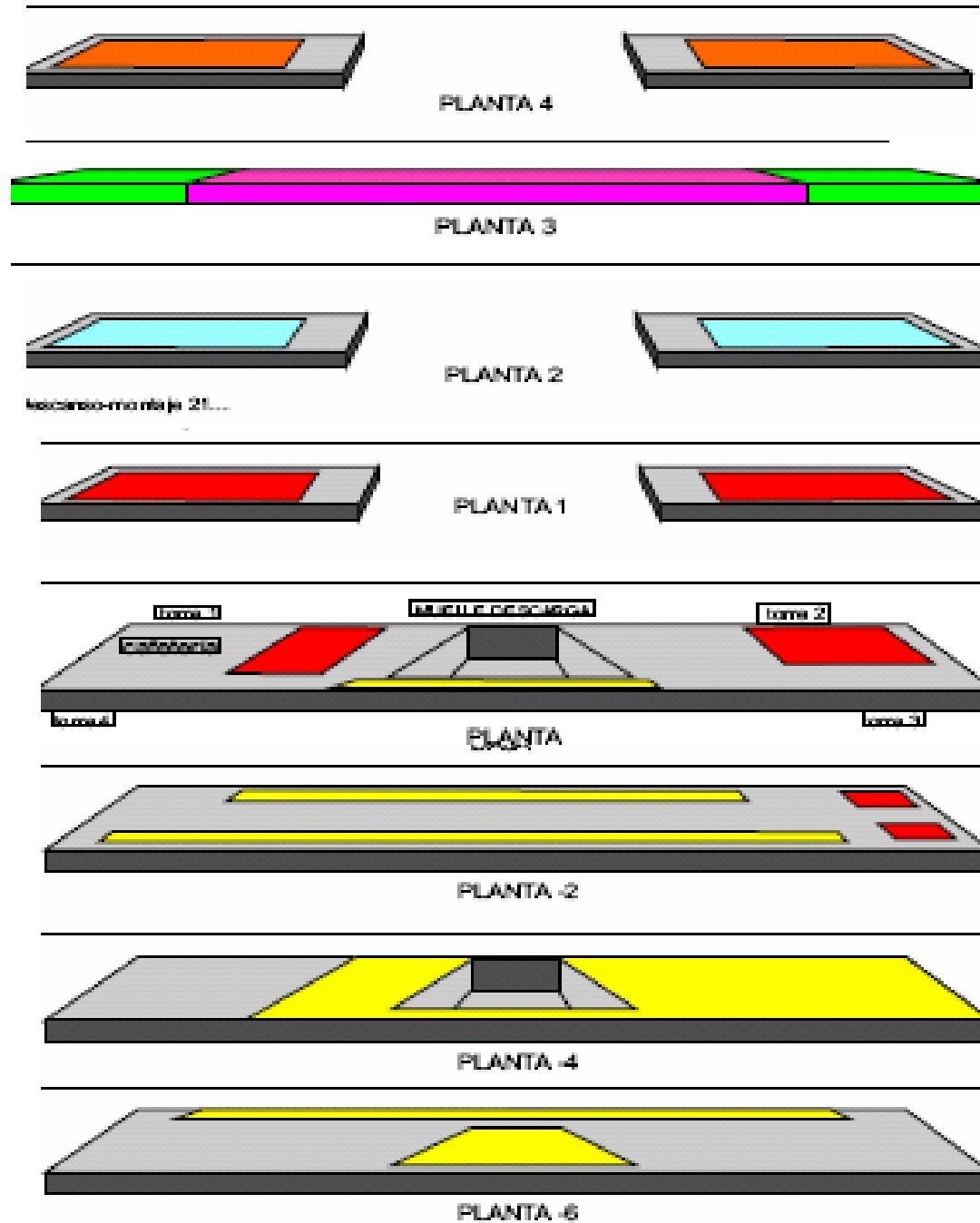
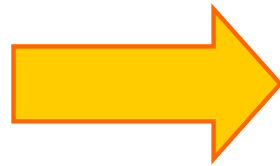


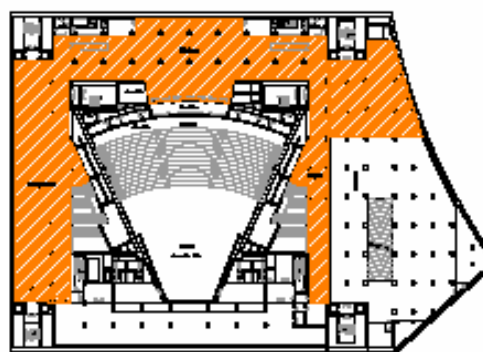
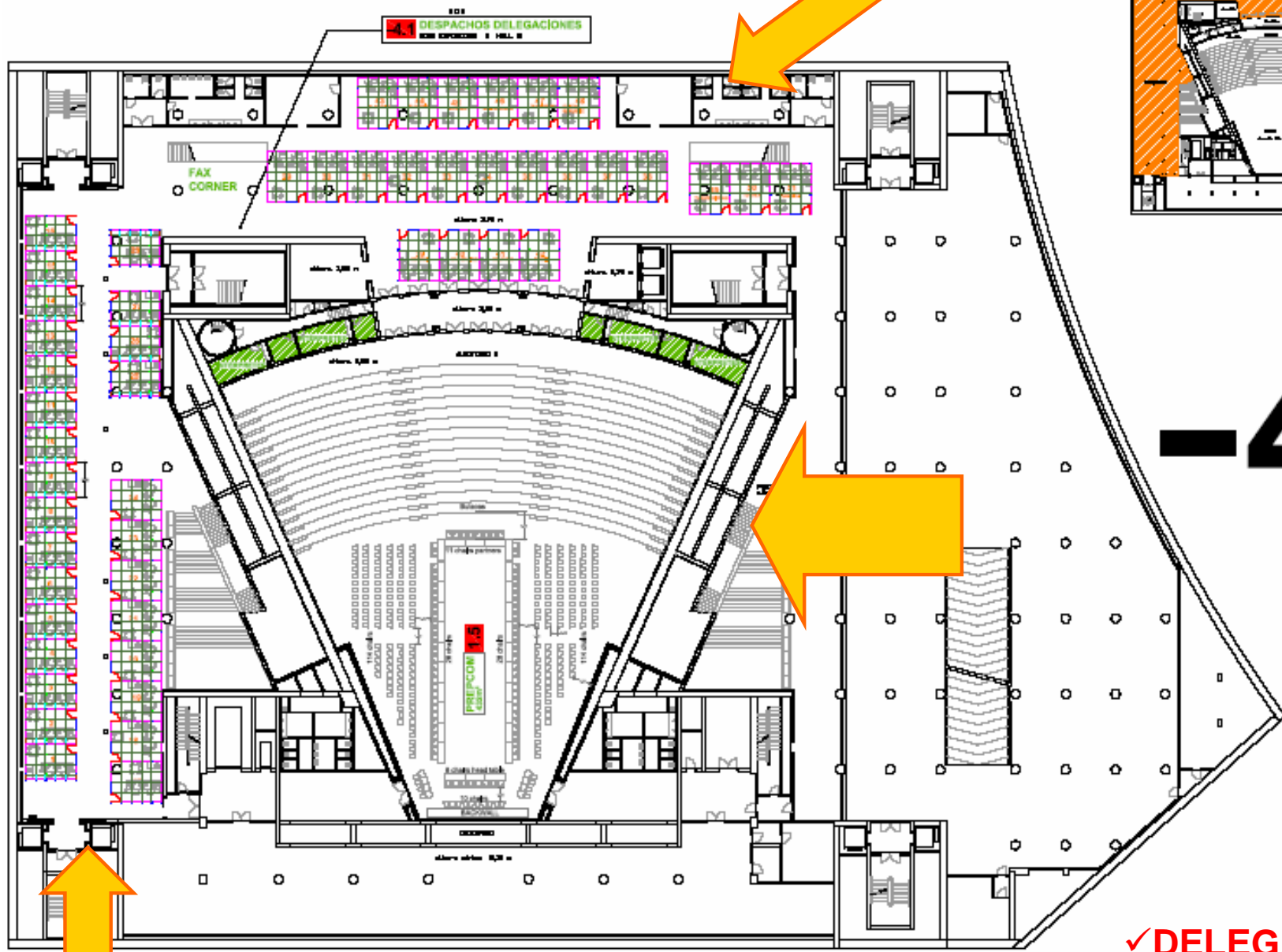


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- ✓ COFFEE AREA
- ✓ PRAYER ROOM
- ✓ MEDICAL SERVICES

DISTRIBUTION OF SPACE





4

✓ DELEGATIONS OFFICES

✓ PREPCOM

- . Venue
- . Hotel reservations
- . Accreditations
- . Arrival at Madrid Airport
- . Transport
- . General Information
- . Questions



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15º Consejo Ministerial MADRID 29-30 NOVIEMBRE 2007

Hotel Booking Form



Viajes el Corte Inglés

Contact : Elena Alcaide

Tel:+ 34 914 546 014

Fax: +34 91 559 44 43

E-mail: oscetravelagency2007@viajeseci.es

Deadline: October 26th

- . Venue
- . Hotel reservations
- . Accreditations
- . Arrival at Madrid Airport
- . Transport
- . General Information
- . Questions



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15º Consejo Ministerial MADRID 29-30 NOVIEMBRE 2007

ACCREDITATIONS

Registration Forms



osce.madrid.accred@maec.es

Paula Bodas or Antonio Gil

Tel: +34 91 394 88 52

+34 91 394 88 54

Fax: +34 91 394 86 81



HEADS OF DELEGATION

✓ DIFFERENT PROCEDURE

✓ PIN GIVEN BY THE *LIAISON OFFICER*

DELEGATES

- ✓ ACCREDITATION FORM DELEGATES
- ✓ DIGITAL COLOUR PHOTO
- ✓ CONTACT PERSON FOR EACH DELEGATION
- ✓ VERBAL NOTE

Deadline: October 30th

SECURITY PERSONEL

✓ ACCREDITATION FORM

✓ FIRE ARMS APPLICATION FORM – VERBAL NOTE:

- Type and serial number
- Amount of Ammunition
- Arrival and Departure information

DEPARTMENT OF DIPLOMATIC SECURITY

D. Juan Miguel Fernández Isla,

Tel.: +34 91 379 97 30.

E-mail: juanmiguel.fernandez@maec.es

D. David Collar Rodríguez,

Tel.: +34 91 379 18 92.

E-mail: david.collar@maec.es

DRIVERS

- ✓ ACCREDITATION FORM
- ✓ LISTED ON A VERBAL NOTE
- ✓ WAITING ROOM PROVIDED

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15º Consejo Ministerial MADRID 29-30 NOVIEMBRE 2007

JOURNALISTS

- ✓ **MEDIA REGISTRATION FORM**
- ✓ **ACCESS TO THE VENUE BY POOL SYSTEM**

VERBAL NOTE

✓ LIST OF ALL DELEGATES
INCLUDING HEAD OF DELEGATION

✓ HIGHLIGHT CHANGES

✓ LAST MINUTE ACCREDITATION:

VERBAL NOTE MUST BE SENT AT
LEAST 24H.

&

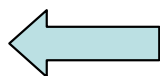
COPY PRESENTED AT ACCREDI-
TATION DESK

ACCREDITATION DESKS

DELEGATIONS



Av. de la Capital de España, 10
Campo de las Naciones



C/Amsterdam, nº3
Campo de las Naciones



Room Delice
26/11/2007 from 10.00

MEDIA



Room Amsterdam
27/11/2007 from 10.00

Sofitel-Hotel

NOVOTEL

- . Venue
- . Hotel reservations
- . Accreditations
- . Arrival at Madrid Airport
- . Transport
- . General Information
- . Questions



**A
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L**

▪ **HEADS OF DELEGATION: CHOFFER DRIVEN BMW**

▪ **DELEGATION MEMBERS arriving with H.D:
MINIVAN (maximum 6)**

▪ **WELCOME DESK AT MADRID AIRPORT**

▪ **SHUTTLE SERVICE:**

- **Airport / Hotel**

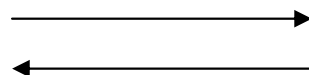
- . Venue
- . Hotel reservations
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FOR RECOMMENDED HOTELS ONLY



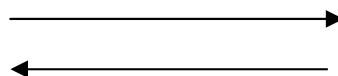
SHUTTLE BUS:
AIRPORT



HOTEL



SHUTTLE BUS:
HOTEL



Municipal Conference Centre

- . Venue
- . Hotel reservations
- . Accreditations
- . Arrival at Madrid Airport
- . Transport
- . General Information
- . Questions



- 1 [InterContinental Madrid](#)
Paseo Castellana 49 28046 Madrid,
- 2 [Ritz Madrid](#)
Plaza Lealtad 5 28014 Madrid,
- 3 [Hesperia Madrid](#)
Paseo Castellana 57 28046 Madrid,
- 4 [Gran Melia Fenix](#)
C/ Hermosilla 2 28001 Madrid,
- 5 [Melia Castilla](#)
C/ Capitán Haya 43 28020 Madrid,
- 6 [Hotel Silken Puerta América Madrid](#)
- 7 [Occidental Miguel Angel & Urban Spa](#)
C/ Miguel Ángel 31 28010 Madrid,
- 8 [Sofitel Madrid Campo De Las Naciones](#)
Avenida Capital De España, Madrid
- 9 [Novotel Madrid Campo De Las Naciones](#)
C/ Amsterdam (Campo De Las Naciones)
- 10 [Abba Hoteles](#)
Paseo Castellana 220 28046 Madrid,
- 11 [Hoteles Silken](#)
Paseo Castellana 191 28046 Madrid,
- 12 [High Tech President Castellana](#)
C/ Marqués De Villamagna 4 28001 Madrid,
- 13 [Hesperia Emperatriz](#)
C/ López De Hoyos 4 28006 Madrid,
- 14 [AC Cuzco](#)
Paseo Castellana 133 28046 Madrid,
- 15 [Husa Paseo Del Arte](#)
C/ Atocha 123 28012 Madrid,
- 16 [Abba Hoteles](#)



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ANY QUESTIONS?