

Vienna, 25 November 2015

**24<sup>th</sup> OSCE Economic and Environmental Forum**

***FIRST PREPARATORY MEETING***

**“Strengthening stability and security through co-operation on good governance”**

**Vienna, 25 - 26 January 2016**

**LOGISTICAL MODALITIES**

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| <p><b>1. VENUE</b></p>  | <p><b>OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna</b> (map Annex 2)<br/>         Neuer Saal, 2<sup>nd</sup> floor.</p>  |
| <p><b>2. PARTICIPANTS</b></p>   | <p>High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation, as well as from the OSCE Field Operations are invited to participate and make both oral and written contributions.</p> <p>Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1176/15).</p> <p>No fee for participation is requested.</p>  |
| <p><b>3. WORKING<br/>         MODUS OF THE<br/>         MEETING</b></p> | <p>The Preparatory Meeting should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The recommendations will be taking into consideration during the deliberations of the Forum’s Concluding Meeting, taking place in Prague on 14-16 September 2016.</p> <p>The <b>Panel Debates</b> and the <b>Plenary Sessions</b> will have interventions/ presentations of panelists / expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed.</p> <p>The Consolidated Summary of the conference will be published on the OSCE Forum conference website (<a href="http://www.osce.org/event/24th_eef_prep1">http://www.osce.org/event/24th_eef_prep1</a>) shortly after the event.</p> |
| <p><b>4. DOCUMENT<br/>         DISTRIBUTION</b></p>                     | <p>Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions.</p>   |

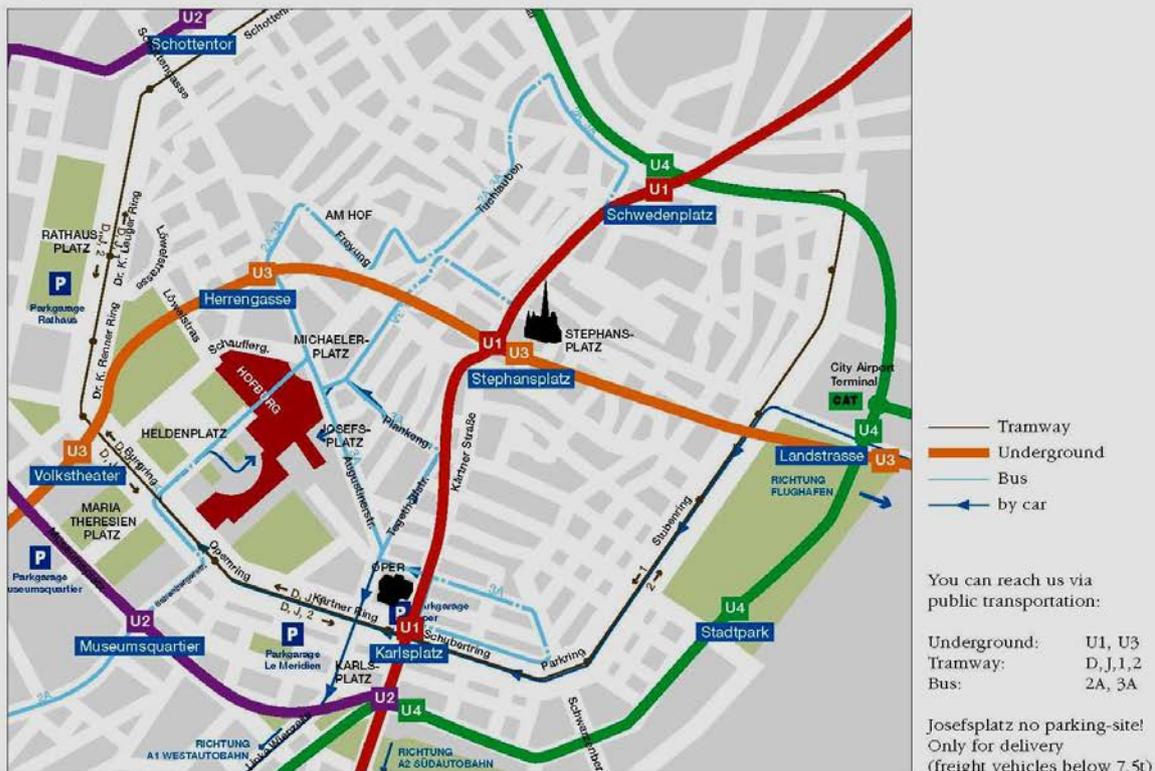
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|   | <p><b>Please send an electronic copy of the paper in advance</b> to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Brigitte Krech, E-mail: <a href="mailto:brigitte.krech@osce.org">brigitte.krech@osce.org</a>, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) to enable a timely distribution to the participants.</p> <p><b>All documents will be published on the Forum Website:</b><br/> <a href="http://www.osce.org/event/24th_eef_prep1">http://www.osce.org/event/24th_eef_prep1</a><br/> and a very limited amount of hard copies of the documents will be available at the venue.</p> <p>Further copies can be produced ad hoc at the Meeting venue upon request at the <b>Document Distribution Desk</b> (lobby in front of the Neuer Saal). Documents should be provided to this Desk in electronic format (<a href="mailto:documents@osce.org">documents@osce.org</a>).</p>  |
| <p><b>5. TECHNICAL SUPPORT FOR SPEAKERS</b></p> | <p>⇒ <b>Speakers</b> are kindly requested to send a <b>short CV</b> (with photo) and an <b>electronic copy of their presentation in advance</b> to the Office of the Co-ordinator of OSCE Economic and Environmental Activities <b><u>no later than 11 January 2016</u></b> (Ms. Brigitte Krech, E-mail: <a href="mailto:brigitte.krech@osce.org">brigitte.krech@osce.org</a>, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) and to take <u>an electronic copy of their presentation</u> (on a USB stick) <i>as back-up</i> to the Meeting.</p> <p>⇒ <b>Requests for technical support</b> should be addressed <b>well in advance</b> to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: <a href="mailto:elke.lidarik@osce.org">elke.lidarik@osce.org</a>; Fax + 43 1 531 37 577 Tel. + 43 1 51436 6392).</p> <p>The Plenary Hall “Neuer Saal” at the venue is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops. It is highly recommended to the speakers to contact the technician in the Plenary Hall, well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.</p> |
| <p><b>6. INTERPRETATION</b></p>                 | <p>Simultaneous interpretation will be provided into English and Russian.</p>  |
| <p><b>7. REGISTRATION</b></p>                   | <p><b><u>DEADLINE: MONDAY. 18 JANUARY 2016</u></b></p> <p><u>Each participant</u> is requested to send a <u>registration form</u> by E-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: <a href="mailto:elke.lidarik@osce.org">elke.lidarik@osce.org</a>).</p> <p>⇒ <b>To receive the required REGISTRATION FORM, please contact <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a></b></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><b>8. ACCREDITATION</b></p>                  | <p>Accreditation will take place at the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010 Vienna), at the Segmentgalerie (First floor), on:</p> <p>Monday, 25 January, as of 8.00 am until the end of the meeting<br/> Tuesday, 26 January, as of 9.00 am until the end of the meeting</p> <p>Advanced registration is kindly requested in order to avoid delays in issuing</p>   |

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|  | the badges. Presentation of a valid ID is required for accreditation. The badge will be required to access the Conference Hall.   |
| <b>9. TELEPHONES AND INTERNET WORKING AREA</b>                                     | <u>PC working stations &amp; Internet access</u> will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the first floor/Segmentgalerie and at the 5 <sup>th</sup> floor/Ratsaal). <u>Telephones</u> in the meeting area can be used free-of-charge only for <u>local telephone</u> calls within Vienna.   |
| <b>10. CAFETERIA &amp; LUNCHES</b>   | <b>Coffee &amp; tea breaks</b> will be provided throughout the duration of the conference and a cafeteria is located in the foyer of the Neuer Saal (2 <sup>nd</sup> floor) as well as next to the Ratsaal (5 <sup>th</sup> floor).<br><br><b>Several restaurants</b> are located in walking distance of the conference venue.  |
| <b>11. VISA</b>  | 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 <a href="http://www.bmeia.gv.at">www.bmeia.gv.at</a> .<br>In case a letter of confirmation of participation for visa requirements is needed, please send the request as well as a copy of the passport by E-mail to <a href="mailto:elke.lidarik@osce.org">elke.lidarik@osce.org</a> .   |
| <b>12. TRAVEL AND TRANSPORTATION</b><br><br><b>PUBLIC TRANSPORTATION TO VIENNA</b> | Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.<br><br><u>Reaching Vienna Centre from the Airport:</u><br>Further information on the transfers Vienna Airport – Vienna City can be found on <a href="http://www.viennaairport.com">www.viennaairport.com</a> .<br><br><b>Taxis:</b> a pick up at the airport can be booked in advance at a 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)<br><br><b>Trains:</b><br><b>a) City Airport Train (CAT)</b> - Airport to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line U3 and U 4) and taxis: <a href="http://www.cityairporttrain.com">www.cityairporttrain.com</a><br>Price: €10 one way;<br>Schedule: every ½ hour: Airport-Vienna 5/35 min. after every full hour;<br>Vienna-Airport 8/38min. after every full hour. Trip: 16 min. non-stop.<br><b>OR</b><br><b>b) City train “Schnellbahn”</b> (S1, S2 or S7) – Airport to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Line 3 and 4) and taxis.<br><a href="http://www.schnellbahn-wien.at/netz/s7.htm">www.schnellbahn-wien.at/netz/s7.htm</a><br>Price: €4,40 one way (ticket for 2 zones required).<br>Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).<br><br><b>Bus Services Vienna Airport Lines (2 lines)</b><br>Price :€7 one way;<br>Busses run either from the Airport to Morzinplatz/Schwedenplatz or to Meidling Bahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus.<br>Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour;<br>Schwedenplatz-Airport: every 00/30 min. after full hour<br>Trip: 40 min. |

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|                                | <a href="http://www.postbus.at">www.postbus.at</a> – Tel: +43 (1) 7007-32300  |
| <b>13. HOTELS IN VIENNA</b>    | <p>Please consult the list of hotels in Vienna in <b>Annex 3</b></p> <p>Practical information about Vienna can be found at:<br/> <a href="http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm">http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm</a></p> <p>City map with address finder:<br/> <a href="http://www.wien.gv.at/stadtplan/suche.asp?lang=en">http://www.wien.gv.at/stadtplan/suche.asp?lang=en</a></p>  |
| <b>14. GENERAL INFORMATION</b> | <p><b>Currency:</b> Euro</p> <p><b>Electric current:</b> the standard voltage throughout Austria is 220V.</p> <p><b>Insurance:</b> The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p><b>Medical help:</b> a first aid room is located on the ground floor of the Hofburg/conference venue.</p> <p><b>Time:</b> Vienna time differs from Greenwich time by + 1 hour.</p>   |
| <b>15. CONTACTS</b>            | <p><b>OSCE Secretariat, Vienna</b><br/> <b>Office of the Co-ordinator of OSCE Economic and Environmental Activities</b><br/> Fax. + 43 1 514 36 62 51</p> <p><i>For substantial issues:</i><br/> Mr. Lorenzo Rilasciati<br/> Senior Economic and Environmental Officer<br/> Head of the Economic and Environmental Forum Unit<br/> E-mail: <a href="mailto:lorenzo.rilasciati@osce.org">lorenzo.rilasciati@osce.org</a><br/> Tel: +43 1 51436 6717</p> <p>Ms. Brigitte Krech<br/> Economic and Environmental Affairs Adviser<br/> Economic and Environmental Forum Unit<br/> E-mail: <a href="mailto:Brigitte.krech@osce.org">Brigitte.krech@osce.org</a><br/> Tel: +43 1 51436 6619</p> <p><i>For logistical queries:</i><br/> Ms. Andrea Gredler<br/> Economic and Environmental Forum Unit<br/> E-mail: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a><br/> Tel: +43 1 514 36 6675</p> |

# HOFBURG LOCATION MAP

Map A - Overview



Hofburg Kongresszentrum & Redoutensäle Wien  
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26  
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: <http://www.hofburg.com>

## HOTELS IN VIENNA

| HOTEL  | HOTEL WEBSITE / E-MAIL ADDRESS  | RATES (sgl/dbl)   |
|--|---|---|
| NH BELVEDERE   | <a href="http://www.nh-hotels.com">www.nh-hotels.com</a>  | € 99/€ 119<br>incl. breakfast                                 |
| NH DANUBE CITY   | <a href="http://www.nh-hotels.com">www.nh-hotels.com</a><br><a href="mailto:vip.reservierungen@nh-hotels.com">vip.reservierungen@nh-hotels.com</a><br>Booking code: OSCE 1  | € 99/€ 119<br>incl. breakfast                                 |
| NH WIEN  | <a href="http://www.nh-hotels.com">www.nh-hotels.com</a>  | € 83/€ 83<br>breakfast € 20.00                                |
| Hotel AM KONZERTHAUS   | <a href="mailto:h1276-re@accor.com">h1276-re@accor.com</a><br>Accor booking code: AS266911  | € 113 / € 134<br>incl. breakfast                              |
| Hotel HERRENHOF  | <a href="http://www.herrenhof-wien.steigenberger.at">www.herrenhof-wien.steigenberger.at</a><br><a href="mailto:reservation@herrenhof-wien.steigenberger.at">reservation@herrenhof-wien.steigenberger.at</a>  | superior € 151/€ 171<br>deluxe € 166/€ 186<br>incl. breakfast |
| Best Western Hotel KAISERHOF Vienna  | <a href="http://www.hotel-kaiserhof.at">www.hotel-kaiserhof.at</a><br><a href="mailto:reservation@hotel-kaiserhof.at">reservation@hotel-kaiserhof.at</a>  | € 122<br>business € 142<br>incl. breakfast                    |
| Hotel AM PARKRING Wien   | <a href="http://www.schick-hotels.com">www.schick-hotels.com</a><br><a href="mailto:parkring@schick-hotels.com">parkring@schick-hotels.com</a>  | € 113-152/€ 160-205<br>incl. breakfast                        |
| Best Western Hotel ERZHERZOG RAINER  | <a href="http://www.schick-hotels.com">www.schick-hotels.com</a><br><a href="mailto:rainer@schick-hotels.com">rainer@schick-hotels.com</a>  | € 82-111/€ 118-152<br>incl. breakfast                         |
| Hotel CAPRICORNO Wien  | <a href="http://www.schick-hotels.com">www.schick-hotels.com</a><br><a href="mailto:capricorno@schick-hotels.com">capricorno@schick-hotels.com</a>  | € 101-139/€ 145-185<br>incl. breakfast                        |
| Hotel CITY CENTRAL Wien  | <a href="http://www.schick-hotels.com">www.schick-hotels.com</a><br><a href="mailto:city.central@schick-hotels.com">city.central@schick-hotels.com</a>  | € 82-111/€ 118-152<br>incl. breakfast                         |
| Hotel STEFANIE Wien  | <a href="http://www.schick-hotels.com">www.schick-hotels.com</a><br><a href="mailto:sabine.pollak@schick-hotels.com">sabine.pollak@schick-hotels.com</a>  | € 97-131/€ 134-177<br>incl. breakfast                         |
| Hotel 25HOURS  | <a href="http://www.25hours-hotels.com">www.25hours-hotels.com</a><br><a href="mailto:res.wien@25hours-hotels.com">res.wien@25hours-hotels.com</a>  | € 100-€ 180<br>incl. breakfast                                |
| Hotel REGINA   | <a href="http://www.kremsleherhotels.at">www.kremsleherhotels.at</a><br><a href="mailto:regina@kremslehnerhotels.at">regina@kremslehnerhotels.at</a>  | € 95-€140<br>incl. breakfast                                  |
| Hotel ROYAL  | <a href="http://www.kremsleherhotels.at">www.kremsleherhotels.at</a><br><a href="mailto:royal@kremslehnerhotels.at">royal@kremslehnerhotels.at</a>  | € 115-€ 140<br>incl. breakfast                                |
| Hotel GRABEN   | <a href="http://www.kremsleherhotels.at">www.kremsleherhotels.at</a><br><a href="mailto:graben@kremslehnerhotels.at">graben@kremslehnerhotels.at</a>  | € 115-€ 140<br>incl. breakfast                                |
| Hotel JOHANN STRAUSS   | <a href="http://www.kremsleherhotels.at">www.kremsleherhotels.at</a><br><a href="mailto:js@kremslehnerhotels.at">js@kremslehnerhotels.at</a>  | € 97-€ 137<br>incl. breakfast                                 |
| All Accor hotels (Ibis, Mercure, Novotel, Sofitel) for special offers and lower rates: | <a href="http://businesstravel.accorhotels.com/gb/booking/advanced-search.shtml?identification.reserverType=SC&amp;identification.reserverId=AS266911&amp;identification.reserverContract=998690">http://businesstravel.accorhotels.com/gb/booking/advanced-search.shtml?identification.reserverType=SC&amp;identification.reserverId=AS266911&amp;identification.reserverContract=998690</a> |   |