

HIGH LEVEL CONFERENCE ON MEDIATION IN THE OSCE AREA

10 OCTOBER 2014

NEUER SAAL, 2ND FLOOR, HOFBURG, VIENNA

Crisis Management Initiative (CMI) has the honour to invite you to join the high-level conference on **“Mediation in the OSCE area”** on Friday, **10 October 2014**. The conference is organised by CMI in cooperation with the Co-chairs of the OSCE Group of Friends of Mediation – **Finland, Turkey and Switzerland** and with the support of the Conflict Prevention Centre of the OSCE Secretariat. CMI is a non-profit organisation founded by President Ahtisaari in 2000, and works to resolve conflict and to build sustainable peace in regions across the world.

OBJECTIVE

The conference will provide a forum for examining dilemmas of inclusive mediation, as well as the potential role of the OSCE in promoting national dialogue and building confidence across different divides. This will be discussed by panels of envoys of regional and international organisations, negotiators and mediators from a number of peace processes from around the world, as well as local actors working in the field.

Keynote speakers:

- **President Martti Ahtisaari**, former President of Finland and Nobel Peace Laureate
- **Ambassador Heidi Tagliavini**, Special Representative of the OSCE Chairperson-in-Office
- **Minister Igor Ivanov**, President of the Russian International Affairs Council (RIAC), Former Minister for Foreign Affairs of the Russian Federation (*to be confirmed*)

QUESTIONS AND REGISTRATION

Along with this letter, please find attached a detailed conference programme and logistics details. The event is open for media.

To register for the event, please find attached the registration form. Please submit this form **not later than 8 October 2014 by e-mail to elke.lidarik@osce.org**. Prior registration is compulsory and required in order to enter the conference venue, which is in Hofburg Congress Centre. On the day of the conference please be sure to arrive on time, so as to allow for registration and security check-in starting at 08:00.

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Information Circular

1. Venue

The **High Level Event on Mediation in the OSCE Area** will take place on 10 October 2014 in **Neuer Saal, 2nd floor**, at the OSCE Conference Services, Hofburg Congress Centre, Heldenplatz 1, 1010 Vienna. The meeting will be open to the media and will be held in English only.

2. Accreditation

Permanently accredited delegation members:

An e-mail from delegations in Vienna detailing all participants from delegations in descending order of seniority showing, names, functions and e-mail address should be sent to elke.lidarik@osce.org, fax: +43-1-531 37 577. Those members of OSCE delegations in Vienna who take part in the meeting will have access to the conference area with their regular OSCE badges.

Not permanently accredited participants:

Interested participants are kindly requested to fill in the attached registration form (see annex 1) and to send it to elke.lidarik@osce.org, not later than 8 October 2014.

Badges for not permanently accredited delegation members may be obtained at the accreditation counter located in the Segmentgalerie, first floor (open daily from 8.00 a.m. to 5 p.m.) upon presentation of appropriate picture identification.

3. Participants

On the basis of notifications regarding participation in the meeting, Conference Services will issue a list of participants prior to the meeting and regular updates during the meeting.

5. Statements:

Conference Services invite participants to kindly submit any written contributions they may have to Conference Services (documents@osce.org). Advanced copies for interpreters would be highly appreciated and treated as confidential. The submission of statements in advance should not hinder the ad hoc discussion during meetings but contribute to better communication.

6. Travel Arrangements

Participants are requested to arrange individually for their travel, accommodation, transport, etc. All costs related to the participation in this event must be covered by the participants or their agencies, unless otherwise agreed (speakers, presenters, etc.).

6.1. Visa modalities

Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria.

Please be aware that it might take 14 days to get the requested Schengen visa. Therefore applicants are strongly advised to apply for visa well ahead of time.

Please note that it is NOT possible to have your visa issued at the Vienna International Airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay.

Further details can be found on the Austrian MFA website www.bmeia.gv.at.

In case assistance from the OSCE to support your visa application is needed, please refer to Ms. Elke Lidarik (elke.lidarik@osce.org).

6.2. Transportation

The **journey time** from the Vienna International Airport to Vienna is approx. **15 - 30 min.** depending on the means of transport (train, bus or taxi) and traffic conditions. Further information on the transfers Vienna Airport – Vienna city centre can be found on www.viennaairport.com.

Taxis

Taxis are waiting right in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. € 40.00-50.00. Otherwise taxis for a pick up at the airport can be booked in advance at a more moderate price from the company C&K (www.ck-airportservice.at tel: +43 1 44444 - price: € 33.00 one way).

Trains from/to airport in Vienna:

a) City Airport Train (CAT) www.cityairporttrain.at

The City Airport Train is the nonstop connection between the station Wien Mitte/Landstraße and Vienna International Airport. The ride takes approx. 16 min. From the station Wien Mitte/Landstraße you have **access** to the underground (U-Bahn) lines U3 and U4 and to taxis. If you are using the CAT you can **check in your luggage** at the **City Air Terminal** at the station Wien Mitte/Landstraße.

Timetable CAT

from Wien Mitte **to the airport**: from 05.36 a.m. to 11.06 p.m. every 30 minutes

from the airport to Wien Mitte: from 06.06 a.m. to 11.36 p.m. every 30 minutes

Fare

one way ticket for one adult: € 11.00

return ticket for one adult: € 17.00

Note: The CAT is not a member of the public transport network and you need an appropriate ticket if you change to or from public means of transport.

b) Schnellbahn (S1, S2 or S7)

The S7 is the regional railroad connection of the Austrian Federal Railways ÖBB between the Vienna International Airport and Vienna. The journey time between the airport and the station Wien Mitte/Landstraße is about 24 min, because the S7 stops at several stations along the way. You have good access to the public transport network of Vienna at the stations Wien Mitte/Landstraße (underground lines U3 and U4), Wien Nord/Praterstern (underground line U1) and Handelskai (underground line U6).

Timetable S7

from Wien Mitte **to the airport**: from 04.30 a.m. to 11.45 p.m. every 30 minutes

from the airport to Vienna: from 04.53 a.m. to 00.17 p.m. every 30 minutes

Ticket: 4.40

Note: Your ticket is also valid in the public means of transport of Vienna.

Bus Services Vienna Airport Lines

The Vienna Airport Lines operate several bus lines between Vienna and the Vienna International Airport. The two lines that go to the city centre are the lines to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (access to the Underground at both places). Please check the line carefully before taking the bus.

Morzinplatz/Schwedenplatz – Vienna International Airport

The trip takes approx. 20 min. From Schwedenplatz you have **access** to the underground lines U1 and U4.

Südbahnhof/Westbahnhof – Vienna International Airport

The trip takes approx. 45 min. From Südbahnhof/Westbahnhof you have **access** to the underground lines U3 and U6.

www.postbus.at – Tel: +43 1 7007 32300

To get around in Vienna

For taxi service within Vienna, please call +43 1 31300 or +43 1 40100

Public transportation information is available at: <http://www.wienerlinien.at/wl/ep/home.do?tabId=0>

6.3. Accommodation

In order to assist participants with accommodation in Vienna, an overview of hotels as well as contact information is attached (annex). Participants are kindly requested to arrange for rooms directly with the hotels.

We strongly recommend that hotel and travel bookings are made as soon as possible.

6.4. General information

Currency: The national currency is the Euro.

Bank facilities: Bank services and exchange operations can be done at the banks or exchange offices situated in the city.

Electric current: The standard voltage in the electric circuit of Vienna is 220 V.

Time: Central European Time (CET) + 0200 UTC.

Weather: The average maximum temperature reaches 9 degrees Celsius, but the minimum temperature is still at a mere single degree, but actual weather conditions should be checked before departure on the website of the Austrian Central Institute for Meteorology and Geodynamics <http://www.zamg.ac.at/weather>.

Emergencies and first aid: *First aid will be provided at the workshop venue. In case of major emergencies please dial 112 (no international dialing code required even if you are dialing from a non-Austrian mobile phone).*

Liability: To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of or damage to property and claims of third parties.

7. Points of Contact:

General questions about the conference:

Vasyl Belmega

CMI's Project Officer

E-mail: vasyl.belmega@cmi.fi

Phone : +320494920136 (mobile in roaming)

Administrative Issues/Registration/Visa:

Elke Lidarik

OSCE Conference Services

E-mail: elke.lidarik@osce.org

Phone: +43 1 51 436 6392

HOTELS IN VIENNA

<i>Name</i>	<i>Booking e-mail address website</i>	<i>Single / Double rate</i>
NH WIEN	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 83/€ 83 breakfast € 15.00
NH BELVEDERE	www.nh-hotels.com	€ 80/€ 80 breakfast € 15.00
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 80/€ 80 breakfast € 20.00
Mercure JOSEFSHOF	www.josefshof.com reservierung@josefshof accor booking code: AS266911	€ 102/€ 118 incl. breakfast
Mercure SECESSION	www.hotelsecession.com H3532@accor.com accor booking code: AS266911	€ 106/€ 122
MARRIOTT	www.marriott.de vienna.reservations@marriott-hotels.com booking code: OSXC PPLUS NO 036544	€ 175/€ 175 breakfast from € 21.00
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at	superior € 150/€ 170 deluxe € 179/€ 190 incl. breakfast
RADISSON SAS STYLE Hotel	www.radissonblu.com infostyle.viennaradissonblu.com	€ 165/ € 185 excl. breakfast
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at	€ 122 business € 142
Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com	€ 108-145/€ 153-196 incl. breakfast

This event is organised by CMI with funding support from Ministry of Foreign Affairs of Finland in cooperation with the Co-chairs of the OSCE Group of Friends of Mediation – Finland, Turkey and Switzerland and with the support of the Conflict Prevention Centre of the OSCE Secretariat



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Registration Form

Please submit this form **not later than 8 October 2014** by e-mail to elke.lidarik@osce.org

Please complete in capital letters

Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Names:

Representing:
Country/Name of Organization/Name of Institution:
And please tick one of the categories below:
<input type="checkbox"/> Participating State <input type="checkbox"/> Partner for Co-operation <input type="checkbox"/> International Organization <input type="checkbox"/> Academic Community <input type="checkbox"/> Business Community <input type="checkbox"/> NGO <input type="checkbox"/> OSCE Secretariat <input type="checkbox"/> OSCE Field Operation <input type="checkbox"/> OSCE Institution <input type="checkbox"/> Other:

Title / Position as to appear on the list of participants:

Mobile No. <u>with all prefixes, including national code:</u>	E-mail address:

Tel. No. <u>with all prefixes, including national code:</u>	Passport Number: