

## Organization for Security and Co-operation in Europe

Office of the Secretary General  
Section for External Co-operation

Vienna, 12 April 2011

**To:** Delegations of participating States to the OSCE  
Partners for Co-operation  
International Organizations invited to participate in the Conference

**Subject:** Practical arrangements, including all forms  
2011 OSCE-Mongolia Conference on enhancing OSCE co-operation with the  
Asian Partners in addressing common challenges through a comprehensive  
approach to security  
*Ulaanbaatar, Mongolia, on 23 and 24 May 2011*

### I PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision 993, the Section for External Co-operation would like to inform all participants in the 2011 OSCE-Mongolia Conference, to be held in Ulaanbaatar, Mongolia, on 23 and 24 May 2011, about the following:

#### I.1 Venue

The Conference will be held at the Conference Hall of the Government House. The address is as follows:

210646, Ulaanbaatar 210648, Sukhbaatar square 6, Mongolia

#### I.2 Registration in the Conference

Please register in the Conference by sending the completed registration form to the OSCE Secretariat as indicated on the form, **no later than 15 May 2011**. Participants representing Embassies in Ulaanbaatar are also requested to comply with this requirement.

#### I.3 Hotel reservation

The host country has made block reservation at the Chinggis Khan Hotel in Ulaanbaatar:

Chinggis Khaan hotel  
Tokyo gudamj 1-, Ulaanbaatar 49  
Phone: +976+11+31 33 80  
Fax: +976+11+31 27 88  
[www.chinggis-hotel.com](http://www.chinggis-hotel.com)

Contact person : Ms. G. Javkhlan  
Phone : +976+ 95 09 55 59  
E mail : [marketing@chinggis-hotel.com](mailto:marketing@chinggis-hotel.com)

The room rates and reservation conditions are available on the attached registration form. Since the Conference is taking place during the peak season in Mongolia, participants are kindly advised to book timely, **no later than 15 May 2011**. Reservations cannot be guaranteed after the deadline.

#### **I.4 Transportation to and from the venue**

During the Conference, the host country will provide transportation between the Chinggis Khan Hotel and the venue.

## **II TRAVEL**

### **II.1 Visa Requirement**

Participants are kindly requested to make their own visa arrangements with a local Mongolian Embassy or Consulate prior to their arrival.

#### **Visa upon arrival**

Countries, where there is no Mongolian Embassy or Consulate, are requested to submit the names of their participants in the Conference, together with passport numbers and flight details, to the Ministry of Foreign Affairs and Trade of Mongolia two weeks in advance, to the contact point nominated below. Only then, a visa can be granted upon arrival at the Chinggis Khaan International Airport.

#### **Contact point for consular affairs:**

Mr. B. Ganbold  
Deputy Director  
Consular Department  
Ministry of Foreign Affairs of Mongolia

Email: [ganboldb@mfat.gov.mn](mailto:ganboldb@mfat.gov.mn)  
Tel: +976 51 26 22 82,  
Cell : +976 99 99 03 12  
Fax: +976 11 32 42 44

### **II.2 Travel arrangements**

Participants are responsible for making their own travel arrangements.

### **II.3 Arrival / Departure -- Transportation from and to the airport**

The Ministry of Foreign Affairs and Trade of Mongolia will arrange transportation service from the airport to the hotel and from the hotel to the airport to all participants, provided their flight details are included in the attached registration form.

**Taxis** are available at the airport. The fare starts at approximately 2000 Tugrugs per 1 km. The destination from the airport to the Ministry of Foreign Affairs and Trade is approximately 16 km, the Chinggis Khaan Hotel – approximately 18 km.

## **III Cultural Programme**

After the Conference concludes, at the courtesy of the host country, participants are invited to a traditional folk music performance.

## **IV Side event on the margins of the Conference**

Subordinate to the adoption of an OSCE Permanent Council Decision, Mongolia, together with the Lithuanian OSCE Chairmanship and the Kazakh Chairmanship of the Asian Contact Group, plan to organize a side event on the margins of the Conference, to be sponsored through the Partnership Fund. The proposed topic is “Afghanistan capacity building: strengthening the diplomatic service”. The event is planned to take place also at the Government House, on Monday, 23 May 2011, at 5.45 p.m., right after the second Session of the Conference concludes. Detailed information regarding the side event will be made available closer to the date. Participants in the Conference wishing to participate also in the side event, are kindly requested to indicate it on the Registration Form.

## **V GENERAL INFORMATION**

### **V.1 Rate of Exchange**

1 Mongolian Tugrug (MNT) = 0.000592995 EUR  
1 Euro = 1,686.35 Mongolian Tugrugs (as of 31 March 2011)

### **V.2 Weather**

The average monthly temperature in May ranges between +15 °C and + 20 °C

### **V.3 Time Difference**

Ulaanbaatar's standard time zone is UTC/GMT + 8 hours; currently, the time difference to Vienna is + 6 hours.

### **V.4 Tourism**

Useful tourism information on Mongolia and other practical information can be found on the following websites:

[www.discovermongolia.mn](http://www.discovermongolia.mn), [www.visitmongolia.com](http://www.visitmongolia.com)

### **V.5 Points of Contact:**

#### **MFA of Mongolia**

Mr. Ganbold G.  
Counsellor  
Department of Europe  
Ministry of Foreign Affairs and Trade of Mongolia  
Peace Avenue 7A, Ulaanbaatar, Mongolia

Tel: +976-51 261891  
Fax: +976-11 322 127  
E-mail: [ganboldg@mfat.gov.mn](mailto:ganboldg@mfat.gov.mn)  
[eg@mfat.gov.mn](mailto:eg@mfat.gov.mn)

#### **Permanent mission of Mongolia to the OSCE**

Mr. Tumur Amarsanaa  
Second Secretary  
Fasangartengasse 45, 1130 Vienna, Austria

Tel: +43-1 53 52 807 11  
Fax: +43-1 53 52 807 20  
E-mail: [tumur@embassyon.at](mailto:tumur@embassyon.at)

#### **OSCE Secretariat**

Ms. Aldona Szymanski  
Senior External Co-operation Assistant  
External Co-operation Section  
OSCE Secretariat  
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Tel.: +43-1 514 36 – 6190  
Fax: +43-1 514 36 – 6250  
Mobile: +43-664 859 09 59  
E-mail: [aldona.szymanski@osce.org](mailto:aldona.szymanski@osce.org)  
[pm-ext-coop@osce.org](mailto:pm-ext-coop@osce.org)

### **V.6 Websites**

For updates on the event please check the following websites:  
[www.osce.org](http://www.osce.org) ; <http://www.mfat.gov.mn>



2011 OSCE-Mongolia Conference on  
Strengthening the Co-operative  
Security between OSCE and the Asian  
Partners of Cooperation  
Ulaanbaatar, 23 and 24 May 2011



## REGISTRATION FORM

State/Delegation/International Organization							
Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Family Name:				First Name:			
Head of Delegation Yes <input type="checkbox"/> No <input type="checkbox"/> Title and Position (as to appear on the list of participants):							
Nationality:				Passport Number:			
Tel. No. with all prefixes:				Fax No. with all prefixes:			
Mobile No. with all prefixes:				E-mail address: @			
<b>Arrival:</b>		Flight #:		<b>Departure:</b>		Flight #:	
Date:	May 2011	Time:	:	Date:	May 2011	Time:	:
In Ulaanbaatar, I will stay at the Chinggis Khan Hotel <input type="checkbox"/>							
Alternatively, I can be reached under the following address/tel./fax #:							
<b>Side event</b> on "Afghanistan capacity building: strengthening the diplomatic service", to be held on Monday, 23 May 2011 at 5.45 p.m.: Yes, I will participate, <input type="checkbox"/> , no I will not participate <input type="checkbox"/>							
<b>Cultural programme</b> after the Conference: Yes, I will participate, <input type="checkbox"/> , no I will not participate <input type="checkbox"/>							

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### PLEASE NOTE :

The Registration Form should reach the OSCE Secretariat **not later than 15 May 2011**, either by mail, fax or e-mail. Participants representing Embassies in Ulaanbaatar are also requested to comply with this requirement.

OSCE Secretariat, Section for External Co-operation, Wallnerstrasse 6, A 1010 Vienna, Austria  
Tel.: (+43-1) 514 36-6190, Fax: (+43-1) 514 36-6250, E-mail: [pm-ext-coop@osce.org](mailto:pm-ext-coop@osce.org)

# CHINGGIS KHAAN HOTEL

Tokyo street-10, Ulaanbaatar 49, MONGOLIA

Tel: (+976-11)-313 380, (+976)-91 00 31 00; Fax: (+976- 11) – 31 27 88;

E-mail: [marketing@chinggis-hotel.com](mailto:marketing@chinggis-hotel.com), URL: [www.chinggis-hotel.com](http://www.chinggis-hotel.com)

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## Chinggis Khaan Hotel Reservation Form For Participants in the 2011 OSCE Mongolia Conference

Please fax this form directly to

***Fax: (+976- 11) – 31 27 88***

*Or send it by e-mail:*

**[marketing@chinggis-hotel.com](mailto:marketing@chinggis-hotel.com)**

**Before 15 May 2011**

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

Check-in date: \_\_\_\_\_

Check-out date: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Accommodations for the participants – Please tick your preferred choice.

- |   |                     |
|---|---------------------|
| <input type="radio"/> Standard Single                 | (USD 111 per night) |
| <input type="radio"/> Standard Double (king size bed) | (USD 132 per night) |
| <input type="radio"/> Standard Twin (2 separate beds) | (USD 132 per night) |
| <input type="radio"/> Semideluxe Single               | (USD 187 per night) |

*\*Room rate includes buffet breakfast and 10 % VAT.*

Accompanying person for sharing room /if any/:

Surname: \_\_\_\_\_

Name: \_\_\_\_\_