



## Organization for Security and Co-operation in Europe

Office of the Secretary General  
Section for External Co-operation

Vienna, 23 September 2008

**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  
2008 OSCE-Afghanistan Conference on Strengthening Co-operation  
between the OSCE and its Asian Partners for Co-operation to Address  
Challenges to Security  
*Kabul, 9-10 November 2008*

### I PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision 851, the Section for External Co-operation would like to inform all participants in the 2008 OSCE-Afghanistan Conference, to be held in **Kabul, Afghanistan, 9-10 November 2008**, about the following:

#### I.1 Venue

The Conference will be held at the conference hall of the Ministry of Foreign Affairs of Afghanistan. The address is as follows:

Malek Asghar St. Kabul, Afghanistan  
Telephone Number: +93 77 50 390 62

#### 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 20 October 2008**.

#### I.3 Hotel reservation

The host country has made block reservation for 25 superior rooms at the hotel Serena in Kabul:

Kabul Serena Hotel  
Address:  
Froshgah Street  
Kabul  
AFGHANISTAN

Telephone (93) 79 9654 000

Fax (93) 79 9654 111

<http://www.serenahotels.com/afghanistan/kabul/home.asp>

The host country has negotiated a special rate of AFA 9,500 (approx. EUR 135) net per room per night (including breakfast and internet connection) with the Serena hotel for OSCE participants. Participants are kindly asked to complete the attached reservation form and forward it to the Serena Hotel at the indicated email address. Cancellations notified up to 48 hours in advance will incur in no charge.

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

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

## **II TRAVEL**

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

Participants holding diplomatic or official passport of those countries that conclude an agreement on exemption of visa requirement with Afghanistan do not require applying for a visa. Participants of other countries are kindly requested to make their own visa arrangements with a local Afghan Embassy or Consulate prior to their arrival. Countries, where there is no Afghan 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 well in advance (please see para III.7 – Contact Points). Only then, can a visa be granted upon arrival at the Kabul International Airport. Visas will be issued free of charge to all participants in the Conference, provided participation in the OSCE Conference is clearly specified as the purpose of the visit in the application form.

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

Participants are responsible for making their own travel arrangements (see also SEC.GAL/151/08 and SEC.GAL/174/08).

### **II.3 Arrival / Departure**

#### **II.3.1 Transportation from and to the airport**

The Ministry of Foreign Affairs of Afghanistan will arrange transportation service from the airport to the Serena hotel and from the Serena hotel to the airport to all participants who will have provided their flight details in advance through the conference registration form. Participants who will be making their own arrangements are kindly requested to indicate so in the conference registration form.

## **III GENERAL INFORMATION**

### **III.1 Security**

The Government of Afghanistan will be responsible for providing the security of the conference facilities. Participants in the Conference are kindly invited to use all necessary

safety precautions to avoid any incidents during their stay. In particular, visits to street markets are strongly discouraged. Please note that the Government of Afghanistan will only be responsible for the safety of participants during the transfers from the Airport to the Serena Hotel and back, during the transfers from the Serena Hotel to the conference venue and back, during transfers to any official functions and meetings associated with the Conference and while in the premises of the Serena Hotel. Any excursions not directly associated with the Conference will be at the participants' own responsibility and no special security arrangements or transportation will be provided.

### **III.3 Medical and emergency insurance**

Participants will be responsible for making their own medical and emergency insurance arrangements.

### **III.4 Rate of Exchange**

1 US Dollar = US\$1 = AFA 49

1 Euro = AFA 68 (as of 23 September 2008)

### **III.5 Weather**

The average monthly temperature in Kabul in November is approximately +13 °C.

### **III.6 Time Difference**

Kabul's standard time zone is UTC/GMT + 4.5 hours

### **III.7 Points of Contact:**

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### **III.6 Website**

For updates on the event please check the OSCE website: [www.osce.org/ec](http://www.osce.org/ec)