



2017 OSCE Asian Conference ENGLISH only
on Common Challenges and Common Opportunities
19 - 20 June 2017
Federal Foreign Office, Berlin



Organizational modalities

With reference to the Permanent Council Decisions No. 1241 and No. 1248, the Section for External Co-operation would like to share the following practical arrangements for the 2017 OSCE Asian Conference on Common Challenges and Common Opportunities, to be held in Berlin, Germany, on 19 and 20 June 2017

I. Venue & Registration


Venue	The conference will be held at the conference centre ('Europasaal') of the Federal Foreign Office (Auswärtiges Amt) in Berlin. Address: Auswärtiges Amt, Unterwasserstrasse 10, 10117 Berlin , Germany (please see map below).
Registration	Participants are kindly requested to send their registration forms to pm-extco@osce.org until 30 May 2017 . Registration forms should be filled in electronically.

II. Technical details

Accreditation at the conference venue	The entrance to the conference centre and the registration desk in the foyer will be open on both conference days from 08:30 a.m throughout both days. Presentation of a valid ID/Passport is required to access the conference centre. Please arrive sufficiently in advance to allow time for security checks, passport control and registration. Each participant at the conference will receive a name badge upon registration.
Access to the conference venue	The entrance is accessible to taxis and private cars, but there is no parking available. In case wheelchair access is required, please indicate so in the registration form. You and your hand luggage will have to be checked every time you enter the building. Please do not bring large pieces of luggage with you as it is not possible to store them at the Federal Foreign Office.
Language	The conference will be held in English only .
Documents	All conference documents for reproduction and distribution should be submitted to: documents@osce.org .
Wifi	Wifi access will be provided throughout the conference.
Coffee, tea and lunches	The organizers will provide coffee/tea breaks and lunches at the conference venue.
Social events	Participants are cordially invited to join a conference reception on 19 th June (evening) and an excursion on the 20 th June (afternoon). A river cruise is planned along Berlin's attractions. Please indicate in the registration form, if you are interested in joining the tour. Detailed information about the boat tour will be communicated in due course.

III. Travel & Visa

Travel expenses	Participants are kindly requested to make their own travel arrangements at their own expense.
Accommodation	Participants are kindly asked to make their own accommodation arrangements at their own expense. Berlin offers many possibilities for accommodation, also close to the conference venue (Berlin Mitte). You can find a list of hotels within walking distance from the conference venue below.
Visa	Participants make their own arrangements for a Schengen visa for entry into Germany. Please submit visa applications as soon as possible (see www.diplo.de > Visa regulations). Please check additional information via websites of local German Missions . In case a letter of invitation is required, please indicate so in the registration form.
Transfers	Participants are kindly requested to arrange their own transfers between airport, hotels and conference venue. Please find directions below.
Taxis	Local taxis can always be found (day and night time) at both airports at standard rates (taximeter rates). Booking in advance is not necessary. Companies e.g.: www.taxi-berlin.de +49 30 – 20 20 20 www.wuerfelfunk.de +49 30 – 21 01 01 www.mytaxi.com
Public transport	Local means of public transport are U-Bahn (metro), S-Bahn, tram and bus. Tickets can be bought at stations or on busses. For travels within the city centre, we recommend a day ticket (Tageskarte) or a "4-Fahrten-Karte" (4 single journeys), zone "AB" (see www.bvg.de).

<p>General Information</p>	<p>Currency: Euro Electric current: Standard voltage 220V Medical help: A first aid room is located within the premises of the Federal Foreign Office Climate: Average temperatures in Berlin for June are expected to be 20 °C. Time: GMT +1 Tourist office in Berlin: www.visitberlin.de</p>
<p>Emergency numbers</p>	<p>First aid at the Federal Foreign Office: +49(0)30-5000-1111 Emergency number: 112 (e.g. medical help) Police: 110.</p>
<p>IV. Conference contacts</p>	
<p>OSCE Secretariat</p>	<p>Ms. Aldona Szymanski, Senior External Co-operation Assistant, Tel: +43-1-514 36 - 6190, Mobile: +43-664 859 09 59; Fax: +43-1-514 36 - 6250, E-mail: aldona.szymanski@osce.org or pm-extco@osce.org .</p>
<p>Germany</p>	<p>Ms. Juliane Ziegler and her team, e-mail: osce-asianpartners@diplo.de .</p>
<p>V. Map (© google)</p>	
<p>Federal Foreign Office</p> <p><u>Entrance:</u> Unterwasserstr. 10 10117 Berlin</p>	<p>By metro U2 Hausvogteiplatz or Spittelmarkt U6 Französische Straße (then few min walk)</p> <p>By bus 147 Werderscher Markt M48 Spittelmarkt from airport TXL: bus "TXL" Staatsoper (then 10 min walk).</p> 
<p>VI. Hotels</p>	
<p>Block reservation at "ARCOTEL John F"</p>	<p>A limited amount of rooms has been blocked at ARCOTEL John F (breakfast included, late arrival possible, rates 80 € ("comfort") and 100 € ("superior"), payment individually by the traveller upon check-out, limited capacity). If you require a booking from this block reservation, please indicate so in the registration form. Please note: reservations will be made on a first-come, first-served basis. After 30th May, all remaining rooms will be released and the hotel will only be able to accommodate further room reservations according to availability.</p> <p>Accommodation costs to be settled by the traveller upon check-out.</p>
<p>List of other hotels at a reasonable price range within walking distance from the conference venue</p>	<p>***</p> <ul style="list-style-type: none"> • Best Western Hotel am Spittelmarkt • Best Western Hotel Berlin-Mitte • Grimm's Hotel Berlin-Mitte • Hotel Jurine Berlin Mitte • IBIS STYLES Berlin Alexanderplatz • Mercure Berlin am Alexanderplatz • Motel One Berlin-Hackescher Markt • Motel One Berlin-Mitte • Motel One Berlin-Spittelmarkt • Nordic Hotel Berlin-Mitte • Titanic Comfort Mitte <p>****</p> <ul style="list-style-type: none"> • ADINA APARTMENT HOTEL BERLIN CHECKPOINT CHARLIE • art'otel berlin mitte • Courtyard by Marriott Berlin Mitte • DERAG LIVINGHOTEL BERLIN MITTE • Hotel Zarenhof Mitte • Maritim proArte Hotel • Mercure Hotel Berlin City • NH Berlin Heinrich Heine • NH Berlin-Mitte • Park Plaza Wallstreet Berlin • RAMADA Hotel Berlin Mitte • Tryp Berlin Mitte • Winters Hotel Berlin Mitte - The Wall at Checkpoint Charlie • Titanic Gendarmenmarkt Berlin

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REGISTRATION FORM

Please fill in this form (English) and return by 30 May 2017 to: pm-extco@osce.org

First Name(s):	
Family Name:	
Title / Position <u>as to appear on the list of participants:</u>	
Name of Ministry / Organization / Institution:	
Country:	
E-mail address:	

<input type="checkbox"/>	YES, due to a physical need, I require a special assistance when accessing the venue.
<input type="checkbox"/>	YES, I am interested in participating in the boat cruise on 20 June 2017.

Category (Please tick the category you belong to below):

<input type="checkbox"/>	Participating State	<input type="checkbox"/>	Partner for Co-operation	<input type="checkbox"/>	International Organization
<input type="checkbox"/>	OSCE	<input type="checkbox"/>	Academic and Business Community	<input type="checkbox"/>	Civil Society

Visa support: Participants are kindly asked to make their own arrangements for a Schengen visa. *Only* if you require an **invitation letter** from the organizers to facilitate your **visa application**, please let us know and provide the following information.

<input type="checkbox"/>	YES, for my visa application I request an invitation letter by the organizers.
Nationality:	
Date of birth:	
Passport no.:	
Date of issue:	
Date of expiry:	
Responsible local German Mission (embassy or consulate):	

Hotel: Participants are kindly asked to make their **own accommodation arrangements**. *Only* if you require booking of a room at hotel "[ARCOTEL John F](#)", please fill in. (Breakfast included, late arrival possible, rates 80 € ("comfort") and 100 € ("superior"), payment individually by the traveller upon check-out, **limited capacity**). **Please note:** reservations will be made on a first-come, first-served basis. After 30th May, all remaining rooms will be released.

<input type="checkbox"/>	YES, I request reservation of 1 standard room (1 person) in the below stated category.
<input type="checkbox"/>	Category "Comfort" (80 €)
<input type="checkbox"/>	Category "Superior" (100 €)
Arrival:	
Departure:	

We are looking forward to meeting you in Berlin!