



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 29 October 2009

To: The Delegations of participating States to the OSCE
Mediterranean Partners for Co-operation
Asian Partners for Co-operation

Subject: Practical Arrangements – 2009 Mediterranean Conference
“The Mediterranean Partners and the OSCE: co-operation toward enhanced security and stability”, to be held in Cairo, Egypt, on 14 and 15 December 2009

I PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision No. 899 of 10 September 2009, the Section for External Co-operation would like to inform all participants in the 2009 Mediterranean Conference, to be held in Cairo, Egypt, on 14 and 15 December 2009, about the following:

I.1 Venue

The conference will be held at the *Sofitel El Gezira Cairo*, 3 El Thawra Council St Zamalek, Cairo, Egypt.

I.2 Registration Form for Participants in the Conference

Please find attached the registration form to be filled in by participants and to be sent to the OSCE Secretariat as indicated in the form, **not later than 30 November 2009**.

I.4 Hotel Accommodation

The host country has arranged for special rates for participants at the Hotel *Sofitel El Gezira Cairo* – the venue of the Conference: USD 180 for a single room and USD 190 for a double room. These rates include breakfast and applicable taxes.

Participants are kindly requested to fill in the hotel reservation form, and to **fax it or email it directly to Sofitel**: Fax +202 27 37 37 37 e-mail: H5307-sl9@accor.com

II TRAVEL

II.1 Visa Requirements

Participants are kindly requested to make their **own visa arrangements** with the local Embassy or Consulate of the Arab Republic of Egypt **prior to their arrival**. In this connection please be reminded that also holders of diplomatic and service passports may require an entry visa for Egypt with the exception of cases of bilateral reciprocity agreements.

II. 2 Flights

The host country has agreed on special corporate rates with Egypt Air as stipulated in the attached reservation form which interested participants are kindly requested to submit to the Egypt Air Office in Vienna by **30 November 2009**.

For further assistance you may contact the Egypt Air Office in Vienna, Opernring 1.

Tel: +43-1 587 45 32-18, Fax: +43-1 587 45 32-25

E-mail: vienna_ms@egyptair.com or Vienna_groups@egyptair.com

II. 3 Transportation from the Airport to the Hotel/Conference Venue

The host country will provide for transportation from the Airport to the Sofitel hotel for participants arriving on flight MS 798 on 13 December 2009 and departing from Cairo on flight MS 797 on 16 December 2009. Participants arriving and departing by other flights (or on different dates) are kindly advised to arrange for their own local transportation. The Sofitel El Gezirah can also assist in arranging the airport transfers, at an estimated price of USD 50 each way. For more information, please contact H5307-sl9@accor.com

III. OPTIONAL PROGRAMME OFFERED BY THE HOST COUNTRY

The government of Egypt will organize and sponsor two cultural events for the participants in the OSCE Mediterranean Conference – a cultural show in the old city of Cairo on 14 December at 19:00 p.m., and an excursion to the Pyramids of Giza and the Egyptian Museum on 15. December at 14:00 p.m.

Participants wishing to participate are kindly requested to indicate it accordingly on the conference registration form.

IV OTHER USEFUL INFORMATION

IV.1 Weather

In Cairo, in December, temperatures are expected to be around 19.5 degrees Celsius by day and 10.5 degrees Celsius by night.

IV. 2 Time difference

The time in Cairo is one hour ahead of the Central Europe Time (CET).

IV. 3 Point of Contact at the OSCE Secretariat:

For further information or assistance, please contact: Ms. Aldona Szymanski, Senior External Co-operation Assistant, Tel: (+43-1) 514 36 – 6190, Fax: (+43-1) 514 36 – 6250 E-mail:

aldona.szymanski@osce.org or pm-ext-coop@osce.org



2009 Mediterranean Conference

“The Mediterranean Partners and the OSCE: co-operation toward enhanced security and stability”
Cairo, Egypt, 14 and 15 December 2009

Registration Form

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

Institution/State:

Street or Mail address:	City Code	City	Country:

Tel. No. with all prefixes:	Fax No. with all prefixes:

Mobile No. with all prefixes:	E-mail address:

Arrival Cairo	Flight #:	Departure Cairo	Flight #:
Date: .Dec. 09	Time:	Date: .Dec.09	Time:

In Cairo, I will stay at the Sofitel El Gezira <input type="checkbox"/>
Alternatively, I can be reached under the following address / tel. / fax #:

I will participate in the optional programme: Cultural show in the old city of Cairo on 14 December, 7 p.m. <input type="checkbox"/>
Excursion to the Pyramids of Giza and the Egyptian Museum on 15. December, 2 p.m. <input type="checkbox"/>

Date: _____ Signature: _____

Please submit this form **not later than 30 November 2009**
by fax or e-mail

Fax: +43-1 514 36- 6250, e-mail: pm-ext-coop@osce.org

Organization for Security Co-Operation – OSCE Meeting 13th-16th October 2009

Please complete the following in capital letters and return it by e-mail or facsimile to Sofitel El Gezira Cairo.

To:	Sofitel El Gezira Cairo
Attn.:	Ms. Marwa Fahmy- Inspired Meeting Planner
E-mail:	H5307-sl9@accor.com
Phone:	202 27373737
Fax:	202 27398298
Hotel web-site	www.sofitel.com

Name:
Phone:
Fax :
E-mail:

HOTEL ACCOMODATION

I want to reserve the following accommodation for the abovementioned event:

Superior Single Room (180\$/day):	[]	Superior Double Room (190\$/day):	[]
Luxury Single Room (200\$/day):	[]	Luxury Double Room (210\$/day):	[]
Club Luxury Single Room (230\$/day):	[]	Superior Double Room (240\$/day):	[]
Prestige Suite (395\$/day):	[]	Opera suite (710\$/day):	[]
Check in:		Check out:	
No. of rooms			
Special request:			
Credit card number:			
Credit Card:			
Expiry Date:			
Card owner's signature:			

- Prices listed below are all inclusive: open buffet breakfast, taxes, and services.
- First night will be charged automatically from the credit card as a deposit and it will not be Refundable in case of cancellation.
- In case of no show the hotel has the right to charge the participants' credit card the full stay amount.
- Due date to receive reservation requests is 30th November 2009. Rooms accommodation and rates will be subject to availability after November 30th.

Date:

Signature:



Egypt Air
Office in Vienna
Operring 1
1010 Wien

Please submit this flight reservation form
not later than 30 November 2009
by fax or e-mail to the **Egypt Air office in Vienna**
Contact : Mrs. Moser Gihan
Tel: +43-1 587 45 32-18, Fax: +43-1 587 45 32-25,
e-mail: vienna_ms@egyptair.com
or Vienna_groups@egyptair.com

FLIGHT RESERVATION FORM

For Participants in the 2009 OSCE Mediterranean Conference,
Cairo, Egypt, 14 – 15 December 2009

For the following flight:

Departure from Vienna on 13 December 2009		Departure from CAIRO terminal 3 on 16 December 2009	
Vienna – Cairo MS 798 14:40 - 19:05		Cairo – Vienna 11:30 - 14:15 MS 797	
Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>			
First Name:			
Nationality:			
Street or Mail address:		City Code	City
		Country:	
Tel. No. with all prefixes:		Fax No. with all prefixes:	
Mobile No. with all prefixes:		E-mail address:	

Please tick the relevant box to choose the preferred fare:

Price in **Economy Class** EUR 325,-
Price in **Business Class** EUR 950,-

Please note:

- * The above mentioned prices are not valid for EGYPTAIR flights operated by Austrian Airlines (code share flights)
- * Reservation for code share flights will be made according to seat and booking classes availability.
- * Booking after the 1st of Dec09 may not have the same tariff as mentioned in the upper part.
- * 1 person accompanied can enjoy the same price. (according to the flight seats availability)

The payment should be settled **in cash** to the Egypt Air Office in Vienna, by 30 November 2009

Date: _____ Signature: _____