



Organization for Security and Co-operation in Europe
The Secretariat

Office of the Co-ordinator of OSCE
Economic and Environmental Activities

Vienna, 7 October 2009

**Seminar on the promotion of good governance
and fighting corruption in the area of transport infrastructure
development in the South Caucasus**

Batumi, Georgia, 5-6 November 2009

Logistical Modalities

1. CONFERENCE VENUE	HOTEL INTOURIST PALACE Ninoshvili Street No. 11, BATUMI, Georgia Tel. +995 222 7 55 25 Fax +995 222 7 66 07 Email: info@touristpalace.com Website: www.intouristpalace.com
2. PARTICIPANTS' INFORMATION	The Seminar is open to public and private sector representatives of the three OSCE participating States in the South Caucasus (Armenia, Azerbaijan and Georgia). In addition, representatives of relevant international organizations, NGOs and academia with relevant experience in the area under discussion will also be present.
3. DEADLINE	Please note that the DEADLINE for Registration to the Conference: <u>26 October 2009</u> (Annex 1)
4. WORKING MODUS OF THE SESSIONS	The Plenary Sessions will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates and rapporteurs will summarize the key issues discussed.
5. INTERPRETATION	Simultaneous interpretation will be provided in English, Russian and Georgian languages.
6. WRITTEN CONTRIBUTIONS AND DOCUMENT DISTRIBUTION	Participants are welcome to submit written contributions reflecting their view on the issues discussed at the Seminar and/or in a specific Session of their interest. <i>An English translation</i> of the documents submitted in another language is highly appreciated. To enable a timely distribution to the participants, we thank you for: - sending an electronic copy of the document in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Mylene Lichtenberg, E-mail: mylene.lichtenberg@osce.org (please cc. roel.janssens@osce.org); Fax + 43 1 514 36 6251; Tel. + 43 1 514 36 6151

Important notice for invited Speakers:	<p>Invited Speakers should address <i>well in advance</i> their request for technical support, as well as an electronic copy of their presentation to the contact named above.</p> <p>Speakers are kindly requested to take as well an electronic copy of their presentation (on a USB stick) <i>as back-up</i>, when travelling to the Conference.</p> <p>A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Document Distribution Desk.</p>
7. REGISTRATION	<p><u>DEADLINE 26 OCTOBER 2009</u></p> <p><u>Each participant</u> is requested to <u>send the attached registration form (Annex 1)</u>, preferably <u>by e-mail</u>, completed with all necessary details to Ms. Mylene Lichtenberg, E-mail: mylene.lichtenberg@osce.org; Fax + 43 1 514 36 6251; Tel. + 43 1 514 36 6151.</p> <p>The provisional list of participants will be available at the accreditation desk of the Seminar.</p>
8. TRAVEL & HOTEL BOOKINGS	<p>National participants from Armenia and Azerbaijan are kindly requested to be in touch with the respective OSCE field presence in their country which will assist with making travel arrangements.</p> <p>Expert speakers/trainers are kindly asked to be in touch with Ms. Mylene Lichtenberg, mylene.lichtenberg@osce.org , Tel. + 43 1 514 36 6151 Fax. + 43 1 514 36 6251.</p> <p>A number of hotel rooms have been pre-booked from 4-6 November 2009 in Hotel Intourist Palace, Ninoshvili Street No. 11, BATUMI, Georgia (the conference venue). In case of non availability of rooms in the conference hotel participants will be accommodated in other hotels.</p> <p>Payment modus: upon receipt of the <u>Participant's Registration Form</u>, accommodation will be confirmed and paid by the Seminar organizers!</p>
9. LUNCHES & COFFEE/TEA BREAKS	<p>Coffee/tea breaks and lunches will be provided to participants during the Seminar, an evening reception will be organized on 5 November, breakfasts are included into the Hotel Intourist Palace reservations.</p>
10. CONTACTS	<p>OSCE SECRETARIAT, VIENNA</p> <p><i>For substantial issues:</i> Mr. Roel Janssens, Tel: +43 1 514 36 6221, Mobile: +43 664 215 5217, Fax: +43 1 514 36 6251, Email: roel.janssens@osce.org</p> <p><i>For logistical queries:</i> Ms. Mylene Lichtenberg, Tel: +43 1 514 36 6151, Mobile: +43 664 222 66 01, Fax: +43 1 514 36 6251, Email: mylene.lichtenberg@osce.org</p>



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REGISTRATION FORM – Deadline: 26 October 2009

*Please send this registration form to Ms. Mylene Lichtenberg, E-mail: mylene.lichtenberg@osce.org;
Fax + 43 1 514 36 6251; Tel. + 43 1 514 36 6151. (Please fill in using capital letters)*

1. Your Country:			
(Please indicate the category you register in <input checked="" type="checkbox"/>)	Government Official: <input type="checkbox"/> MFA <input type="checkbox"/> other Ministry or public Institution <input type="checkbox"/> Embassy <input type="checkbox"/> International Organization <input type="checkbox"/> Non Governmental Organization <input type="checkbox"/> Academic Community <input type="checkbox"/> Business Community		
2. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :			
3. First Name			
4. Family/Last Name			
5. Position/Title:			
6. Organization			
7. Department			
8. Postal Address:			
9. Email			
10. Phone:			Fax:
Mobile:			
11. Written Contribution: Title:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12. Social event:	I will attend the reception on 5 November 09: I will take part in the Study Visit on 6 November 09:		Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Transfer Airport/Railway Station to Seminar Venue/Hotel			
Participants are required to make their own arrangement for their transfer from the airport/railway-station to the venue/hotel.			
Arrival in Batumi	Date:	Time:	Flight number: Other transport:
Departure from Batumi	Date:	Time:	Flight number: Other transport:
Your hotel in Batumi:	Hotel Intourist Palace, Ninoshvili Street No. 11, BATUMI Accommodation will be provided by the Organizers upon receipt of this registration form!		