



SEC.GAL/150/08

26 August 2008

ENGLISH only

## **Organization for Security and Co-operation in Europe**

**Office of the Secretary General**

*Section for External Co-operation*

**Vienna, 26 August 2008**

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

**Subject:     Practical Arrangements – 2008 Mediterranean Conference**  
              “The OSCE approach to regional security — a model for the Mediterranean”,  
              to be held in Amman, Jordan, on 27 and 28 October 2008

### **I       PRACTICAL ARRANGEMENTS**

With reference to the Permanent Council Decision No. 858 of 24 July 2008, the Section for External Co-operation would like to inform all participants in the 2008 Mediterranean Conference, to be held in Amman, Jordan, on 27 and 28 October 2008, about the following:

#### **I.1     Venue**

The seminar will be held at the Hotel Le Royal , Amman. The address is as follows:

Zahran Street, 3rd Circle, Jabal Amman  
P.O.Box, 52, Amman 11118 Jordan  
Tel: 962 (6) 460 3000  
Fax: 962 (6) 460 3002  
Email: [info@leroyalamman.com](mailto:info@leroyalamman.com)

[www.leroyalhotel-amman.com](http://www.leroyalhotel-amman.com)

#### **I.2     NGO side event**

As stipulated in PC.DEC/858, a side event for Mediterranean NGOs will take place on the eve of the Conference, on 26 October 2006, on the theme “Co-operation with Mediterranean civil society and NGOs in promoting tolerance and non-discrimination”. The event will also take place in the Hotel Le Royal.

#### **I.3     Registration Form for Participants in the Seminar**

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 10 October 2008.**

## **I.4 Hotel Accommodation**

The host country has arranged for special rates for participants at the Hotel Le Royal – the venue of the seminar.

The agreed rates per night, including breakfast and taxes, are as EURO 140 for a single room and EURO 155 for a double room.

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 Petra Events Management (NB: not the hotel), together with an indication of any other services requested from Petra Events Management (such as airport transfers, participation in the optional tours to Petra and Mount Nebo) as indicated, **not later than 1 October 2008**. Please note that, after the deadline expires, rooms will be provided at the market rate depending on availability. Due to the holiday season in Jordan, early reservation is recommended.

Cancellation policy: room cancellation before 10 October will incur no charge, cancellations after 10 October, or no shows, will incur a charge for one night stay.

## **II TRAVEL**

### **II.1 Visa Requirements**

Participants are kindly requested to make their own visa arrangements with the local Embassy or Consulate of Jordan prior to arrival. Visas requested in advance will be provided free of charge by the host country. This does not apply for visa requests at the airport in Jordan. For any further questions, you may wish to explore the following web site: [www.jordanembassy.at](http://www.jordanembassy.at), or contact Mr. Ghaith Malhas, Counsellor, Jordanian Embassy in Vienna, Tel: +43-1 405 10 25, Fax: +43-1 405 10 31, e-mail: [info@jordanembassy.at](mailto:info@jordanembassy.at).

### **II.2 Flights**

The Royal Jordanian Airlines is offering a special rate of **EUR 320** plus taxes (current taxes -as per 07AUG08- EUR 177,- subject to change) for the following flights:

#### **24 October 2008**

Vienna - Amman 14:25-18:45

#### **29 October 2008**

Amman – Vienna 11:45-13:35

Should you be interested in this offer which is valid only up to **Friday, 3 October 2008**, please kindly contact:

Mr. Wolfgang Peter

Tel: +43-1-513 3038

Sales Passenger Agent

Fax: +43-1-513 5465

RJA Regional Office for Austria and East Europe

E-mail: [wolfgang.peter@rj.com](mailto:wolfgang.peter@rj.com)

Parking 10/1/15

1010 Vienna, Austria

### **II.3 Transportation from the Airport to the Hotel/Seminar Venue**

Participants are kindly advised **to arrange for their own local transportation**. The expected fee for transportation by taxi between the Queen Alia International Airport and the Hotel Le Royal in Amman is approximately 20 JD to JD 25 for each way. Transportation can also be

arranged by Petra Events Management, at a price of EURO 35 each way. Further details can be found in the hotel registration form.

### **III        OPTIONAL PROGRAMME**

Two optional excursions have been arranged through Petra Events Management, for which participants can reserve through the attached hotel reservation form. On Saturday, 25 October 2008, a full day excursion to Petra will be organized (minimum 10 participants), with pick up and return to the Hotel Le Royale in Amman. On Tuesday 28 October, a half-day excursion to Mount Nebo and the Dead Sea will be offered (minimum 10 participants), with pick up and return from the Hotel Le Royale. The price for the excursions is EURO 100 and 55 respectively, including transportation, English speaking guide and entrance fees to the relevant sites. Payment will be made directly to Petra Events Management, by bank transfer or credit card, through the hotel registration form. More precise details of the excursions, such as departure time, etc., will be provided closer to the date.

Additional excursions will be offered on Sunday 26 October for participants not taking part in the NGO side event, and will be advertised in the lobby of the Hotel Le Royale.

### **IV        OTHER USEFUL INFORMATION**

#### **IV.1    Weather**

In Amman, in October, temperatures are expected to be around 20 degrees Celsius by day and 12 degrees Celsius by night.

#### **IV. 2   Time difference**

The time in Jordan 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  
External Co-operation Section  
OSCE Secretariat  
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)