Vienna, 25 November 2015

24th OSCE Economic and Environmental Forum

FIRST PREPARATORY MEETING

“Strengthening stability and security through co-operation on good governance”

Vienna, 25 - 26 January 2016

LOGISTICAL MODALITIES

<table>
<thead>
<tr>
<th>1. VENUE</th>
<th>OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna (map Annex 2) Neuer Saal, 2nd floor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. PARTICIPANTS</td>
<td>High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation, as well as from the OSCE Field Operations are invited to participate and make both oral and written contributions. Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1176/15). No fee for participation is requested.</td>
</tr>
<tr>
<td>3. WORKING MODUS OF THE MEETING</td>
<td>The Preparatory Meeting should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The recommendations will be taking into consideration during the deliberations of the Forum’s Concluding Meeting, taking place in Prague on 14-16 September 2016. The Panel Debates and the Plenary Sessions will have interventions/presentations of panelists / expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the OSCE Forum conference website (<a href="http://www.osce.org/event/24th_eef_prep1">http://www.osce.org/event/24th_eef_prep1</a>) shortly after the event.</td>
</tr>
<tr>
<td>4. DOCUMENT DISTRIBUTION</td>
<td>Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions.</td>
</tr>
</tbody>
</table>
Please send an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) to enable a timely distribution to the participants.

All documents will be published on the Forum Website: http://www.osce.org/event/24th_eef_prep1 and a very limited amount of hard copies of the documents will be available at the venue.

Further copies can be produced ad hoc at the Meeting venue upon request at the Document Distribution Desk (lobby in front of the Neuer Saal). Documents should be provided to this Desk in electronic format (documents@osce.org).

5. TECHNICAL SUPPORT FOR SPEAKERS

⇒ Speakers are kindly requested to send a short CV (with photo) and an electronic copy of their presentation in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities no later than 11 January 2016 (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) and to take an electronic copy of their presentation (on a USB stick) as back-up to the Meeting.

⇒ Requests for technical support should be addressed well in advance to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577 Tel. + 43 1 51436 6392).

The Plenary Hall “Neuer Saal” at the venue is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops. It is highly recommended to the speakers to contact the technician in the Plenary Hall, well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.

6. INTERPRETATION

Simultaneous interpretation will be provided into English and Russian.

7. REGISTRATION

**DEADLINE: MONDAY, 18 JANUARY 2016**

Each participant is requested to send a registration form by E-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org).

⇒ To receive the required REGISTRATION FORM, please contact andrea.gredler@osce.org

In addition to the registration forms, Delegations are kindly requested to notify the ranking and the title of their members.

8. ACCREDITATION

Accreditation will take place at the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010 Vienna), at the Segmentgalerie (First floor), on:

Monday, 25 January, as of 8.00 am until the end of the meeting
Tuesday, 26 January, as of 9.00 am until the end of the meeting

Advanced registration is kindly requested in order to avoid delays in issuing
the badges. Presentation of a valid ID is required for accreditation. The badge will be required to access the Conference Hall.

<table>
<thead>
<tr>
<th>9. TELEPHONES AND INTERNET WORKING AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC working stations &amp; Internet access will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the first floor/Segmentgalerie and at the 5th floor/Ratsaal). Telephones in the meeting area can be used free-of-charge only for local telephone calls within Vienna.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. CAFETERIA &amp; LUNCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee &amp; tea breaks will be provided throughout the duration of the conference and a cafeteria is located in the foyer of the Neuer Saal (2nd floor) as well as next to the Ratsaal (5th floor). Several restaurants are located in walking distance of the conference venue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. VISA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants, if stipulated under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on <a href="http://www.bmeia.gv.at">www.bmeia.gv.at</a>. In case a letter of confirmation of participation for visa requirements is needed, please send the request as well as a copy of the passport by E-mail to <a href="mailto:elke.lidarik@osce.org">elke.lidarik@osce.org</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. TRAVEL AND TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.</td>
</tr>
</tbody>
</table>

**Reaching Vienna Centre from the Airport:**
Further information on the transfers Vienna Airport – Vienna City can be found on [www.viennaairport.com](http://www.viennaairport.com).

**Taxis:** a pick up at the airport can be booked in advance at a moderate price from the company C&K (Tel: +43 1 44444 - price: € 33 one way) or from the company Airport Drivers (Tel: +43 1 22 82 250 – price: € 31)

**Trains:**

- **a) City Airport Train** (CAT) - Airport to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line U3 and U 4) and taxis: [www.cityairporttrain.com](http://www.cityairporttrain.com)
  Price: € 10 one way; Schedule: every ½ hour: Airport-Vienna 5/35 min. after every full hour; Vienna-Airport 8/38min. after every full hour. Trip: 16 min. non-stop. OR
- **b) City train “Schnellbahn”** (S1, S2 or S7) – Airport to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Line 3 and 4) and taxis. [www.schnellbahn-wien.at/netz/s7.htm](http://www.schnellbahn-wien.at/netz/s7.htm)
  Price: € 4,40 one way (ticket for 2 zones required). Schedule: every ½ hour. Please pay attention to the “direction” (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).

**Bus Services Vienna Airport Lines (2 lines)**
Price :€ 7 one way;
Busses run either from the Airport to Morzinplatz/Schwedenplatz or to Meidling Bahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus.
Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour; Schwedenplatz-Airport: every 00/30 min. after full hour Trip: 40 min.
### 13. HOTELS IN VIENNA

Please consult the list of hotels in Vienna in **Annex 3**

Practical information about Vienna can be found at: [http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm](http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm)


### 14. GENERAL INFORMATION

- **Currency:** Euro
- **Electric current:** The standard voltage throughout Austria is 220V.
- **Insurance:** The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.
- **Medical help:** A first aid room is located on the ground floor of the Hofburg/conference venue.
- **Time:** Vienna time differs from Greenwich time by +1 hour.

### 15. CONTACTS

**OSCE Secretariat, Vienna**  
**Office of the Co-ordinator of OSCE Economic and Environmental Activities**  
Fax. +43 1 514 36 62 51

*For substantial issues:*
Mr. Lorenzo Rilasciati  
Senior Economic and Environmental Officer  
Head of the Economic and Environmental Forum Unit  
E-mail: lorenzo.rilasciati@osce.org  
Tel: +43 1 51436 6717

Ms. Brigitte Krech  
Economic and Environmental Affairs Adviser  
Economic and Environmental Forum Unit  
E-mail: Brigitte.krech@osce.org  
Tel: +43 1 51436 6619

*For logistical queries:*
Ms. Andrea Gredler  
Economic and Environmental Forum Unit  
E-mail: andrea.gredler@osce.org  
Tel: +43 1 514 36 6675
HOFBURG LOCATION MAP

Map A - Overview

You can reach us via public transportation:

Underground: U1, U3
Tramway: D, J, L, 2
Bus: 2A, 3A

Josefplatz no parking-site!
Only for delivery
(freight vehicles below 7,50)

Hofburg Kongresszentrum & Redoutensäle Wien
Heldenplatz, A-1014 Wien, Tel: +43-1-587 36 66 Fax: +43-1-535 64 26
E-mail: hofburg.kongresszentrum@hofburg.com, Internet: https://www.hofburg.com
<table>
<thead>
<tr>
<th>HOTEL</th>
<th>HOTEL WEBSITE / E-MAIL ADDRESS</th>
<th>RATES (sgl/dbl)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH BELVEDERE</td>
<td><a href="http://www.nh-hotels.com">www.nh-hotels.com</a></td>
<td>€ 99/€ 119 incl. breakfast</td>
</tr>
<tr>
<td>NH DANUBE CITY</td>
<td><a href="http://www.nh-hotels.com">www.nh-hotels.com</a>, <a href="mailto:vip.reservierungen@nh-hotels.com">vip.reservierungen@nh-hotels.com</a>, Booking code: OSCE 1</td>
<td>€ 99/€ 119 incl. breakfast</td>
</tr>
<tr>
<td>NH WIEN</td>
<td><a href="http://www.nh-hotels.com">www.nh-hotels.com</a></td>
<td>€ 83/€ 83 breakfast € 20.00</td>
</tr>
<tr>
<td>Hotel AM KONZERTHAUS</td>
<td><a href="mailto:h1276-re@accor.com">h1276-re@accor.com</a>, Accor booking code: AS266911</td>
<td>€ 113 / € 134 incl. breakfast</td>
</tr>
<tr>
<td>Hotel HERRENHOF</td>
<td><a href="http://www.herrenhof-wien.steigenberger.at">www.herrenhof-wien.steigenberger.at</a>, <a href="mailto:reservation@herrenhof-wien.steigenberger.at">reservation@herrenhof-wien.steigenberger.at</a></td>
<td>superior € 151/€ 171 deluxe € 166/€ 186 incl. breakfast</td>
</tr>
<tr>
<td>Best Western Hotel KAISERHOF Vienna</td>
<td><a href="http://www.hotel-kaiserhof.at">www.hotel-kaiserhof.at</a>, <a href="mailto:reservation@hotel-kaiserhof.at">reservation@hotel-kaiserhof.at</a></td>
<td>€ 122 business € 142 incl. breakfast</td>
</tr>
<tr>
<td>Hotel AM PARKRING Wien</td>
<td><a href="http://www.schick-hotels.com">www.schick-hotels.com</a>, <a href="mailto:parkring@schick-hotels.com">parkring@schick-hotels.com</a></td>
<td>€ 113-152/€ 160-205 incl. breakfast</td>
</tr>
<tr>
<td>Best Western Hotel ERZHERZOG RAINER</td>
<td><a href="http://www.schick-hotels.com">www.schick-hotels.com</a>, <a href="mailto:rainer@schick-hotels.com">rainer@schick-hotels.com</a></td>
<td>€ 82-111/€ 118-152 incl. breakfast</td>
</tr>
<tr>
<td>Hotel CAPRICORNO Wien</td>
<td><a href="http://www.schick-hotels.com">www.schick-hotels.com</a>, <a href="mailto:capricorno@schick-hotels.com">capricorno@schick-hotels.com</a></td>
<td>€ 101-139/€ 145-185 incl. breakfast</td>
</tr>
<tr>
<td>Hotel CITY CENTRAL Wien</td>
<td><a href="http://www.schick-hotels.com">www.schick-hotels.com</a>, <a href="mailto:city.central@schick-hotels.com">city.central@schick-hotels.com</a></td>
<td>€ 82-111/€ 118-152 incl. breakfast</td>
</tr>
<tr>
<td>Hotel STEFANIE Wien</td>
<td><a href="http://www.schick-hotels.com">www.schick-hotels.com</a>, <a href="mailto:sabine.pollak@schick-hotels.com">sabine.pollak@schick-hotels.com</a></td>
<td>€ 97-131/€ 134-177 incl. breakfast</td>
</tr>
<tr>
<td>Hotel 25HOURS</td>
<td><a href="http://www.25hours-hotels.com">www.25hours-hotels.com</a>, <a href="mailto:res.wien@25hours-hotels.com">res.wien@25hours-hotels.com</a></td>
<td>€ 100-€ 180 incl. breakfast</td>
</tr>
<tr>
<td>Hotel REGINA</td>
<td><a href="http://www.kremslehrerhotels.at">www.kremslehrerhotels.at</a>, <a href="mailto:regina@kremslehrerhotels.at">regina@kremslehrerhotels.at</a></td>
<td>€ 95-€140 incl. breakfast</td>
</tr>
<tr>
<td>Hotel ROYAL</td>
<td><a href="http://www.kremslehrerhotels.at">www.kremslehrerhotels.at</a>, <a href="mailto:royal@kremslehrerhotels.at">royal@kremslehrerhotels.at</a></td>
<td>€ 115-€ 140 incl. breakfast</td>
</tr>
<tr>
<td>Hotel GRABEN</td>
<td><a href="http://www.kremslehrerhotels.at">www.kremslehrerhotels.at</a>, <a href="mailto:graben@kremslehrerhotels.at">graben@kremslehrerhotels.at</a></td>
<td>€ 115-€ 140 incl. breakfast</td>
</tr>
<tr>
<td>Hotel JOHANN STRAUSS</td>
<td><a href="http://www.kremslehrerhotels.at">www.kremslehrerhotels.at</a>, <a href="mailto:js@kremslehrerhotels.at">js@kremslehrerhotels.at</a></td>
<td>€ 97-€ 137 incl. breakfast</td>
</tr>
</tbody>
</table>

All Accor hotels (Ibis, Mercure, Novotel, Sofitel) for special offers and lower rates: 