



31st OSCE Economic and Environmental Forum

“Enhancing security and stability in the OSCE region through digital innovation, contributing to sustainable development and climate adaptation”

CONCLUDING MEETING

Prague, 12-13 September 2024

Venue: Czernin Palace, Loretánské nám. 5, 118 00 Prague

LOGISTICAL MODALITIES

VENUE

CZERNIN PALACE, Ministry of Foreign Affairs of the Czech Republic, Loretánské nám. 5, 118 00 Prague.

AGENDA

The Concluding Meeting of the 31st OSCE Economic and Environmental Forum will open on Thursday, 12 September 2024, at 09:30 a.m. (CEST Prague) and close on Friday, 13 September 2024, at 1:30 p.m. (CEST Prague).

Reference is made to the OSCE Permanent Council Decision PC.DEC/1480 as of 14 March 2024 and the draft agenda of the Meeting distributed under the reference number EEF.GAL/6/24.

The Concluding Meeting is organized in person at the venue, following the format of on-site participation.

INTERPRETATION

Simultaneous interpretation is provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish).

PARTICIPANTS' PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Institutions, OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate in the Meeting.

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/1480.

The OSCE is committed to gender equality. To this end, the OSCE encourages participating States to identify female experts to participate in the Concluding Meeting of the 31st OSCE Economic and Environmental Forum

No fee for participation is requested.

PARTICIPATION IN THE MEETING

The Concluding Meeting is organized in person at the Czernin Palace, Ministry of Foreign Affairs of the Czech Republic.

Participants will have full audio access, and be able to request the floor and deliver their statements during discussion times.

ONLINE REGISTRATION

Please note that access to the venue of the Concluding Meeting of the 31st OSCE Economic and Environmental Forum will only be granted to registered participants.

Please contact OSCE, Office of the Co-ordinator of OSCE Economic and Environmental Activities if you wish to participate: email: sanavbar.gurukova@osce.org.

Requests for participation are subject to approval.

Deadline for registrations: Monday, 9 September 2024.

DEADLINES

We kindly draw the participants' attention to the following deadlines:

- ⇒ **ONLINE REGISTRATION** to the Forum: as early as possible, at the latest by **Monday 9 September 2024**;
- ⇒ **VISA APPLICATION** for the Czech Republic: NOT LATER THAN 15 DAYS prior to the date of the travel to Prague;
- ⇒ **HOTEL BOOKING IN PRAGUE:**
 - Savoy Hotel: **Deadline Monday, 5 August 2024**
 - Lindner Hotel: **Deadline Thursday, 1 August 2024**
 -
- ⇒ **PANELISTS PRESENTATIONS: Tuesday, 10 September 2024 by close of business;**
- ⇒ **REGISTRATION TO THE LIST OF SPEAKERS: Tuesday, 10 September 2024 by close of business.**

ACCREDITATION AND ACCESS TO THE VENUE

Accreditation and access to the venue of the Concluding Meeting:

- Thursday, 12 September: 08:00 – 18:00
- Friday, 13 September: 09:00 – 11:30

PLEASE NOTE: Access to the Forum venue will granted to registered participants only. Badges will be issued upon presentation of an ID at the accreditation desk at the entrance of the venue.

After the security check, participants can access the Plenary Hall (1st floor) by using the staircases at the end of the entrance hall.

To avoid delays with the issuing of the badges, please arrive well in advance.

Delegates are kindly requested to keep their same seat throughout the Forum Meeting and keep the same set of headsets. Wearing headsets will be required to access the sound of the Meeting. Delegates are also encouraged to bring their own earphones for use in meeting rooms. The receivers available in the hall have a standard plug for 3.5 mm headphone jack.

REGISTRATION TO THE SPEAKERS' LIST/PARTICIPATION IN THE DISCUSSIONS

Participants at the Czernin Palace will have full audio access and be able to request the floor and deliver their statements.

Participants are kindly requested **to register to the speaker's list** in advance by sending their request to **mau-at@osce.org until Tuesday, 10 September 2024 by close of business.**

Participants should indicate the Session in which they are planning to deliver their statements and interventions.

Ad hoc speaking request to take the floor during the Concluding Meeting should be made by informing the meeting assistance at the head table ahead of the Session or by raising their hand.

Maximum duration of each statement should be up to **3 minutes.**

TECHNICAL SUPPORT FOR PANELISTS

Detailed guidelines for panelists will be provided by individual correspondence.

The panelists are kindly requested to provide an electronic copy of their presentation or speech by the deadline of Tuesday, 10 September 2024 to OSCE OCEEA email: gianfranco.apuzzo@osce.org.

The panelists and moderators will be invited to an online co-ordination meeting via zoom the week ahead of the Concluding Meeting of the 31st OSCE Economic and Environmental Forum to coordinate details of substance and technicalities.

Panelists should contact the technician in the Plenary Hall well ahead of their Session, in order to cross-check if their PPP presentations are uploaded.

In view of meeting sustainability standards, the organizers aim at a paperless event by digitalizing the documents distribution. Hard copies of the documents will only be made available at request through the conference secretariat at the venue.

DOCUMENTS DISTRIBUTION

The Organizers invite participants to kindly submit any written contributions they may have to Conference Services (documents@osce.org). This should not hinder the ad hoc discussion during the different sessions but contribute to enhanced communication. Written statements should be circulated in advance to the interpreters in order to facilitate translation.

All open documents will be published on the OSCE Forum Meeting website:
<https://www.osce.org/oceea/573755>

In view of meeting sustainability standards, the Organizers aim at a paperless event by digitalizing the document distribution. Hard copies of the documents will only be made available at request through the conference secretariat at the venue.

VISA

Participants are asked to make their own arrangements for securing a **Schengen (short-term) visa** for entry into the Czech Republic. It is recommended to cross-check the most recent visa regulations at the Czech Embassy/Consulate in your country or on the MFA website.

Contacts of Czech Missions abroad, as well as visa forms, can be found on the official **Czech Foreign Ministry website** (English):

https://mzv.gov.cz/jnp/en/information_for aliens/short_stay_visa/index.html

The OSCE Documentation Centre in Prague (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org, tel: +420 224 186 450) stands ready to support participants.

In case a letter of confirmation of participation or a Note Verbale for visa requirements, please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities by E-mail: sanavbar.gurukova@osce.org.

HOTELS IN PRAGUE

Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

Due to the proximity, we recommend the below hotel and early bookings as limited number of rooms are available.

HOTEL SAVOY: Booking deadline: Monday, 5 August 2024

[Hotel Savoy Prague | Prague Hotel next to the Prague Castle](#) (5 min walking distance from the conference venue), Keplerova 6/218, 118 00 Praha 1, Czech Republic, tel: +420 224 302 430

Reservation e-mail: reservations@savoyprague.cz under password „OSCE2024“- see Annex II registration form.

Cancellation policy: Free cancellation of the reservation can be made until 72 hrs prior to arrival (14:00 Prague local time). In case of late cancellation or a no-show, cancellation fee in the total amount of 100% of the reservation will be charged.

Guarantee policy: All reservations are to be prepaid in full amount via secure payment gateway until 3 days prior to arrival at the latest.

Room rates incl. breakfast:

Double room for sole use of Standard category:	EUR 105
Double room for double use of Standard category:	EUR 115
Double room for sole use of Deluxe category:	EUR 115
Double room for double use of Comfort category:	EUR 125
Double room for sole use of Superior category:	EUR 135
Double room for double use of Superior category:	EUR 145

HOTEL LINDNER:

Booking deadline: Thursday, 1 August 2024

<https://lindnerhotels.com/en/hotels/lindner-hotel-prague-castle> (5 min walking distance from the conference venue)

Strahovská 128/20, 118 00 Praha 1-Strahov, Czech Republic

Tel: +420 226 080 000

Reservation e-mail: ondrej.mracek@lindnerhotels.com

Please select the type of room (STANDARD or DELUXE) and indicate the **booking code: F-OSCE**

Payment: via pro-forma invoice 14 days before arrival or on reception

Cancellation policy:

14 days before arrival - free of charge.

13-0 days before arrival – 100 % cancellation fee

Room rates incl. breakfast:

Standard Room: 149 EUR/night/room

Deluxe Room: 179 EUR/night/room *2nd person in the room + 30 EUR/night/room

Visit on the hotel in the virtual 3D: <https://my.matterport.com/models/eGtySoSMtiD?section=media> or <https://my.matterport.com/models/JSaXRBuu7Xu?section=media>.

Further hotels in vicinity of the Czernin Palace (Czech MFA and Forum Venue) can be found in **Annex I**.

Please consult the following websites for other hotels:

<http://www.hotel.cz/praha/accommodation/>

<http://www.a-prague.com/>

Given that time-period of the conference is considered high tourist season in Prague, early booking is highly advisable.

SOCIAL EVENTS – COFFEE/TEA BREAKS, LUNCH AND RECEPTIONS

Thursday, 12 September and Friday, 13 September 2024: coffee/tea breaks will be provided at the Forum Meeting in the area next to the Plenary Hall.

Thursday, 12 September 2024, 12:30: Buffet lunch hosted by the Co-ordinator of OSCE Economic and Environmental Activities.

Venue: Czernin Palace.

Thursday, 12 September 2024, 18:30: Reception hosted by the OSCE Chairpersonship of Malta 2024.

Venue: Czernin Palace.

Friday, 13 September 2024, 13:30: Buffet lunch hosted by the Co-ordinator of OSCE Economic and Environmental Activities.

Venue: Czernin Palace.

Various restaurants are located in vicinity of the Czernin Palace.

SIDE EVENTS

Detailed information on side events, including concept note, agenda, venue and timing, will be shared by the organizers in due course.

CONFERENCE FACILITIES

MEETING AREAS (see floor map in Annex III)

Corridor next to Plenary Hall: Area for coffee breaks and lunch

On the 1st Floor:

Plenary Hall: “Velký sál”	All plenary sessions
Mirror Hall: “Zrcadlový”	informal ad hoc meetings – <i>as scheduled</i>
Oriental Hall: “Orientální”	OSCE Chairpersonship Office
Golden Hall: “Zlatý”:	Office of the Co-ordinator of OSCE Economic and Environmental Activities
Blue Hall: “Modrý”:	OSCE Documentation Centre in Prague, Language Services, Meeting Assistance
Musical Hall: “Hudební”	Delegates Working Area

INTERNET WORKING AREA AND TECHNICAL SUPPORT

WiFi is provided in all conference areas.

A working area with IT facilities and Internet access is available in “Musical Hall: “Hudební” near the plenary hall.

A Document Distribution Desk next to the plenary hall will provide assistance to speakers and participants for document registration and distribution, copying of documents and handle requests for technical support.

Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint). Any request on a short notice can be addressed to the Document Distribution Desk or the technician in the hall.

GENERAL INFORMATION

Currency: The national currency is Czech Crown. 1 EUR = 24,724 CZK (rate of June 2024).

Several exchange offices and cash machines are located nearby the Czernin Palace, as well as in the hotels.

Electric current: the standard voltage throughout the Czech Republic is 220V.

Time: CET Prague time differs from Greenwich time by + 1 hour.

Getting to Prague city by public transfers:

FROM THE AIRPORT:

a) By public bus:

59: Prague Airport - Divoká Šárka – Veleslavín train station (metro line A) - **15 min**

100: Prague Airport - Zličín (metro line B) - **18 min**

191: Prague Airport – Petřiny (metro line A) – Anděl (metro line B) – **50 min**

910 Night Bus Line: Direction: Švandovo divadlo - I.P. Pavlova – Kačerov – Modřany – **40 min** (Night service only 21:54 – 3:54 am).

907 Night Bus Line: Direction: Hradčanská – Hlavní nádraží – Karlovo náměstí – Anděl – **30 min** to Hradčanská (Night service only 23:09 - 4:03 am).

Bus stop: Terminal 1; Terminal 2 – in front of the Arrival hall.

More detailed information on public bus transportation from the airport can be found via the following link: [Public Transport Buses | Vaclav Havel Airport Prague, Ruzyne \(prg.aero\)](#)

Public Transport Ticket Sale

Visitor Centre, at the Prague Public Transit company counters in Arrival Hall or from ticket vending machines located throughout both terminals and directly at bus stops. Most ticket machines accept contactless credit card payments.

Detailed information on the transfers Prague Ruzyne Airport – Prague City can be found:

[Public Transport Buses | Vaclav Havel Airport Prague, Ruzyne \(prg.aero\)](#)

Information on actual public transportation fares is available here: <http://www.dpp.cz/en/fares-in-prague/>

b) By taxi:

Contact counters of taxi operators are located at the arriving hall of Terminal 1 and 2. Departure points are displayed in front of arriving halls. Taxi services at guaranteed tariffs prices, depending on standard distances.

More detailed information on taxi services from the airport can be found via the following link:

[Taxi \(Uber\) | Vaclav Havel Airport Prague, Ruzyne \(prg.aero\)](#)
<https://ticktack.cz>

FROM THE RAILWAY STATION:

Getting from the Railway Station in Prague to your hotel:

- a) By metro (metro line C)
- b) By taxi: you may contact the taxi companies:
UBER or TICK TACK taxi companies

More detailed information on transfer from the railway station can be found via the following link: [Prague Train Station Transfers | Transport from Main Station \(prague-airport-transfers.co.uk\)](#).

Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the Forum venue.

IMPORTANT NOTICE

To the full extent permitted under applicable law, neither the OSCE nor any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.

Please note that the Forum Meeting will be **audio and video recorded** for internal reporting purposes. The recordings will not be shared further. The opening of the Forum Meeting will also be livestreamed

on osce.org/live. Photographs of this event may be taken and used by the OSCE for publication purposes.

CONTACTS

Office of the Co-ordinator of OSCE Economic and Environmental Activities Wallnerstrasse, 6, 1010 Vienna

For substantial issues:

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Team Assistant
Planning and Co-ordination Unit
Email: kyrylo.rumeha@osce.org
Mob. +43(0) 676 4530478

For logistical queries:

Ms. Sanavbar Gurukova
Administrative Assistant
Planning and Co-ordination Unit
Email: sanavbar.gurukova@osce.org
Mob : +43 (0) 664 88474986

For visa queries:

Ms. Iveta Dzuriková
OSCE Documentation Centre in Prague
Email: iveta.dzurikova@osce.org
Tel: +420 224 186 450

HOTELS IN VICINITY OF CZERNIN PALACE

HOTEL	ADDRESS	WEBSITE	Email/Tel
***** STARS HOTELS			
Aria Hotel	Tržistě 9, Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Golden Well Hotel	U Zlaté Studně 166/4, Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
**** STARS HOTELS			
Hotel Lindner	Strahovská 128, Praha 1	Hotel Prag Lindner Hotel Prague Castle Lindner Hotels & Resorts®	reservations.prague@lindnerhotels.com Tel: +420 226 080 000
Hotel Savoy	Keplerova 6/218, Praha 1	https://www.savoyprague.cz/	reservations@savoyprague.cz +420 224 302 430
Hotel Questenberg	Úvoz 15/155 Praha 1	www.questenberg.cz	hotel@questenberg.cz +420 220 407 600
Hotel Monastery	Strahovské nádvoří 13, Praha 1	www.hotelmonastery.cz	monastery@avehotels.cz +420 233 090 200
Biskupský dům	Dražického nám. 6/62, Praha 1	www.hotelbishopshouse.cz	bh@avehotels.cz +420 257 532 320
U páva	U lužického semináře 32, Praha 1	www.hotel-upava.cz	rezervace@hotel-upava.cz +420 257 533 573
U krále Karla	Úvoz 4/170, Praha 1	https://www.axxoshotels.com/the-king-charles	reception.kingcharles@axxoshotels.com +420 234 614 803
Hotel Pyramida	Bělohorská 24, Praha 6	www.hotelpyramida.cz	rezervace.pyramida@orea.cz +420 233 102 111
Hotel Constans	Břetislavova 309/14, Praha 1	www.hotelconstans.cz	reception@hotelconstans.cz +420 234 091 818
Hotel U raka	Černínská 10, Praha 1	www.hoteluraka.cz	info@hoteluraka.cz +420 220 511 100
Hotel U Tří Pštrošů	Dražického nám. 12, Praha 1	www.utripstrosu.cz	reservation@utripstrosu.cz +420 603 500 704
*** STARS HOTELS			
Hotel Jelení dvůr	Jelení 197/7, Praha 1	www.hoteljelenidvur.cz	fitjd@euroagentur.cz +420 271 090 832
Hotel Adalbert	Markétská 1/28, Praha 6	www.hoteladalbert.cz	recepcce@hoteladalbert.cz +420 220 406 170
Hotel U kříže	Újezd 20, Praha 1	www.ukrize.cz	hotel@ukrize.com +420 257 312 523
Hotel Hormeda	Na Zástřelu 15, Praha 6	www.hormeda.cz	rezervace@hormeda.cz +420 220 513 604



HOTEL SAVOY PRAGUE
 Keplerova 218/6 | 118 00 Praha 1 | Česká republika
 T: +420 224 302 430 | reservations@savoyprague.cz | www.savoyprague.cz

RESERVATION FORM

“OSCE 2024”

11.09.-13.09.2024

Last name: _____ First name: _____

E-Mail address: _____ Phone Nr.: _____

Arrival date: _____ Departure date: _____ Nr. of nights: _____

Please make your choice:

- | | |
|--|-----------|
| <input type="checkbox"/> Double room for sole use of Standard category | EUR 105.- |
| <input type="checkbox"/> Double room for double use of Standard category | EUR 115.- |
| <input type="checkbox"/> Double room for sole use of Deluxe category | EUR 115.- |
| <input type="checkbox"/> Double room for double use of Comfort category | EUR 125.- |
| <input type="checkbox"/> Double room for sole use of Superior category | EUR 135.- |
| <input type="checkbox"/> Double room for double use of Superior category | EUR 145.- |

The rates are per room per night including buffet breakfast, free WI-FI, and 12%VAT.
City tax at EUR 2,10 per person per night is not included and will be charged extra. Please provide us

your credit card to guarantee to your reservation:

Credit card number: _____ Exp. Date: _____ CVC code: _____

Contact:

Ms. Nikola Filipova – Event and Reservations Manager

E-mail: reservations@savoyprague.cz or events@savoyprague.cz

Phone: (+420) 224 302 430

Please send your reservation until 05th of August 2024 at the latest.

Cancellation policy:

Reservation can be cancelled free of charge until 72 hrs prior to arrival (14:00 Prague local time). In case of later cancellation or a no-show, cancellation fee in the total amount of 100% of the reservation will be charged.

Guarantee policy:

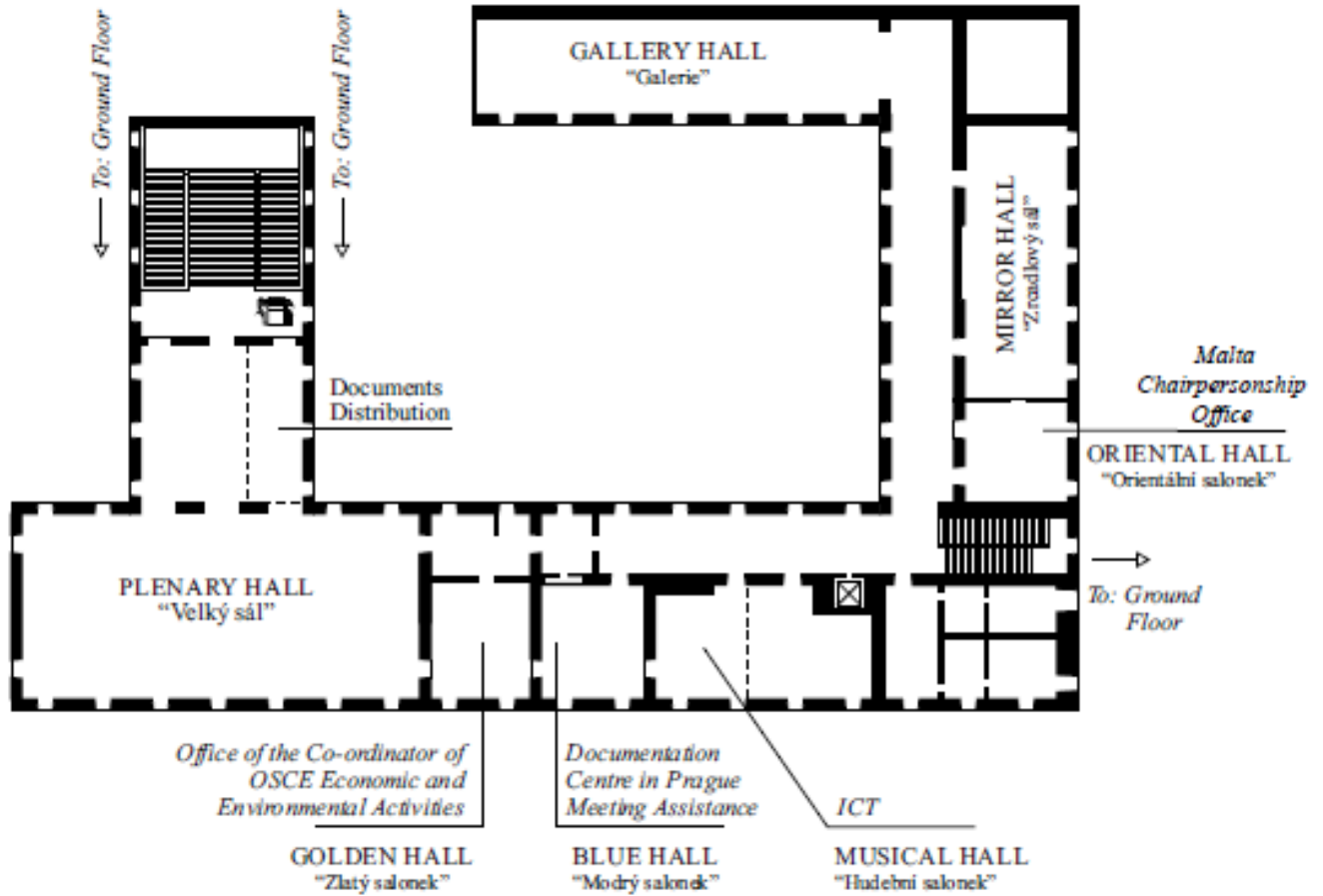
All reservations are to be prepaid in full amount via secure payment gateway until 3 days prior to arrival at the latest.

Please be so kind and send your reservation form directly to our reservation department. Thank you.

Signature/Date: _____

Concluding Meeting of the
31st OSCE Economic and Environmental Forum
 12-13 September 2024

FIRST FLOOR



GROUND FLOOR

