



## **Administrative information**

### **Conference on Tackling Emerging Transnational Threats in the Mediterranean Region through Information Sharing and Co-operation**

**1-2 June 2015**

**Monte Carlo, Monaco**

#### **Your contacts from the OSCE Secretariat**

**Ms. Albina Yakubova**

Phone: +43 1 51436 6899

Mob: +43 664 8590987

[albina.yakubova@osce.org](mailto:albina.yakubova@osce.org)

**Ms. Veronika Cerna**

Phone: +43 1 51436 6711

Mob: +43676301289

[veronika.cerna@osce.org](mailto:veronika.cerna@osce.org)

#### **Your contact from the Principality of Monaco**

**Mr. Cedric Braquetti**

Deputy Head, Permanent Mission

Principality of Monaco to the OSCE

Phone: +43 1 71728256

[c.braquetti@ambassade-monaco.at](mailto:c.braquetti@ambassade-monaco.at)

#### **Venue**

The Conference on Tackling Emerging Transnational Threats in the Mediterranean Region through Information Sharing and Co-operation will take place on 1-2 June 2015 at the Hotel Novotel Monte Carlo, Monaco.

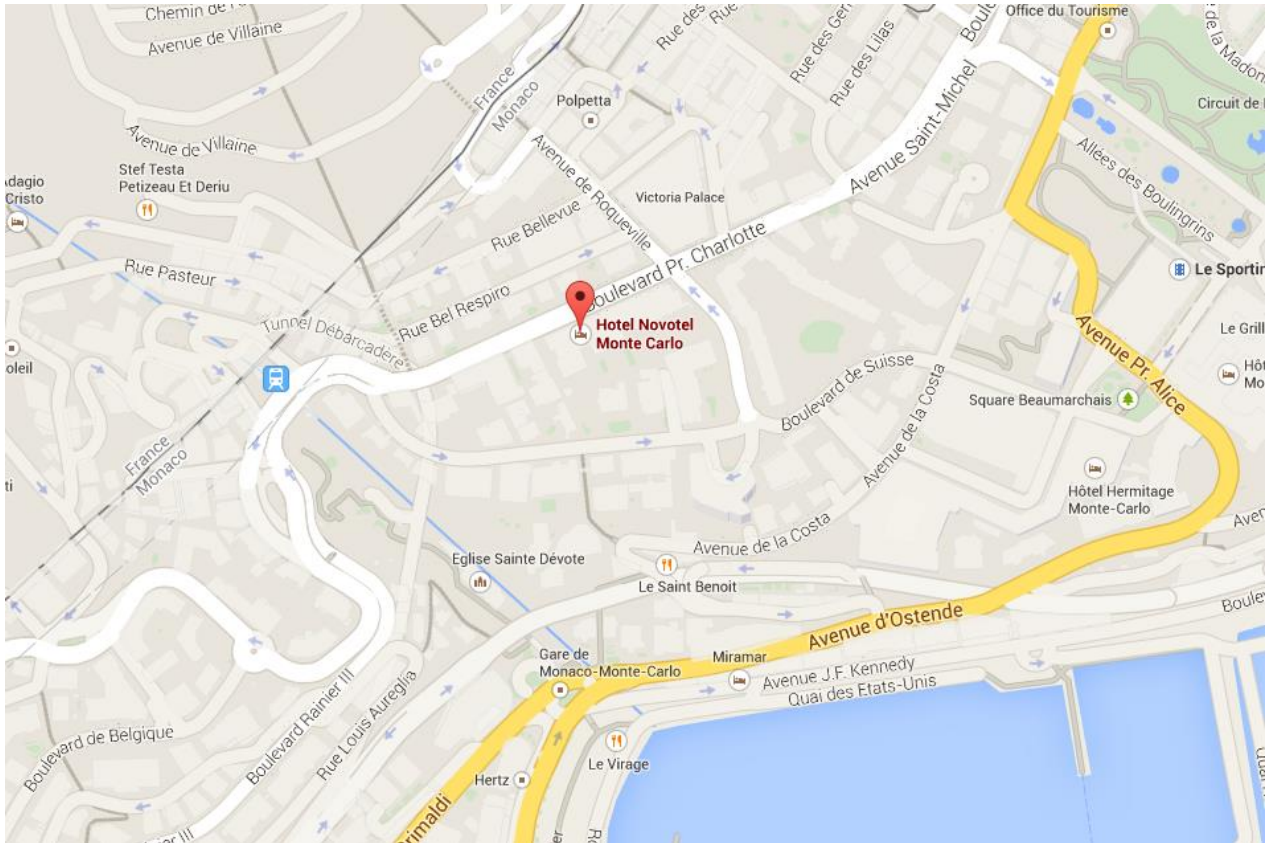
#### **Address**

Novotel Monte Carlo

16 Bld Princesse Charlotte

98000 Monaco

<http://www.novotel.com/gb/hotel-5275-novotel-monte-carlo/index.shtml>



## **Language**

The working language is English. Simultaneous interpretation will be provided in French and Arabic.

## **Registration**

All participants are kindly requested to register for the event on POLIS web page – <http://polis.osce.org/registration> or to fill in the attached registration form and to send it to [veronika.cerna@osce.org](mailto:veronika.cerna@osce.org) by **18 May 2015**.

Should you have any questions regarding your presentations and/or speeches, please contact Ms. Albina Yakubova at [albina.yakubova@osce.org](mailto:albina.yakubova@osce.org) or on the following phone numbers +43 1 51436 6899; mob: +43 664 8590987

## **Visas**

It is advisable to check visa requirements for entering France before making travel arrangements. For the latest information, please visit the French Government website: <http://www.diplomatie.gouv.fr/en/coming-to-france/> or contact an official French diplomatic representative in your area.

To see which non-EU nationals are required to have visa to travel to France, please go to: <http://www.diplomatie.gouv.fr/en/coming-to-france/getting-a-visa/article/foreign-nationals-holding-ordinary>

To see the location of the French diplomatic representations abroad, please go to: <http://www.diplomatie.gouv.fr/en/country-files/>

Visa support letters can be requested by e-mail from: [veronika.cerna@osce.org](mailto:veronika.cerna@osce.org). Please note that visas will only be granted for the period of the conference. Your request should be accompanied by a **scanned copy of your valid passport** and an indication of the embassy you will be applying to. Participants are encouraged to apply for visas as early as possible.

### **Accommodation**

The organizers made block reservations and negotiated special rates for the participants at the Hotel Novotel Monte Carlo. Please kindly note that different accommodation arrangements apply for sponsored and non-sponsored participants.

**Sponsored participants<sup>1</sup>:** Accommodation will be provided at the Hotel Novotel Monte Carlo and paid by the organizers. The organizers will not be able to cover accommodation costs in other hotels.

**Non-sponsored registered participants<sup>2</sup>:** A number of rooms are also reserved at the Hotel Novotel Monte Carlo for non-sponsored registered participants at a special rate. **A single room rate per day with breakfast is EUR 180 (VAT incl.)**. Rooms will be available on a “first comes, first serves” basis. To make a reservation please complete the hotel’s registration form (attached) and contact them directly by e-mail or by telephone to get a confirmation on your reservation. The special rates are valid and the availability of rooms is guaranteed until 23 May 2015.

### **Meals**

The organizers will provide all the participants with lunch and dinner at the first day of the conference and with coffee breaks during the entirety of the conference.

### **Transportation**

Please kindly note that different travel arrangements apply for sponsored and non-sponsored participants.

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<sup>1</sup> A maximum of three participants from national law enforcement agencies of the OSCE Partners for Co-operation in the Mediterranean Region (Algeria, Egypt, Israel, Jordan, Morocco, and Tunisia) and keynote speakers designated by the organizers for each session.

<sup>2</sup> The remaining participants from the OSCE participating States, international, regional organizations and private sector.

**Sponsored participants:** Travel arrangements (a round trip ticket and transportation to/from the hotel) will be provided by the organizers.

**Non-sponsored participants:** Nice International Airport (Aéroport Nice Côte d'Azur) is the closest international airport situated approximately 30 km away from the centre of Monte Carlo. The airport has a direct bus connection (local and express) to Monaco. (Express bus departure every 30 minutes, EUR 20 per passenger). For more information, please visit: <http://uk.niceairportexpress.com/>

There is a taxi stand next to the airport terminal. You can also book a taxi by phone or to book a taxi through the Tourist Information Centre. Taxi information is available at:

<http://www.taxis-nice.fr/taxis-riviera-nice-anglais.htm>  
<http://en.nice.aeroport.fr/Passengers/DIRECTIONS-PARKING/Getting-to-the-airport/Taxis-nicois>.

The Taxi from the airport to Monte Carlo will cost approx. EUR 75-80 and EUR 80-90 at night time.

### **Currency**

The official currency in Monaco and France is EURO.

### **Internet**

The Novotel Hotel Monte Carlo will provide wireless Internet access for all participants free of charge