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

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Your contact from the Principality of Monaco

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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
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 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 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/foreignnationals-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. 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**

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**

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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1 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.

2 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.niceairportxpress.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

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.