

3rd OSCE-wide Seminar on Passenger Data Exchange
31 October – 1 November 2019, Hofburg, Vienna
LOGISTICAL NOTE

MEETING VENUE

The Seminar will be held at OSCE premises in the Hofburg, Vienna:
<http://www.hofburg.com/en>

TRAVEL

Unless previously agreed with the organizers, **participants are responsible for making their own travel arrangements** (including transfers, if travelling by plane).

For participants travelling by car, parking space in a hotel garage is available and each participant is responsible for making the corresponding arrangements directly with the hotel upon check in.

REGISTRATION

Each participant is requested to **register online** before the **deadline of 15 October 2019** through the link accessible via URL or QR code (for your mobile phone).

⇒ *The online registration will be open as of 19 July until 15 October 2019.*

<https://events.osce.org/passenger-data-exchange/registration>

⇒ *The mobile registration can be accessed via QR code below*



To register for this event, please use the accounts already created for previous OSCE events. The account is linked to the e-mail used for creation and in case password has been forgotten, you can reset it easily.

One single person may register different participants, with the use of the same password and email address.

Please follow during the registration process the button “next” in the lower right hand corner until completed. Properly filled registration will be submitted by using the “submit” button in the lower right hand corner after which you will get information “Your data has been successfully received. Confirmation on registration/participation will be sent at a later stage.”

Please note, that the log-in as well password created for this event will enable participants to also register via “events.osce.org” for other OSCE events in the future. It will therefore be important to enter complete and accurate data into the database and to keep this personal password for any future use.

Revisions: until or after the registration deadline, registered participants may use their password to access their on-line registration form at any time, in view of updating a number of ‘non-compulsory’, additional fields (i.e. date of arrival, accommodation, participation to reception), until and at latest by Tuesday, 22 October 2019.

ACCOMMODATION

Unless previously agreed with the organizers, **participants are kindly requested to make their accommodation arrangements at their own expenses.** There are many possibilities for accommodation in Vienna, also in close proximity to the meeting venue in the city centre. Early booking is recommended.

WORKING LANGUAGE

The working language of the meeting will be English with Russian translation.

CATERING

Lunch and coffee will be served on both 31 October and 1 November 2019 in the Hofburg.

CONTACT POINTS

If you have any further questions or additional concerns, you can contact Mr. Armin Dervoz (armin.dervoz@osce.org) for logistical matters or Mr. Simon Deignan (simon.deignan@osce.org) for issues related to the content of the seminar.

VISA SUPPORT

Should you require visa support, (a) the passport copy as well as information on (b) which Embassy the letter should be sent to, (c) the date of visa appointment and (d) who is funding the travel, should be sent to elke.lidarik@osce.org. Request for visa support should be indicated during online registration process. Please note that it can take up to 14 days to process, so applications should be lodged as soon as possible

<i>Nationality</i>		<i>Current country of residence</i>		<i>Date of birth</i>					
				<i>Day</i>	<i>Month</i>	<i>Year</i>			
<i>Passport number</i>		<i>Issued on and by</i>		<i>Passport type</i>			<i>Expiry date</i>		
				<i>Diplomatic</i>	<i>National</i>	<i>Other</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Arrival		Flight #:		Departure			Flight #:		
Date:		Time:		Date:		Time:			