

**Joint Regional High-level Conference
convened by the OSCE, UNOCT and Switzerland,
in cooperation with the Albanian OSCE Chairmanship on
“Foreign Terrorist Fighters – Addressing Current Challenges”
(11-12 February 2020, Vienna)**

LOGISTICS NOTE

Organizational Modalities during the Conference

Conference goals

This conference is part of a series of high-level gatherings organized in preparation of the next United Nations High-level Conference of Heads of Counter-Terrorism Agencies of Member States, to be held in New York on 1-2 July 2020. The outcomes and recommendations of this conference in Vienna are expected to inform the UN Process about the good practices developed and lessons identified throughout the OSCE area when addressing the Foreign Terrorist Fighter challenge.

Participants

The conference will be held at the level of national counter-terrorism coordinators or equivalent senior experts and practitioners. OSCE participating States and OSCE Partners for Co-operation are invited to include representatives from the private sector, civil society, academia, and other stakeholder organizations in their respective delegations. The organizers would welcome the participation of up to three experts per OSCE participating State and up to two experts per OSCE Partner for Co-operation or other country or entity participating.

It is expected that participants will share concrete examples, good practices and lessons learned regarding the topics outlined in the indicative agenda. Senior experts from relevant government institutions, such as the Ministries of Interior, Justice, Social and/or Foreign Affairs are therefore especially encouraged to attend. Relevant international, regional and sub-regional organizations as well as representatives of civil society, academia, the private sector and the media, will equally be invited and encouraged to add their perspectives to the discussion.

Active exchange and interaction will be considered the most beneficial aspect of this conference. Interventions should therefore focus on concrete examples and recommendations and be as concise as possible, not exceeding 2-3 minutes.

Simultaneous interpretation will be provided in English and Russian.

Moderators

Each technical session will be chaired by a moderator who will introduce the speakers and facilitate subsequent discussions. To this end, moderators should receive short biographies of all speakers in their respective panel in beforehand. Moderators will also enforce time limits and ensure that speakers and participants focus their presentations and contributions to substantive issues. Moderators are furthermore expected to summarize the outcomes of the session they chaired and to recommend how the UN, the OSCE and other international/regional partners could best complement each other in assisting government agencies and civil society actors.

Speakers

Each session will have a limited number of speakers who should focus their presentations on concrete examples, good practices and lessons learned, thereby laying the foundation for subsequent discussions. They should make every effort to include suggestions for potential policy recommendations and suggest possible national, regional and/or international action for meeting the challenges discussed.

Each presentation should take a maximum of 10 minutes and speakers should be prepared to engage in subsequent debate. Presentations and remarks should be sent to the organizers prior to the conference. Speakers are expected to agree having their presentations circulated electronically among all conference participants. As mentioned above, the career and institutional background of each speaker will be introduced by the moderator, allowing the presentation to remain focussed on the topic at hand.

Interventions from the floor

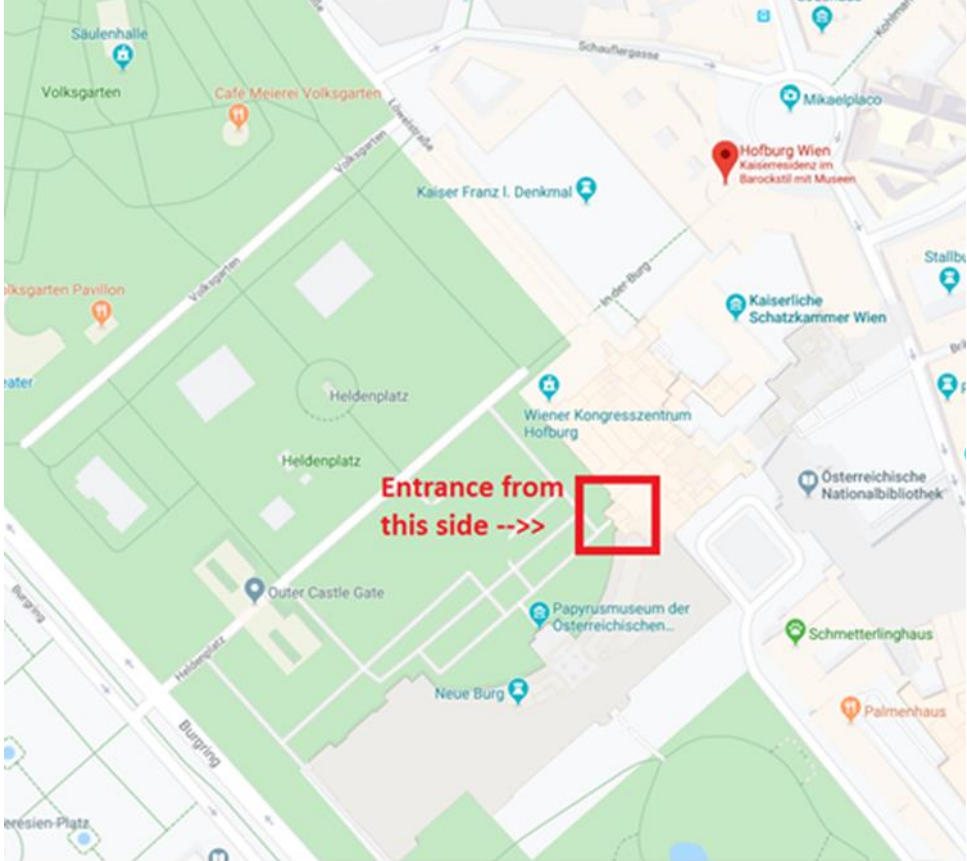
Participants are invited to contribute to discussions with interventions from the floor that should not exceed 2-3 minutes. Institutional background should therefore be avoided in the interest of concrete examples and lessons learned directly related to the subject of the respective session.

Delegations, non-governmental experts, and international and regional organizations are encouraged to pre-register their intention to contribute from the floor with the conference organizers. However, in the interest of an active exchange, moderators will also allow for spontaneous reactions from the floor and may therefore ask pre-registered interventions to be kept even shorter than indicated above.

Side events

There are rooms available for side-events in the morning of 12 February (9:00-12:00). Requests are processed upon receipt of the side-event registration form (available as part of the Invitation Package), and will be subject to the availability of rooms and approval of the co-organizers. Participating States and Partners for Co-operation are encouraged to consider partnering with civil society actors, international/regional organizations (including field operations) or other stakeholders in the development of such side events.

Logistical Modalities

| I. VENUE & REGISTRATION | |
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| <p>VENUE</p> | <ul style="list-style-type: none"> The Joint Regional High-level Conference will take place in the OSCE's conference premises at Hofburg in Vienna, address: Hofburg Congress Centre, Heldenplatz, 1010 Vienna (see map below):  <ul style="list-style-type: none"> On 11 February 2020, the conference will start in 'Neuer Saal' at 10:00, 2nd floor and on 12 February at 13:00, it will continue in 'Ratsaal', 5th floor. |
| <p>REGISTRATION & DEADLINES</p> | <ul style="list-style-type: none"> Participants are kindly requested to register at the following registration page: https://events.osce.org/joint-regional-high-level-conference/registration Should delegations wish to propose a speaker or organize a side event, please do so before 20 January 2020 through the attached registration form and/or via the contacts provided. We recommend submitting applications for Schengen visas as soon as possible (further information on visa issues below). |
| <p>ACCREDITATION</p> | <p>Badges for not permanently accredited delegation members may be obtained at the registration booth located in front of the main entrance (see map below). The registration booth will be open for conference participants at these times: 10 February from 08.00 – 17.00 11 February from 08.30 – 17.00 12 February from 08.30 – 15.00</p> |



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| RECEPTION | An official conference reception is taking place in the evening of 11 February 2020, 18:00-20:00. Further information about the venue to follow. |
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| II. | TECHNICAL DETAILS |
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| INTERPRETATION | <ul style="list-style-type: none"> At the conference, simultaneous interpretation into English and Russian will be provided. Regarding potential interpretation at side events, please contact the organizers. |
| TECHNICAL SUPPORT FOR SPEAKERS | Requests for technical support should be addressed well in advance to the contacts provided below. |
| WORKING AREA & WIFI | A delegates' area with a few PC working stations and WiFi access at the conference venue is provided. |
| TEA, COFFEE & LUNCHESES | The organizers will provide coffee/tea breaks and lunches at the conference venue on 11 and 12 February 2020. |

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| III. | TRAVEL & VISA |
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| ACCOMMODATION | Unless agreed with the organizers before the conference, participants are kindly requested to arrange accommodation at their own expenses. Vienna offers many possibilities, including in vicinity to the conference venue. Early booking is recommended. Find a list of hotels within walking distance from Hofburg below. |
| VISA | <ul style="list-style-type: none"> If required under the Austrian law, participants are asked to make their own arrangements for securing a visa for entry into Austria. Please be aware that it might take 14 days to get the requested Schengen visa. Therefore, applicants are strongly advised to apply for visa in time. Kindly note that it is NOT possible to have your visa issued at Vienna International Airport upon arrival. Participants must also be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay. Further details can be found on the Austrian MFA's website www.bmeia.gv.at. |

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| | <ul style="list-style-type: none"> If assistance from the OSCE to support your visa application is needed, please check the corresponding box on the registration website – a visa support letter will then be sent to you via email within 5 working days. |
| TRANSFER | To reach the centre of Vienna from the airport, please consult www.viennaairport.com . |
| TAXIS | For taxi service within Vienna, please call +43 1 31300 or +43 1 40100 |
| PUBLIC TRANSPORT | Public transportation information is available at: http://www.wienerlinien.at |
| TRAVEL EXPENSES | Participants eligible for travel sponsorship will be contacted separately. |
| GENERAL INFORMATION | <p>Currency: Euro Electric current: Standard voltage 220V Climate: Average February temperatures in Vienna are 1- 6 Degree Centigrade Time zone: GMT +1 Tourist office in Vienna: +43-1-24 555</p> |
| EMERGENCY NUMBERS IN VIENNA | <p>Medical help/Ambulance: 144 (a first aid room is located within Hofburg) Police: 133 Fire emergency: 122</p> |
| SECURITY CONTACTS | <p>Mr. Iztok STAROVASNIK OSCE Focal Point on Security Management Tel.: +43 1 51436 6719 Iztok.Starovasnik@osce.org</p> <p>Mr. Stiig-Matthias GABRIEL OSCE Security Official at Hofburg Mobile: +43 664 8847 4940 Stiig.Gabriel@osce.org</p> |

IV. MEDIA CONTACTS

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| | <p>Mr. Shiv VASHISHT Media and Outreach Officer OSCE Tel.: +43 1 51436 6787 Shiv.Vashisht@osce.org</p> | <p>Ms. Laurence GERARD Public Information Officer UNOCT Tel.: +1 (212) 963 0629 gerardl@un.org</p> |
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V. OSCE CONTACTS

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| | <p>Mr. Manuel EISING Senior Legal Adviser Tel.: +43 1 51436 6772 Manuel.Eising@osce.org</p> | <p>Ms. Sandra HOCHSTÖGER Conference Assistant Tel.: +43 1 51436 6475 SandraMaria.Hochstoeger@osce.org</p> |
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VI. UNOCT CONTACTS

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| | <p>Ms. Amaka AZIKIWE azikiwe@un.org</p> | <p>Ms. Samantha SAVARESE savareses@un.org</p> |
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VII. HOTELS

| HOTEL | HOTEL WEBSITE / EMAIL | APPROX. RATES (sgl/dbl) |
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| NH BELVEDERE | www.nh-hotels.com | € 89/€ 103 incl. breakfast |
| Hotel TIGRA | www.hotel-tigra.at | € 109/€ 149 incl. breakfast |
| Hotel AM KONZERTHAUS | h1276-re@accor.com Accor booking code: AS266911 | € 121/€ 140 incl. breakfast |
| STEIGENBERGER Hotel HERRENHOF | www.herrenhof-wien.steigenberger.at booking code: CINDFL reservation@herrenhof-wien.steigenberger.at | superior € 162/€ 187 deluxe € 182/€ 207 incl. breakfast |
| Hotel KAISERHOF Vienna | www.hotel-kaiserhof.at booking code: CORP2019 reservation@hotel-kaiserhof.at | € 139/€ 185 business € 159/€ 204 incl. breakfast |
| Hotel AM PARKRING Wien | www.schick-hotels.com parkring@schick-hotels.com | € 123-166/€180-231 incl. breakfast |
| Best Western Hotel ERZHERZOG RAINER | www.schick-hotels.com rainer@schick-hotels.com | € 94-124/€ 129-166 incl. breakfast |
| Hotel CAPRICORNO Wien | www.schick-hotels.com capricorno@schick-hotels.com | € 108-152/€ 159-208 incl. breakfast |
| Hotel CITY CENTRAL Wien | www.schick-hotels.com city.central@schick-hotels.com | € 89-121/€ 128-166 incl. breakfast |
| Hotel STEFANIE Wien | www.schick-hotels.com sabine.pollak@schick-hotels.com | € 106-144/€ 151-199 incl. breakfast |
| Hotel ASTORIA | www.austria-trend.at reservierung.astoria@austria-trend.at | € 140/€ 157 incl. breakfast |
| Hotel REGINA | www.kremsleherhotels.at regina@kremslehnerhotels.at | € 105/€160 incl. breakfast |
| Hotel ROYAL | www.kremsleherhotels.at royal@kremslehnerhotels.at | € 125-€ 160 incl. breakfast |
| Hotel GRABEN | www.kremsleherhotels.at graben@kremslehnerhotels.at | € 125-€ 160 incl. breakfast |
| Hotel JOHANN STRAUSS | www.kremsleherhotels.at js@kremslehnerhotels.at | € 107-€ 157 incl. breakfast |
| Hotel JOSEFSHOF am Rathausplatz | www.josefshof.com | € 112/€ 143 incl. breakfast |
| Hotel mercure VIENNA FIRST | www.accorhotels.com H9959@accor.com | Dynamic Rate minus 10 % |