



## Organization for Security and Co-operation in Europe

### The Secretariat

Office of the Co-ordinator of OSCE Economic and Environmental Activities	OSCE Centre in Ashgabat	United Nations Economic Commission for Europe
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## OSCE-UNECE Inter-regional Workshop on Developing Euro-Asian Transport Links

Turkmenbashi, 7-8 December 2010

### Logistical Modalities

<b>1. Conference Venue</b>	Hotel Nebitchi, Awaza, Turkmenbashi
<b>2. Participants' Information</b>	No conference fee is charged for participation. Sponsored participants will be paid DSAs by the OSCE Centre in Ashgabat in Turkmenbashi. Their travel expenses will also be borne by the Centre. Ticket costs for Turkmenistan airlines flights to Turkmenbashi and back for <b>all</b> participants will be borne and purchased by the Centre and distributed before the flights to Turkmenbashi. <b>Sponsored participants are kindly requested to inform the Centre until 15<sup>th</sup> November the latest about their itinerary, specifying the point of departure and dates, in order to ensure smooth booking and purchase of tickets.</b>
<b>3. Working Modus of the Sessions</b>	The workshop should stimulate a free-flowing discussion out of which recommendations to the OSCE, its participating States and UNECE should emerge. Written materials may be submitted in advance for circulation by the secretariat of the workshop. Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint, overhead projector, flip chart).
<b>3. Translation</b>	Simultaneous translation will be provided during the conference sessions in English and Russian.
<b>4. Document Registration and Distribution</b>	Participants are welcome to distribute documents related to their organization and/or theme of the conference. Speakers are kindly requested to send their presentations well in advance and to take an electronic copy of their presentation with them. An English

	<p>translation of the documents submitted in another language is highly appreciated. Presentations should be sent to Ms Lyale Nazarova, e-mail <a href="mailto:Lyale.Nazarova@osce.org">Lyale.Nazarova@osce.org</a></p> <p>There will be a limited number of paper copies available at the workshop. Following the meeting, documents and presentations will be posted at the <a href="http://www.osce.org">www.osce.org</a> and <a href="http://www.unece.org">www.unece.org</a> websites</p>
<b>5. Registration</b>	<p><b>Deadline 22 November 2010.</b></p> <p><b>Please return the attached workshop “REGISTRATION FORM” (ANNEX 1) to the OSCE Centre in Ashgabat to <a href="mailto:Nailya.Nechiporenko@osce.org">Nailya.Nechiporenko@osce.org</a></b></p>
<b>6. Accreditation at the Conference</b>	<p>Accreditation will start at 08:30 in the lobby before the conference hall at the hotel Nebitchi</p>
<b>7. Visa Requirements</b>	<p><b>Deadline 22 November 2010</b></p> <p><b>Nationals <u>of all</u> countries need visas to enter Turkmenistan.</b></p> <p><b>Exempt from visa</b> are holders of <b>Diplomatic and Service passports</b> from the following countries: Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Moldova, Russian Federation, Romania, Slovakia, Turkey (special passport), Ukraine.</p> <p>Holders of Diplomatic passports of Tajikistan and Uzbekistan are exempted of visa as well <u>but not</u> holders of Service Passports of these countries. They should obtain visas through the usual procedures.</p> <p>Visas for holders of Diplomatic passports from all other countries and holders of UN laissez-passer are free of charge.</p> <p>Participants who apply for a visa at the Ashgabat airport will have to pay a service charge of 15 USD plus 2 USD bank fee. The fee of 17 USD will be reimbursed to the sponsored participants by the OSCE Centre.</p> <p>The list of Embassies of Turkmenistan is enclosed (<b>ANNEX 3</b>)</p> <p><b><u>Visa Procedure:</u></b></p> <p>All participants who need to obtain a visa to travel to Turkmenistan must send their passport scans by email to <a href="mailto:Lyale.Nazarova@osce.org">Lyale.Nazarova@osce.org</a> by 22 November 2010 at the latest. The passport scan must be of readable quality, contain the information on name, surname, date of birth, place of birth, passport number, type of passport, place of issue and date of issue and expiration. Once the passport scan is received, the Centre will apply for the invitation letter at the State Migration Service of Turkmenistan. The invitation letter will be ready within 3-4 business days. The copy of the invitation letter will be sent to the participants. With</p>

	<p>this invitation letter they can either receive the visa in nearby Turkmen Embassy or in Ashgabat airport.</p> <p>To get visas in Turkmen Embassy, the participants should contact the Embassy for details.</p> <p>To get the visa in Ashgabat airport, the participants must have the printed copy of the invitation letter all the time while flying to Turkmenistan. In Ashgabat airport, the participants will show the invitation letter to the migration officer who will issue the visa upon payment of <b>USD 17 in cash</b>. The participants must enter the country with the <b>same passport</b> which they used for applying for the visa. The sponsored participants must keep and submit to the Centre the visa receipts for reimbursement.</p> <p><b><u>It is highly recommendable to apply for the visa as soon as possible and no later than 10 calendar days before the arrival date in Ashgabat.</u></b></p> <p><b>IMPORTANT NOTICE:</b>  Those participants who will have to <u>stay longer than three business days</u> in Turkmenistan will need to register with MFA of Turkmenistan.  Participants should <u>send by e-mail color document picture</u> in order to complete application for registration.  The OSCE Centre in Ashgabat will handle this application at the conference venue.  <i>Although this additional application process is not expected to last longer than one working day, we recommend bringing an additional copy of your passport, as a safeguard for potential ID controls.</i></p>
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<p><b>8. Hotel Booking</b></p>	<p>Rooms have been <u>pre-booked</u> for the conference participants at the Hotel Nebitchi, Awaza, Turkmenbashy. Room price is 70 USD (breakfast included).</p> <p><b>Cancellation policy and fee:</b>  The Centre should be informed 72 hours before arrival date about cancellation of booking.</p> <p><b>Payment modus:</b>  <b>in cash</b> – manats and USD.</p> <p>Participants who need to book a hotel in Ashgabat on the way to and back from Turkmenbashy, are kindly requested to address the contact persons in the OSCE Centre in Ashgabat, who will do the bookings.</p>
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<p><b>9. Lunches</b></p>	<p>Lunches and coffee breaks will be provided free of charge to the participants on both days of the conference.</p>
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<b>10. Social Events</b>	The reception for the workshop participants will be hosted by the OSCE Centre in Ashgabat on 7 <sup>th</sup> December, 19:00 at the Nebitchi Hotel restaurant
<b>11. Transport</b>	<p>Free bus services between the airport and the hotel will be provided upon arrival to Turkmenbashi and departure.</p> <p>Bus will be provided to the participants for the field trip to Turkmenbashi sea port.</p>
<b>12. General Information</b>	<p><b>15.1. Communication</b></p> <p>The local mobile phone network BCTI (Russian MTS subsidiary) is available in the city, but some international GSM systems do not work in Turkmenistan. Long distance calls are available from the hotel.</p> <p><b>15.2. Currency:</b> The national currency is Turkmen Manat (TMT) (1 USD is 2.85 TM (commercial rate); 1 EUR = 3.8 TMT as of October 2010). Money can be changed upon arrival in Ashgabat in exchange bureaus and banks. Participants are required to bring along currency in USD.</p> <p><b>15.3. Electric current:</b> the standard voltage throughout Turkmenistan is 220V.</p> <p><b>15.4. Insurance:</b> The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p><b>15.5. Time:</b> Ashgabat/Turkmenbashi time differs from Greenwich time by + 5 hours in winter and + 4 in summer.</p> <p><b>15.6. Weather:</b> The weather in Turkmenbashi in December is cold and windy. Actual weather conditions should be checked before departure.</p> <p><b>15.7. Dining out in Turkmenbashi:</b> The staff of the OSCE Centre will advise the participants where to dine out in Turkmenbashi</p> <p><b>15.8. Security</b></p> <p>Turkmenistan is a very safe place for travellers. It is advisable to hold a passport with visa at all time, as well as to take a copy of the passport on the travel.</p>
<b>13. Contacts</b>	<p><b>OSCE SECRETARIAT, VIENNA</b>  <b>Office of Co-ordinator of OSCE Economic and Environmental Activities</b>  Mr. Roel Janssens, Economic Adviser, Economic Governance Unit,  Tel: +43 1 514366221, Fax: +43 1 51436 6251</p>

e-mail: [Roel.Janssens@osce.org](mailto:Roel.Janssens@osce.org)

**The UNECE SECRETARIAT, Geneva**

Mr. Robert Nowak, Economic Affairs Officer, Transport Division

e-mail: [Robert.Nowak@unece.org](mailto:Robert.Nowak@unece.org)

Tel : +41 22 917 12 67

**OSCE CENTRE IN ASHGABAT**

Ms. Lyale Nazarova, Programme Assistant

Tel +99312 353092/353116/ 357613, Fax: + 99312 353041, e-mail:

[Lyale.Nazarova@osce.org](mailto:Lyale.Nazarova@osce.org);

**Travel**

Mr. Merdan Atayev, Administrative Assistant, Tel +99312  
353092/353116/ 357613, Fax: + 99312 353041, e-mail:

[Merdan.Atayev@osce.org](mailto:Merdan.Atayev@osce.org)

**Registration and logistic support:**

Ms Nailya Nechiporenko, Project Assistant, Tel +99312 353092  
/353116, Fax: + 99312 353041, e-mail

[Nailya.Nechiporenko@osce.org](mailto:Nailya.Nechiporenko@osce.org)



**Organization for Security and Co-operation in Europe**  
**The Secretariat**

**REGISTRATION FORM**  
*Deadline: 22 November 2010*

*Please send this registration form to MsNailya Nechiporenko,  
E-mail: Nailya.Nechiporenko@osce.org, Fax + 99312 35 30 41;  
Tel. + 99312 35 30 92/ 35 31 16 (Please fill in using capital letters)*

<b>1. Country/Delegation:</b>		
2. (Please indicate the category you register in <input checked="" type="checkbox"/> )		
<input type="checkbox"/> Delegation (*)	<input type="checkbox"/> International Organization	<input type="checkbox"/> Business <input type="checkbox"/> NGO
<input type="checkbox"/> Academic	<input type="checkbox"/> OSCE Field Presence	<input type="checkbox"/> OSCE Secretariat
3. Title(Amb, Mr, Ms, Dr)	4. First Name	5. Family Name
<b>6. Organization &amp; Department:</b>		
<b>7. Position:</b>		
<b>8. Mailing Address:</b>		
<b>9. Phone (with country code):</b>		
<b>Fax (with country code):</b>		
<b>Email:</b>		
10. Written Contribution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Title:</b>		
11.		
<b>Arrival date in Ashgabat:</b>	<b>Time:</b>	<b>Flight Number:</b>
<b>Departure date of Ashgabat:</b>	<b>Time:</b>	<b>Flight Number:</b>
12. Your hotel in Turkmenbashy is the Hotel Nebitchi :		
Hotel Nebitchi, Awaza, Turkmenbashy , Tel/Fax: +		

Notes to remember: Sponsored participants are kindly requested to inform the Centre until 15<sup>th</sup> November the latest about their itinerary, specifying the point of departure and dates, in order to ensure smooth booking and purchase of tickets.

**Botschaft von Turkmenistan in Wien / Visa Antrag**  
**Embassy of Turkmenistan in Vienna / Visa Application**

Bitte füllen Sie 2 Visaanträge aus (Schreibmaschine oder Druckschrift) und fügen Sie 2 Passfotos, die Einladung (Original für einen privaten, Kopie für touristischen oder geschäftlichen Aufenthalt) mit der Bestätigung des Außenministeriums von Turkmenistan, den Reisepass (noch mindestens 6 Monate gültig) bei.

*Passfoto*  
*Photo*

Please complete (type or print) two Visa Application forms and attach two pictures, an invitation (copy for business/tourism and original for private trips) confirmed by the Ministry of Foreign Affairs of Turkmenistan and submit your passport valid for no less than 6 month from the date of appliance for visa.

<b>1</b>	<b>Familiename:</b> <b>Surname:</b>		
<b>2</b>	<b>Vorname:</b> <b>First name:</b>	<b>Andere Namen:</b> <b>Other names:</b>	
<b>3</b>	<b>Nationalität:</b> <b>Nationality:</b>		
<b>4</b>	<b>Geschlecht:</b> <b>Sex:</b>	<input type="checkbox"/> männlich male	<input type="checkbox"/> weiblich female
<b>5</b>	<b>Geburtsdatum:</b> <b>Date of birth:</b>	<b>Geburtsort:</b> <b>Place of birth:</b>	
<b>6</b>	<b>Reisepassnummer:</b> <b>Passport number:</b>	<b>Datum der Ausstellung:</b> <b>Date of issue:</b>	
	<b>Ausstellungsbehörde:</b> <b>Issuing authority:</b>	<b>Gültigkeitsdauer:</b> <b>Date of expiry:</b>	
<b>7</b>	<b>Grund der Reise:</b> <b>Purpose of journey:</b>	<input type="checkbox"/> offiziell official	<input type="checkbox"/> geschäftlich business
	private	<input type="checkbox"/> touristisch tourism	<input type="checkbox"/> privat tourism
<b>8</b>	<b>Name der Institution/Firma/Privatperson, die Sie besuchen (Adresse und Telefonnummer):</b> <b>Name of Institution/Company/Private person to be visited in Turkmenistan (please indicate address and tel/fax numbers):</b> _____ _____ _____		
<b>9</b>	<b>Aufenthaltsort(e):</b> <b>Point(s) of destination:</b>	<b>Grenzübergang:</b> <b>Boarder cross point:</b>	
	_____ _____	_____ _____	
<b>10</b>	<b>Datum der Einreise:</b> <b>Date of entry:</b>	<b>Datum der Ausreise:</b> <b>Date of departure:</b>	
<b>11</b>	<b>Beruf, Position, Name Ihrer Institution/Firma, Telefon/Faxnummer:</b> <b>Your occupation, position, name of institution/company, its address, tel/fax numbers:</b> _____ _____		
<b>12</b>	<b>Sie suchen an um (bitte ankreuzen):</b>		





## Embassies and Consulates of Turkmenistan

1	Embassy in Kazakhstan	Astana, 473000, ul. Otyrar 64	<b>Phone:</b> +7 (3272) 509604 <b>Fax:</b> +7 (3272) 509604
2	Embassy in Tajikistan	Dushanbe, prospect Rudaki 105/1	<b>Phone:</b> +992 (372) 210461/4/6 <b>Fax:</b> +992 (372) 216884
3	Embassy in Great Britain and Ireland	14- 17 Wells street, 2-nd floor, London W1 3FP	<b>Phone:</b> +44 (20) 72551071 <b>Fax:</b> +44 (20) 73239184
4	Embassy in Austria	Argentinierstr. 22/2, 1040 Vienna	Tel. +43-1-5036470 Fax: +43-1-5036473
5	Embassy in the Ukraine	Kiev, ul. Pushkina, d. 6, UKR-252034	<b>Phone:</b> +380 (44) 293449, 2286870, 2293363 <b>Fax:</b> +380 (44) 2293034
6	Embassy in Belarus	22000, Minsk, ul. Kirova 17	<b>Phone:</b> +375 (17) 2293427 <b>Fax:</b> +375 (17) 2223367
7	Embassy in Germany	Botschaft von Turkmenistan, Langobardenallee 14, 14052 Berlin	<b>Phone:</b> +49 (30) 30102451/2 <b>Fax:</b> +49 (30) 30102453 Mail: <a href="mailto:botschaft-turkmenistan@t-online.de">botschaft-turkmenistan@t-online.de</a> , <a href="mailto:info@botschaft-turkmenistan.de">info@botschaft-turkmenistan.de</a>
8	Embassy in France	13 B rue Picot, Paris 75116	<b>Phone:</b> +33 (1) 47550536 <b>Fax:</b> +33 (1) 47550568
9	Embassy in Belgium	Avenue Franklin, Roosevelt 2106, 1050 Bruxelles	<b>Phone:</b> +32 (2) 6481874 or 6481929 <b>Fax:</b> +32 (2) 6481906 <b>Email:</b> <a href="mailto:turkmenistan@skynet.be">turkmenistan@skynet.be</a>
10	Embassy in Uzbekistan	Tashkent, ul. Makhmouda Taraby 16/ ----- 1 Bol. Mirabadskaya 10 700090	<b>Phone:</b> +998 (71) 1205278, 9 <b>Fax:</b> +998 (71) 1205281
11	Embassy in Turkey	Koza Sokak 28, Gankya, Ankara	<b>Phone:</b> +90 (312) 4416122/3/4, 4397445, 4417126, <b>Fax:</b> +90 (312) 4417125 Mail:
12	Consulate in Istanbul	Gazi Evrenos Denadesi, Bakharistan sokan 13, Yeshilnoj	Tel.+ 90 212 66 202 22
13	Embassy in the United States of America	2207 Massachusetts Ave., NW, Washington D.C., 20008 USA	<b>Phone:</b> 202-588-1500 <b>Fax:</b> (202) 588 0697 <b>Web Site:</b> <a href="http://www.turkmenistanembassy.org/">www.turkmenistanembassy.org/</a> <b>Email:</b> <a href="mailto:turkmen@mindspring.com">turkmen@mindspring.com</a>
14	Embassy in Afghanistan	City of Herat	
15	Consulate	City of Mazar-e-Sharif	
16	Embassy in Syria	Damask, Miset, Ruki ed-Din st.4097, 2/F Damascus	<b>Phone:</b> +9 (6311) 2241834 <b>Fax:</b> +9 (6311) 3320905
17	Embassy in Russia	Filippovskij per.22 RUS-121019, Moscow	<b>Phone:</b> +7 (095) 2916591, 2916636, 2911544, 2916593, 2911356 <b>Fax:</b> +7 (095) 2910935, 2910166
18	Embassy in Pakistan	Nazim-ud-Din Road 22-a, F-7/1 Islamabad	<b>Phone:</b> +92 (51) 2278699, 2214913, 2210297, 2280898, 2210207 <b>Fax:</b> +925 (1) 278799
19	Embassy in Iran	No. 39 Parsdaran Avenue Golestan 5 Street before: 34, Dr. Shariati Avenue/8 Maleka Street Tehran	<b>Phone:</b> +98 (21) 2542178, 2548686 <b>Fax:</b> +98 (21) 2540432
20	Embassy in India	C-17 Malcha Marg Chanakyapuri 110021 New Dehli	<b>Phone:</b> +91 (11) 6118054 <b>Fax:</b> +91 (11) 6118332
21	Embassy in China	San Li Tun Diplomatic Office Building 1-15-2 100600Beijing	<b>Phone:</b> +86 (10) 65326976 <b>Fax:</b> (+86-10) 65322269