



## **TECHNICAL INFORMATION FOR THE MEETINGS**

### **A) INFORMATION REGARDING THE MEETINGS:**

#### **Interpretation / Working language**

The working language of the meeting is English.

#### **Statements of Delegations**

This time the Working Tables' agendas will be structured into moderated panel discussions on specific themes.

After the opening part of each panel discussion the floor will be opened to the delegations, at which point topical interventions from delegations are invited. We kindly ask formal statements to be distributed on the table while actual interventions should be made in a targeted fashion to allow for a vivid discussion on the specific themes.

The final panel discussion on "The Road Ahead – Reinforcing the Regional Co-operation Agenda" on 4 December at 18:30 will provide an opportunity for a more strategic discussion on the way ahead.

Statements and Reports of delegations can be made available for participants. Please contact the SP secretariat on the spot (main Contact: Valerie Bode) for copying options.

### **B) LOGISTICAL INFORMATION:**

#### **Date and Venue**

The meeting of the Stability Pact's Three Working Tables will take place on 3-4 December 2007 in Tirana. The Meetings will be held in the **Tirana International Hotel** (<http://www.hoteltirana.com.al>) on the **first floor**.

#### **Registration**

- All participants are kindly asked to check at the closest diplomatic-consular mission of Albania whether they need an entrance visa!
- Registration forms for the meetings have been provided by email. Please return the attached registration form for *each member* of your delegation (indicating Head of Delegation) to the conference organisers, the Ministry of Foreign Affairs of Albania with a copy to the Stability Pact Office in Brussels. **Delegations are limited to a maximum of three persons (including Head of Delegation).**
- Registration for the conference will begin on **Monday 3 December at 12:00** in the **Tirana International hotel entrance hall**. Badges and conference materials will be distributed at that time.

### **Accommodation & reservation**

- The organisers have provided accommodation in two hotels with different price categories:  
Hotel Tirana International \*\*\*(<http://www.hoteltirana.com.al>)  
Hotel Sheraton Tirana \*\*\*\* (<http://www.starwoodhotels.com/sheraton>)  
Both hotels are within walking distance however about 20-25 Minutes along a major road of Tirana. Taking a taxi is hence recommended.
- The reservation form with the room rates has been sent by email. Please return this **form** directly to the Hotels as indicated: please note the deadline for reservations – after this date, reservation will depend upon room-availability! Please also note the check-in and check-out times!

All travel and accommodation costs, as well as other payments originating from the use of the rooms, have to be **covered by the participants themselves**, directly with hotels, before checking-out. **No down payment is required.**

### **Transport**

Airport transport will be provided. There will be **buses to and from the airport** according to arrival times. Participants are therefore kindly requested to be patient and accept **some waiting time until bus departure**, as the shuttle will try to pick up several guests at once. For guests at the Tirana International Hotel transportation from and to Tirana Airport is coordinated with the Ministry of Foreign Affairs of Albania. For reservations with the Sheraton hotel it is recommended to double-check with the hotel directly to make sure transport will be provided.

### **Secretariat**

During the conferences there will be a Secretariat for delegations equipped with PCs and printers. Photocopiers and faxes will also be available. Please contact the Stability Pact Secretariat for that purpose.

