

OECD WORKING PARTY ON SMEs & ENTREPRENEURSHIP (WPSME)

The OECD Bologna Process on SME & Entrepreneurship Policies

OECD-APEC GLOBAL CONFERENCE

on

“Removing Barriers to SME Access to International Markets”

to be held in Athens, Greece, 6-8 November 2006

INFORMATION NOTE

I. CONFERENCE LOCATION

ASTIR PALACE
Apollonos 40
Vouliagmeni, Athens

Tel: 00 30 210 890 20 00
Fax: 00 30 210 896 31 94

II. CONTACT INFORMATION:

Greek Logistics contacts :

Mrs. Evangelia SOLOMOU
General Secretariat of Industry
Tel: 00 30 210 696 90 05
Fax: 00 30 210 696 93 01
Email: solomou_e@ypan.gr

Mr. Timotheos REKKAS
General Secretariat of Industry
Tel: 00 30 210 696 59 26
Fax: 00 30 210 696 59 30
Email: rekkas_t@ypan.gr

OECD Secretariat Logistics contact:

Ms. Brynn Deprey
SME & Entrepreneurship Division
Centre for Entrepreneurship, SMEs & Local Development
Email: brynn.deprey@oecd.org with copy to SME.Division@oecd.org
Tel: +33 1 45 24 88 45 and Fax: +33 1 44 30 63 16

II. REGISTRATION of DELEGATES:

There are multiple ways to register for the OECD-APEC Global Conference on “Removing Barriers to SME Access to International Markets”:

- i) **To: Mrs. Evangelia SOLOMOU**
General Secretariat of Industry
Tel: 00 30 210 696 90 05
Fax: 00 30 210 696 93 01
Email: solomou_e@ypan.gr

- ii) **Online:** www.oecdathens.gr code: 1734

Please fill in the registration form in one of these ways and return it by **October 25 2006**. Confirmation of registration will be sent to the e-mail address indicated on the registration form.

If you wish to register by email or fax, please fill out the registration form found in Annex 1.

III. ACCOMODATION:

With Negotiated Rates for OECD Conference Participants

HOTEL	PROMOTIONAL RATES (euros)		CONTACT
	Single	Double	
Arion Astir Palace	160,00	190,00	Mr. Pavlos ZORBAS ASTIR PALACE General Manager 40 Apollonos Street 166 71 Vouliagmeni Athens - Greece Tel: 00 30 210 890 17 02 or 0030 210 890 20 00 Fax: 00 30 210 896 31 94 Email: sales@astir.gr www.astir-palace.com/en/arion
Nafsika Astir Palace	150,00	180,00	Mr. Pavlos ZORBAS ASTIR PALACE General Manager 40 Apollonos Street 166 71 Vouliagmeni Athens - Greece Tel: 00 30 210 890 17 02 or 0030 210 890 20 00 Fax: 00 30 210 896 31 94 Email: sales@astir.gr www.astir-palace.com/en/nafsika

Aphrodite Astir Palace	100,00	130,00	Mr. Pavlos ZORBAS ASTIR PALACE General Manager 40 Apollonos Street 166 71 Vouliagmeni Athens - Greece Tel: 00 30 210 890 17 02 or 0030 210 890 20 00 Fax: 00 30 210 896 31 94 Email: sales@astir.gr www.astir-palace.com/en/aphrodite
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Please note the three aforementioned hotels have been proposed for accommodation as they are located in the same, controlled, area as the Conference venue.

IV. TRAVEL INFORMATION:

a) Visa/Entry requirements

- Delegates must possess a valid passport to enter Greece. Schengen rules apply; please see www.mediavisa.net/schengen-visa-mandatory.html for more details.
- Delegates registering for the Conference should indicate on the registration form the passport details of the passport with which they will be travelling to Greece in order to accelerate visa procedures (when necessary) in their home country.
- For nationals of countries for which a visa is required, all Greek missions abroad should be instructed to issue visas *without delay* upon presentation of confirmation of Conference registration.

b) Arrivals & Departures:

- Participants should fill out the Registration Form, including their arrival and departure information, and return it to the Conference Organisers in advance.
- Within the time frame of the Working Party meeting and Conference, a courtesy shuttle service will be available to transport participants from the Athens Airport to the selected hotels (from list provided by Greece), and upon their departure, back to the Airport.
- A Welcome Desk staffed by the host country will be set up at the airport to greet delegates, facilitate transport to hotels/Conference Centre, and provide general information to delegates.

ANNEX 1: REGISTRATION FORM

The OECD Bologna Process on SME & Entrepreneurship Policies

OECD-APEC GLOBAL CONFERENCE

ON

“REMOVING BARRIERS to SME ACCESS to INTERNATIONAL MARKETS”

to be held in Athens, Greece, 6-8 November 2006

REGISTRATION FORM

Please complete and return this registration form by **25th October 2006**
by **email: solomou_e@ypan.gr or fax: +00302106969103**

And copy to
OECD Secretariat (SME.Division@oecd.org), Fax +331 4430 6316

Last Name		First Name	
Organisation			
Position			
Street Address			
City	State	Country	Postal Code
Telephone number		Fax number	
E-mail Address			

Confirmation of Registration will be sent to the email provided. Participants are encouraged to bring this confirmation with them to Greece to facilitate arrival procedures.

IMPORTANT NOTE:

Participants accompanied by bodyguards should note that NO weapons will be allowed into the Conference Centre.

TRAVEL INFORMATION

To facilitate conference planning, we kindly ask you to indicate

ARRIVAL AND DEPARTURE INFORMATION:

Date of Arrival:	Time:	Flight:
Date of Departure:	Time:	Flight:

HOTEL INFORMATION:

We kindly ask you to indicate the hotel you are booked in:

Arion Astir Palace	<input type="checkbox"/>	Nafsika Astir Palace	<input type="checkbox"/>
Aphrodite Astir Palace	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

PERSONAL DOCUMENTS:

Passport

Nationality:	
Passport number:	
Date and place of issue:	
Expiry date:	

IMPORTANT NOTE: *Visa procedures will be accelerated for Conference participants; however visas must be acquired before entry in Greece. Please see Information Note for Participants to see which nationals will need visas.*

Special Needs:

Please indicate if you have any special dietary, medical or access requirements.