DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

COMMITTEE ON INTERNATIONAL INVESTMENT AND MULTINATIONAL ENTERPRISES

CONFERENCE ON THE OECD GUIDELINES FOR MULTINATIONAL ENTERPRISES - INFORMATION TO PARTICIPANTS AND OBSERVERS

Budapest, 16-18 November 1998

Complete document available on OLIS in its original format
CONFERENCE ON THE OECD GUIDELINES
FOR MULTINATIONAL ENTERPRISES
(Budapest, 16-18 November 1998)

Information to participants and observers

I. Administrative arrangements

1. There are no visa requirements for any OECD country. As concerns non-OECD countries, a visa is required for participants from Brazil and Hong Kong, China, unless the participants of these two countries carry a diplomatic passport.

2. The Hungarian Government will be host to the Conference. The meeting will be held at the

Danubius Thermal Hotel

Margitsziget

1138, Budapest

where registration will start at 2:00 p.m. on Monday, 16 November 1998. Participants and observers are requested to present themselves at the meeting room with a passport or other identification containing a photograph. Badges will be issued entitling admission to the workshop.

II. Hotel reservation

3. Participants are entitled to a special rate at the Danubius Thermal Hotel of DM190 per day, including breakfast, taxes, parking and other hotel facilities. Telephone (36) 1 329 2300; fax: (36) 1 329 3923; e-mail margotel@hungary.net; Website http://www.danubiusgroup.com. Please use the reference “OECD Conference” when making your reservations. Participants are requested to make their own travel and hotel arrangements and all travelling costs will be borne by the participants.

III. Documentation

4. The provisional agenda [DAFFE/IME(98)10] is available on OLIS. Other documentation will be distributed among participants before the Conference or will be made available at the meeting. Participants are invited to provide background papers on the subject of the Conference and/or typescripts of their major interventions, including copies of their papers and interventions on computer diskettes.

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IV. Procedural arrangements

Timetable

5. The Conference will start on Monday, 16 November 1998, at 3:00 p.m., with opening addresses on behalf of the host country and the OECD. Participants and observers are requested to arrive early to facilitate registration. The Conference will continue on Tuesday 17 November and will conclude on Wednesday 18 November in the morning.

Proceedings

6. A lead speaker will open each session, making a presentation on the general theme of the session and will be followed by designated discussants. A general discussion will follow where all participants will have the opportunity to take the floor. The basic method for conducting the debate will be for the Chair to recognise requests to speak. Participants are requested to be brief in their interventions.

7. Lead speakers, discussants, as well as any participant who wish to have the text of their oral statements or other documents distributed, should arrange for this text to be passed on to the Secretariat as early as possible for reproduction and distribution. Members of the Secretariat will stay at the same hotel, where they can be reached before the meeting.

8. For any arrangements, please contact: Mrs. Catherine Yannaca-Small, Administrator, Organisation for Economic Co-operation and Development, 2 rue André Pascal, 75016 Paris. Tel.: (33 1) 4524 79 47; fax: (33 1) 4524 7852, e-mail: catherine.yannaca-small@oecd.org

V. Social events

9. Any social events will be announced at the beginning of the meeting.