Open-ended Intergovernmental Expert Group Meeting on  
Strengthening Access to Legal Aid in Criminal Justice Systems  
Vienna, Austria, 16 – 18 November 2011

INFORMATION NOTE FOR PARTICIPANTS

Place, date and time

The Open-ended Intergovernmental Expert Group Meeting will be held at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, in Board Room B, M-building, from 16 – 18 November 2011, beginning at 10:00 a.m.

Registration

Note Verbal CU 2011/140 inviting Governments to designate one or more experts to participate in the above-mentioned intergovernmental expert group meeting was sent to all Member States on 23 August 2011. It would be appreciated if the Governments would communicate the name(s) of the expert(s) with full contact details, including e-mail address, telephone and facsimile numbers, as soon as possible but not later than 30 September 2011, to Kurian Aninilkumparambil, e-mail: kurian.aninilkumparambil@unodc.org, tel. (0043-1) 26060 5017, fax (0043-1) 26060 75017.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area and obtaining their grounds passes for the meeting. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

Transportation

Participants are responsible for making their own arrangements for transportation between the airport and the Vienna International Centre.

There is a bus service between the Vienna International Centre (near “Kaisermühlen/Vienna International Centre” on metro line U1) and Vienna International Airport. The fare is 6 Euros for a one-way ticket and 11 Euros for a return ticket. Travel time is approximately 30 minutes. Buses leave the airport for the Vienna International Centre every hour from 7.10 a.m. to 8.10 p.m. and leave the Vienna International Centre for the airport every hour from 6.10 a.m. to 7.10 p.m.

A bus service operates between Vienna International Airport and Morzinplatz (near “Schwedenplatz” on metro lines U1 and U4). The one-way fare is 6 Euros. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 6.20 to 12.20 a.m. and leave Morzinplatz for the airport
every 30 minutes from 5.15 a.m. to 0.15 a.m.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (“Wien Mitte/Landstrasse” on metro lines U3 and U4) and Vienna International Airport. The fare is 9 Euros for a one-way ticket and 16 Euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for “Wien Mitte/Landstrasse” every 30 minutes from 6.05 a.m. to 11.35 p.m. and leave “Wien Mitte/Landstrasse” for the airport every 30 minutes from 5.38 a.m. to 11.08 p.m.

**Access to the Vienna International Centre**

Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza and enter building M. Participants arriving by metro (U1 line) should get off at the Kaisermühlen/Vienna International Centre stop, follow the signs marked “Vienna International Centre,” register at Gate 1, walk across Memorial Plaza and enter building M. Holders of red parking stickers (issued, for example, for cars of representatives of permanent missions) should use Gate 2, which is open from 7.30 a.m. to 7 p.m. Gate 4 is open 24 hours a day.

**Accommodation**

Each participant is responsible for making his or her own hotel arrangements and, if necessary, for contacting his or her Permanent Mission in Vienna for assistance.

Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk, located next to the information counter in the arrival area. The Vienna tourist service desk is open from 6 a.m. to 11 p.m. daily.

**Visas**

Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. A note verbale confirming participation to be used in the visa application process may be requested through the Secretariat at least three weeks prior to the intended date of arrival in Austria. For this note verbale, the Secretariat would need to be provided with first name, last name, nationality, date of birth and passport details. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria (Belgium, France, Germany, Italy, Netherlands, Portugal or Spain) in the country concerned.

**Wireless network connection and Internet Cafes**

Wireless connectivity is available at the following locations in building M: in the two Internet corners on the ground floor and inside the meeting room.

**Post, telephone, telegrams and telefax**

Postal services are available at the post office on the 1st floor of building C. Facsimiles can be sent from the post office. Long-distance telephone calls can only be made from the post office.
**First aid**

Medical attention is available from the clinic operated by the Joint Medical Services, located on the 7th floor of building F (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 to 4.30 p.m. on Mondays, Tuesdays, Wednesdays and Fridays, and from 8.30 a.m. to noon and from 2 to 3 p.m. on Thursdays. For emergency assistance at other times, please contact staff in the Security Duty Room (room F0E21, extension 3903).

**Banks**

Banking services are available at the Bank Austria, located on the 1st floor of building C, which is open from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays, and from 9 a.m. to 5.30 p.m. on Thursdays.

**Catering services**

A cafeteria, a restaurant and a bar are located on the ground floor of building F. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended, extension 4877). The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.45 p.m. The coffee area in the cafeteria is open from 8 to 3.30 p.m. The coffee lounge located on the ground floor of building M is open from 9 a.m. to 4:30 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (room F-184C, extension 4875).

**Travel Services**

American Express (room C0E01) and Carlson Wagonlit Travel (room F0E13) are available to participants requiring assistance with travel, car rental, sightseeing and excursions. The offices are open from 8.30 a.m. to 5 p.m., Monday to Friday.