

Open-ended Intergovernmental Expert Group Meeting on Protection against Trafficking in Cultural Property

24 to 26 November 2009

VIENNA, AUSTRIA

INFORMATION NOTE FOR PARTICIPANTS

Meeting room arrangements:

The meeting will be held in Conference Room III, located on the seventh floor building "C" in the Vienna International Centre (VIC).

Notification of experts by Governments, registration and security arrangements at the VIC:

Governments have been requested to submit full names of their experts (including titles, e-mail addresses and other contact details) to the United Nations Office on Drugs and Crime (UNODC) **as soon as possible, but not later than 30 September 2009**, in order to facilitate pre-registration.

UNODC has limited funds to pay for the participation of 4 experts per each of the five regional groups. The Chairmen of the regional groups have each been requested to facilitate the nomination of four experts from their region and notify the Secretariat (UNODC) **as soon as possible, but not later than 30 September 2009**, providing the Secretariat with full names (including titles, e-mail addresses and other contact details) of the nominated experts. This information would enable the Secretariat to book tickets and arrange for the Daily Subsistence Allowance (DSA) of the experts representing the regional groups.

The address of the Secretariat is as follows:

Division for Treaty Affairs
United Nations Office on Drugs and Crime,
P.O. Box 500, A-1400 Vienna, Austria,
Fax.: +43-1 26060 5866;
Tel.: +43-1 26060 5457 or 4354
Email: legal@unodc.org

Providing the individual e-mail addresses for pre-registration will ensure that all representatives receive an automatic e-mail response confirming their registration. The automatic e-mail response will contain a link where each delegate may upload a photograph. It is important to note that only if both requirements are met (provision of an e-mail address and uploading of a photograph) can a grounds pass be pre-printed and made available to be picked up at Gate 1 of the Vienna International Centre. Delegates who do not complete the pre-registration procedure will need to have their photographs taken and grounds passes issued upon their arrival at the Vienna International Centre.

Security regulations at the VIC require all participants to be registered in order to enter the VIC premises. Registration will take place in the Pass Office at Gate 1 from, Tues 24 November 2009, from 8:00 a.m. to 4:00 p.m. Upon registration, participants will be issued VIC conference passes bearing their name and country or organization. The necessary photographs for the conference passes will be taken in the Pass Office at Gate I. For security reasons the display of conference/grounds passes is mandatory for admission to the VIC and must be worn visibly at all times.

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. 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.

Reservation for hotel rooms:

The Secretariat regrets that it is not able to assist participants to make hotel reservations. It is suggested that participants reserve hotel rooms through travel agencies or online through the INTERNET. Suggested INTERNET hotel booking sites include: <http://www.otel.com/hotels/vienna.htm>, <http://www.hotels-direct-vienna.com>, <http://www.bookings.at/city/at/vienna.html>. Participants who arrive in Vienna without a hotel reservation can arrange hotel accommodation at Vienna International Airport at the travel desk located next to the information desk in the arrivals area. The travel desk is open from 8.30 a.m. to 9 p.m. daily.

Documentation:

Documentation will be electronically available in English, French and Spanish, the three languages of the expert group meeting, on the UNODC website and can be accessed through the following address:

<http://www.unodc.org/unodc/en/treaties/intergovernmental-meeting-on-trafficking-in-cultural-property.html>

As part of the secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, pre-session documents will be available at the meeting venue in limited number. Each delegation will receive a single, complete set of the documents in the language of its choice. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.**

Photocopying services:

The Secretariat is not in a position to provide photocopying services. Photocopies can be made at a coin-operated photocopying machine located on the 7th floor of the C Building, opposite to Conference Room III, at a cost of 8 cents (Euro) per page.

Wireless network connection and Internet Cafes

Wireless connectivity is available at the following locations in building C: on the ground floor and 1st floor; at the coffee area and inside the meeting rooms on the 2nd floor; in the press area on the 3rd floor; at the coffee area and inside the meeting rooms on the 4th floor; and at the coffee area and inside meeting rooms on the 7th floor.

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 10 a.m. and from 11.30 a.m. to 3.30 p.m. The coffee areas on the 4th and 7th floors of building C are 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).

Medical services:

Medical attention is available from the clinic operated by the Joint Medical Services located at the VIC, Building F, seventh floor (extension 22224 and, for emergencies 22222). The clinic is open from 8:30 a.m. to 12:00 a.m. and from 2:00 to 4:30 p.m., except on Thursdays when it is open from 8:30 to 12:00 a.m. and from 2:00 to 3:00 p.m. For emergency assistance at other times, please contact the Central Security Office, F0E21, ext. 3903.

Banks:

Bank Austria-Creditanstalt has branches providing full banking services on the first floor of Building C and at the entrance level of Building D of the Vienna International Centre. The office hours are Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m. and Thursday from 9:00 a.m. to 5:30 p.m.

Postal services:

A post office on the first floor of Building C (ext. 4986) provides all regular postal services, including cable, fax and telephone services, Monday through Friday from 8:00 a.m. to 6:00 p.m. Cash transactions are available from 8:00 a.m. to 5:00 p.m.

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.

Access to the VIC:

Participants coming by taxi are advised to leave the vehicle in the side lane (Nebenfahrbahn) of the Wagramer Strasse, register at Gate 1, walk over the plaza and enter the building via entrance "C". Participants coming by the "U-Bahn" on Line 1 should get off at the "Kaisermühlen-Vienna International Centre", leave the station by the exit closest to the front of the train, enter VIC grounds at Gate 1, and proceed to the plaza and entrance "C".

Parking facilities

Participants arriving by motor vehicle can obtain a parking permit at the Pass Office, Garage Administration, upon presentation of their grounds passes and motor vehicle documents (*Zulassungsschein*). Parking permits, which are valid for the duration of the session, will allow participants to access the parking facilities. Parking facilities for delegates will be available in garage P1, on levels -1 and -2. Delegates are requested to ensure that their drivers obey the traffic

and parking rules throughout the Vienna International Centre.

Airport Bus and City Airport Train:

An airport bus service operates from Vienna International Airport to Morzinplatz (metro U1/U4 Schwedenplatz) at a cost of Euro 6 including luggage. Journey time is approximately 20 minutes. Buses from the Airport run every 30 minutes from 06:20 to 00:20 and from Morzinplatz every 30 minutes from 05:00 to 23:30. There is also a daily bus service between the Vienna International Centre (Gate 1/U1) and the Vienna International Airport at a cost of Euro 6 for a one-way ticket and Euro 11 for a roundtrip-ticket. Buses from the Airport run at 07:30, 09:00, 10:30, 12:00, 13:30, 15:00, 16:30, 18:00 and 19:30 and from the Vienna International Centre at 06:35, 08:05, 09:35, 11:05, 12:35, 14:05, 15:35, 17:05 and 18:35. Journey time is approximately 30 minutes.

The City Airport Train takes passengers in 16 minutes non-stop from the City Air Terminal (Wien Mitte) to the Vienna International Airport. Daily service is provided from the Airport every 30 minutes from 06:05 to 23:35 and from Wien Mitte every 30 minutes from 05:38 to 23:08. The price for a single ticket is Euro 9 and for a return ticket Euro 16.