



*Ad Hoc Committee to
Elaborate a Comprehensive International Convention on Countering the Use of
Information and Communications Technologies for Criminal Purposes*

Information for participants

26 May 2022

I. Introduction

1. The present document contains information on the arrangements for the second session of the Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communications Technologies for Criminal Purposes. The information may be subject to change as the coronavirus disease (COVID-19) pandemic and its impact on the second session of the Ad Hoc Committee evolves.

II. Opening date and venue

2. The second session of the Ad Hoc Committee will be held from 30 May to 10 June 2022. In the light of the COVID-19 situation, the session will be held in a hybrid format, combining in-person participation at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna, and online participation.

III. Agenda and meeting times

3. The annotated provisional agenda and proposed organization of work ([A/AC.291/8](#)) is available on the [webpage of the second session](#).

4. The meetings of the second session will be held from 10:00 a.m. to 12:00 p.m. and from 3:00 p.m. to 5:00 p.m. CEST.

IV. Participation

4. Considering the current situation with regard to the COVID-19 pandemic, the second session will be held in a hybrid format involving two types of participation: in-person participation at the Plenary Hall and Conference Room M3 (overflow room), M-Building, Vienna International Centre and online participation from various locations worldwide.

In-person participation and COVID-19 preventive measures

5. The Vienna International Centre adheres to the regulations and recommendations of the host country and host city relating to COVID-19. Participants are encouraged to regularly check for updates on the website of the second session, in the section on [COVID-19-related information](#).

6. Detailed information on in-person participation and registration will be made available on the website of the second session, in the section pertaining to organizational arrangements and registration.

Online participation

7. Participants will also be able to participate online as speakers by means of a link that technically enables participants to request and take the floor. Detailed information on online participation and registration is made available on the website of the second session, in the section pertaining to general information and registration.

8. A public webcast will enable participants to follow the proceedings of the Ad Hoc Committee in the six official languages.

V. Registration

Registration

9. All participants must register through the registration system (<https://indico.un.org/login>). The dates of the registration period are from 22 April until Friday, 27 May 2022 6 p.m., New York time, as also announced on the website of the second session.

10. Detailed information on registration, has been posted on the website of the second session, in the section pertaining to registration.

In-person participation

11. As part of the security arrangements, participants attending in person will be required to present their passports or another official photograph-bearing identity document, in order to receive their grounds passes on site. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will go through a security check at the entrance to the Centre. Participants attending in person are kindly requested to familiarize themselves with and follow the COVID-19 guidelines for meeting participants at the Vienna International Centre, available on the website of the second session, in the section on [COVID-19-related information](#).

12. Grounds passes will be issued to registered participants at the Pass Office at Gate 1 of the Vienna International Centre from 8 a.m. till 4 p.m. each day.

13. Grounds passes for confirmed delegates, who uploaded their photo latest by 12 noon on 26 May will be pre-printed and can be collected from the Registration Counter from 1 p.m. till 3 p.m. on 27 May and from 8.30 a.m. till 12 noon on 30 May.

14. Staff from permanent missions collecting grounds passes for their delegates must present an official letter at the Registration Counter for that purpose. The letter must be signed by the head of mission.

VI. Statements

15. Member States are strongly encouraged to send their statements, in soft copy, well in advance to unov.conference@un.org and cybercrimeahc@un.org indicating the name of the meeting, agenda item, and of the speaker in the subject line of the email and at the heading of the statement), and at the latest two hours before delivery, in order to facilitate a smooth interpretation of their statements into the six UN languages.

16. Statements can be posted on the website of the second session upon request.

VII. Side events

17. The organization of side events and the participation therein is the responsibility of the organizers. The Secretariat will support by publishing the information on the events on the website of the Ad Hoc Committee, as provided by the organizers with the information of the focal point for any queries.

VIII. Security

18. During the second session, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre, while the United Nations Security and Safety Service will be responsible for security inside the Centre.

19. Specific requests regarding security arrangements and related matters should be addressed to:

Planning Team, United Nations Security and Safety Service (copy to: Security Coordinator)
Room F0E01
United Nations Office at Vienna
P.O. Box 500
A-1400 Vienna, Austria
Email: vicsecurityplanning@un.org; vicsecuritychiefoffice@un.org

20. For security reasons, conference participants are requested not to leave luggage, briefcases or laptops unattended.

IX. Documentation

21. The official languages of the session are the six official languages of the United Nations, that is, Arabic, Chinese, English, French, Russian and Spanish.

22. Documents for the second session will be issued on the [webpage of the second session](#).

23. In-person participants who wish to use printed versions of the documents are kindly requested to bring their own copies. The secretariat is making efforts to reduce expenditure and limit environmental impacts through the digitization of conference materials and documents.

X. General information

Accommodation

24. Participants are responsible for making their own accommodation arrangements, including, if necessary, by seeking assistance from their permanent missions in Vienna.

Conference rooms

25. Each seat in the conference rooms in the M-Building for which simultaneous interpretation is available will be equipped with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged as necessary. Depending on the COVID-19 situation, participants may be encouraged to bring their own headphones.

Transportation

26. In-person participants are responsible for making their own arrangements for transport to and from the airport and the Vienna International Centre.

27. Vienna Airport Lines (VAL) buses offer connections between Vienna International Airport and Vienna, at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. Line VAL 3 operates between Vienna International Airport and the Vienna International Centre (next to Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 30 minutes. Information on VAL services, routes and timetables is available on the following website: www.viennaairportlines.at/en.

City of Vienna online travel guide

28. The online travel guide of the city of Vienna provides useful information for travellers visiting Vienna. The guide is available at www.wien.info/en; specific information relating to COVID-19 is available at www.wien.info/en/travel-info/coronavirus-information.

Visas and requirements for entry into Austria

29. 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 before their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications may be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The secretariat may, upon request from the Government concerned, provide a note verbale containing information on the applicants' participation in the session of the Committee, which may be of use in the visa application process. In order to provide the note verbale, the secretariat requires an official confirmation from the Government represented by the applicants of their participation, as well as a copy of their passports. A note verbale or official letter containing such confirmation should be received by the secretariat at least four weeks before the start of the meeting.

30. Participants must comply with the COVID-19-related entry and quarantine requirements of the Government of Austria, which are available on the following website: www.sozialministerium.at/en/Coronavirus/Information-in-English.html#entering-austria.

XI. Access to and facilities at the Vienna International Centre¹

Access to the Vienna International Centre for in-person participants

31. Registered in-person participants arriving at the Vienna International Centre by taxi are advised to alight in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, from where they can proceed to Gate 1. Participants arriving by metro (U1 line) are informed that, owing to construction work on the U1 line, the stop "Kaisermühlen/VIC" will be closed in the direction of Leopoldau from 25 April to 7 August 2022. Passengers can travel one stop further, to "Alte Donau", then take the train back one stop to "Kaisermühlen/VIC" and follow the signs marked "Vienna International Centre". After obtaining a grounds pass at Gate 1, participants should cross Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building.

32. There are no parking facilities for conference participants, except for permanent mission delegates in possession of a valid parking permit.

Accessibility and special assistance

33. 30. Participants with accessibility or other specific needs, including accompaniment by a personal assistant or guide dog are invited to address questions to the secretariat (cybercrimeahc@un.org).

Banks

34. Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cash dispensers at the entrance to the D-Building and on the first floor of the C-Building. Office hours are currently 9 a.m. to 4 p.m., Monday to Friday, but may be subject to change.

Catering services

¹ The information in the present section is subject to change owing to health regulations of the host Government.

35. A cafeteria is located on the ground floor of the F-Building and a coffee bar on the ground floor of the M-Building. Two coffee additional coffee bars in the C-Building (C04 and C07) are currently in operation.

COVID-19 guidelines for in-person participants, and first aid

36. COVID-19 guidelines for in-person participants will be made available on the website of the second session of the Committee, in the section on COVID-19-related information. In-person participants are encouraged to regularly visit the website for updated information.

37. Medical help is available from the Medical Service, located on the seventh floor of the F-Building of the Vienna International Centre (extension 22223 and, for emergencies, extension 22222). The Service is open from 8.30 a.m. to 5.30 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (extension 3903).

38. A pharmacy is located on the seventh floor of the F-Building (room F0709, extension 21599) and is currently open from 10 a.m. to 5 p.m., Monday to Friday. Opening hours may be subject to change.

Photocopying services

39. The secretariat is not in a position to provide printing or photocopying services to delegations.

Postal services

40. A post office, located on the first floor of the C-Building (room C0101, extension 4986), provides all regular postal services, from 8 a.m. to 6 p.m., Monday to Friday.

Wireless network connection

41. Wireless connectivity is available everywhere in the M-Building.
