



# General Assembly

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English only

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## European Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice

Vienna, 23–25 April 2019

### Information note for participants

#### 1. Date and venue

1. The European Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice will be held at the Vienna International Centre, located at Wagramer Strasse 5, 1220 Vienna, Austria. The meeting will start on Tuesday, 23 April 2019, at 10 a.m. in Conference Room C-3, on the seventh floor of C-Building. The daily schedule for all subsequent meetings will be 10 a.m.–1 p.m. and 3–6 p.m.

#### 2. Official language

2. The Meeting will be conducted in English only.

#### 3. Registration

3. The personal details of delegates (name, title or function, workplace, telephone number and individual email address) should be sent by note verbale (Governments) or letter with an official letterhead (organizations) to the Secretariat as soon as possible, and not later than Friday, 12 April 2019. The address of the Secretariat is:

Secretariat to the Governing Bodies  
United Nations Office on Drugs and Crime  
PO Box 500, A-1400 Vienna, Austria  
Email: [unodc-congress.prep.mtg@un.org](mailto:unodc-congress.prep.mtg@un.org)

4. Providing individual email addresses will ensure that representatives receive an automatic email response confirming their registration. The automatic email response will also contain a link to the web page where each delegate may upload a photograph (in JPEG file format), to save time at registration. Otherwise, delegates will need to have their photographs taken upon arrival at Gate 1 of the Vienna International Centre.

5. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with a valid passport or another official, photograph-bearing identity document. 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.

6. Grounds passes will be issued in the Pass Office at Gate 1 of the Vienna International Centre on Tuesday, 23 April 2019, from 8 a.m. to 4.00 p.m. Delegates



are encouraged to register as early as possible. Monday, 22 April 2019 is an official United Nations holiday and the Pass Office will be closed on that day.

#### **4. Documentation**

7. Meeting documents may be downloaded from the relevant page of the United Nations Office on Drugs and Crime (UNODC) website ([www.unodc.org/congress/en/regional-preparation.html](http://www.unodc.org/congress/en/regional-preparation.html)). As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitalization of conference materials and publications, only a limited number of copies of the pre-session documents will be available at the conference venue. Participants are therefore requested to bring their own copies of the documents, preferably in electronic form, to the meeting.

#### **5. Servicing of the Meeting**

8. UNODC is the Secretariat unit responsible for the substantive servicing of the Meeting.

#### **6. Accommodation**

9. Each participant is responsible for making accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

10. Participants who arrive at the 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 daily from 7 a.m. to 10 p.m.

#### **7. Transportation**

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

12. Vienna Airport Lines buses offer connections between Vienna International Airport and various points around the city at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage:

(a) Line 2 operates between Vienna International Airport and Schwedenplatz/Morzinplatz (U1/U4 metro station at Schwedenplatz). Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 2.45 a.m., and every 30 minutes between 4.45 and 1.15 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m., and every 30 minutes between 4 a.m. and 11.30 p.m.;

(b) Line 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. Buses leave the airport for the Vienna International Centre every hour between 6 a.m. and 9 p.m. and leave the Vienna International Centre for the airport every hour between 5.10 a.m. and 8.10 p.m.

13. The City Airport Train transports passengers between the terminal in Vienna (Wien Mitte/Landstrasse station on the U3 and U4 metro lines) and Vienna International Airport. The fare is 11 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes between 6.09 a.m. and 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes between 5.37 a.m. and 11.07 p.m.

14. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "C" and follow the signs to the C-Building. Participants arriving by metro (U1 line) should get off at the "Kaisermühlen/Vienna International Centre" station, follow the signs marked

“Vienna International Centre”, register at Gate 1, walk across Memorial Plaza and proceed to entrance “C”.

## **8. Immigration requirements**

15. 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 in the country concerned. Participants are expected to make their own visa arrangements.

16. The Secretariat may, upon request by the Government concerned, provide a note verbale containing information on the applicant’s participation in the Meeting, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat requires the complete name, as stated in the passport of the applicant, his or her date of birth, nationality, passport details, date of entry into Austria, date of departure from Austria, place (embassy) of visa issuance and an official confirmation from the Government represented by the applicant of his or her participation, as well as a photocopy of the applicant’s passport. A note verbale or official letter requesting the note verbale for the purposes of visa assistance should be received by the Secretariat at least three weeks prior to the start of the Meeting. All visa assistance requests must be submitted through the Visa Office of the United Nations Office at Vienna to the Ministry of Foreign Affairs of Austria at the latest two weeks before the date of arrival in Austria, in line with the rules of protocol established between the United Nations Office at Vienna/UNODC and the Government of Austria. Requests received by the Secretariat after 2 April 2019 will not be forwarded to the Ministry of Foreign Affairs.

## **9. Facilities**

17. The facilities described below are available to participants at the Vienna International Centre.

18. A post office on the first floor of C-Building provides all regular postal services and is open from 8 a.m. to 6 p.m., Monday to Friday.

19. Bank Austria has a branch providing full banking services on the first floor of C-Building, as well as cashpoints (ATMs) at the entrance of D-Building and on the first floor of C-Building. The office hours are 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.

20. The Medical Service is located on the seventh floor of F-Building (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 to 3 p.m. For emergency assistance at other times, please contact the Security Operations Centre in room F0E18 (ext. 99).

21. The pharmacy is located on the seventh floor of F-building (room F0709) and is open from 10 a.m. to 5 p.m., Monday to Friday.

22. A cafeteria, restaurant and cocktail lounge are located on the ground floor of F-Building. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended and can be made by calling extension 4877). The cafeteria is open from 7.30 to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3.30 p.m.

23. The coffee area on the seventh floor of C-Building is open from 8.30 a.m. to 4.30 p.m. The cocktail lounge is located next to the restaurant, on the ground floor of F-Building, and is open from 11.30 a.m. to 8 p.m. Private luncheons and receptions can be arranged by contacting the catering operations office (43 1 26060 4875; email: cateringvic@eurest.at).

24. The American Express office on the ground floor of C-Building is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open from 8.30 a.m. to 5 p.m., Monday to Friday.
  25. There are no parking facilities for conference participants, except for permanent mission delegates in possession of a valid parking permit.
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