OPEN-ENDED INTERGOVERNMENTAL EXPERT GROUP MEETING ON THE DEVELOPMENT OF MODEL STRATEGIES ON REDUCING REOFFENDING
Hybrid, Vienna 25–28 March 2024 (reconvened meeting)

INFORMATION NOTE FOR PARTICIPANTS

**Place, date and time**

The meeting is scheduled to be held at the Vienna International Centre (Wagramer Strasse 5, 1220 Vienna) in Boardroom D, C-building, in a hybrid format, combining in-person and online participation.

Delegations may choose to participate in the formal meetings in person, through an online platform with simultaneous interpretation, or by both means. Registered participants will receive a link to the online conference platform in due course. Information and updates will be shared on the website of UNODC per the following link: 

**Registration:**

**Online participation**

Registered participants who have indicated they will attend virtually will receive a link to the online conference platform in due course.

**In-person participation**

Grounds passes will be issued to registered participants at the Pass Office at Gate 1 of the VIC from 8 a.m. till 4 p.m. each day. 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. Information on requirements for the issuance of their ground passes will be provided the first week of March by email.

Staff of Permanent Missions to the United Nations in Vienna will be able to access the building and the meeting rooms with their valid VIC grounds passes.

**Security**

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.

**Interpretation**

The United Nations Secretariat will use an online interpretation platform to facilitate interpretation into all six official United Nations languages.

For the purpose of ensuring acceptable audio quality for the interpreters, all online participants are required to use a USB headset with a built-in microphone or a USB unidirectional table microphone. More information on the platform and participation in a meeting with remote simultaneous interpretation will be uploaded to the website of the meeting.

**Documentation**

Meeting documentation will be available in electronic format in all the official United Nations languages on the website of the meeting. As part of the secretariat’s efforts to reduce expenditure and support endeavors to limit environmental impact through the digitization of conference materials and publications, pre-session documents will be issued electronically. In-session documentation (i.e. the parts of the report for adoption) will be made available in hard copy for delegates who participate in person and will also be made available in electronic format through the Official Document System.

**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.

**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 information desk, located in the arrivals area. The desk is open from 9 a.m. to 5:30 p.m. daily.

**Transportation**

Participants are responsible for making their own arrangements for transportation and travel.

Vienna’s public transport company, Wiener Linien, operates a large public transport network, consisting of several underground lines, fast trains (S-Bahn), trams and buses. Various kinds of tickets can be purchased at vendor machines.
City of Vienna online travel guide

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

From Vienna International Airport to the City Centre

• CAT – City Airport Train: 16 min ride to Wien-Mitte (city centre); any number of connections from there.
https://www.cityairporttrain.com/en/home

• Train Services: In addition to CAT, less expensive fast trains (Schnellbahn S7) and regional trains (Regionalzug) into town also operate several times per hour.

• Bus: Vienna Airport Lines are running three lines to various parts of the city. One of them (VAL 3) heading for terminal ‘Donauzentrumb’ stops at ‘Kaisermühlen VIC’, right opposite Gate 1 of the VIC. https://www.viennaairportlines.at/en/informationen/unser-streckennetz

Airport taxis:
• Regular metered taxis into town await you in front of arrival terminal.

• Airport taxis at special/lower rates need to be pre-booked (online, phone). For full list see: https://www.wien.info/en/travel-info/arrival-departure/airport-to-center/taxi-360908

Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by taxi are advised to get out in the side lane (Nebenfahrbahn) of Wagramer Strasse, register at Gate 1, proceed across Memorial Plaza, then on to C-Building. Participants arriving by metro (U1 line) should exit at the “Kaisermühlen/Vienna International Centre” stop, follow the signs marked “Vienna International Centre”, register at Gate 1, proceed across Memorial Plaza and enter C-building. There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

Wireless network connection and internet cafés

Wireless connectivity is available everywhere in C-building. Delegates’ working areas (“cyber corners”), with desktop computers equipped with standard software and internet access, are located on the ground floor of M-building.

Post

Postal services are available at the post office on the 1st floor of C-building.

First aid

Medical attention is available from the clinic operated by the Joint Medical Services, located on the 7th floor of F-building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to 5.30 p.m. Monday to Friday. For emergency assistance at other times, please contact staff in the Security and Safety Duty Room (room FOE21, extension 3903).

Banks

A banking service is available at the branch of Bank Austria located on the 1st floor of C-building. Opening hours are 8 a.m. to 4 p.m. Monday to Friday.

Catering services

A cafeteria is located on the ground floor of F-building. Lunch is served from 11:30 a.m. - 2:30 p.m. Monday to Friday. The coffee area in the cafeteria is open from 7:30 a.m. to 3 p.m. Monday to Friday. The Coffee Corner located on the 7th floor of C-building (C07) is open from 8:30 a.m. to 4 p.m. Monday to Friday.

Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (tel.: +43 1 26060 4875; email: cateringvic@eurest.at). Please book your event at least five working days in advance.

Travel services

Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room C0E01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.