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Expert group on cybercrime

Vienna, 25-28 February 2013

Information for participants

I. Date and venue

1. The expert group on cybercrime will hold its meeting in Board Room B, located on the first floor, M building, in the Vienna International Centre, from 25 to 28 February 2013. Participants must register at Gate 1 of the Vienna International Centre (Wagramerstrasse 5, 1220 Vienna).

II. Provisional agenda and proposed organization of work

2. The provisional agenda is contained in document UNODC/CCPCJ/EG.4/2013/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) (www.unodc.org/unodc/en/organized-crime/expert-group-to-conduct-study-cybercrime-feb-2013.html).

III. Registration

3. The details (name, title/function, workplace and individual e-mail address) of delegates should be sent to the secretariat by Friday, 4 January 2013 at the latest. The address of the secretariat is as follows:

Conference Support Section
Organized Crime and Illicit Trafficking Branch
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria

Telephone: (+43-1) 26060 4460
Fax: (+43-1) 26060 76951
E-mail: cybercrime@unodc.org

4. Providing the individual e-mail addresses will ensure that all representatives receive an automatic e-mail response confirming their registration and any additional information that the secretariat might need to send. The automatic e-mail response will also contain a link where each delegate may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration.
5. Delegates who do not complete the pre-registration procedure will need to have photographs taken upon arrival at Gate 1 of the Vienna International Centre. All delegates are requested to confirm their attendance.
6. 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 session. 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.
7. Registration will take place on Monday, 25 February 2013, from 8 a.m. to 4 p.m. Given the large number of participants expected, delegates are encouraged to register as early as possible.

IV. Languages and documentation

8. The official languages of the meeting are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meeting will be made available in all six official languages.
9. Each seat in the conference rooms of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.
10. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda. Those documents will be made available directly to registered participants in due course.
11. As part of the secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the session venue. Each delegation will receive a single, complete set of the documents. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.
12. At the documents distribution counter, each delegation will be assigned an individual pigeonhole in which documents issued during the meeting will be placed.
13. Each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the meeting. It will not be possible to request additional copies.

V. Visas, accommodation and transportation

Visas

14. 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 and Spain) in the country concerned. The secretariat may, upon request, provide a note verbale containing information on the applicant's participation in the meeting of the expert group on cybercrime, which may be of use in the visa application process. In order to provide the note verbale, the secretariat would need to know the first and last names of the applicant, as well as his or her date of birth, nationality, passport details and an official confirmation from the Government or organization represented by the applicant of his or her participation. A note verbale should be requested at least three weeks prior to the start of the meeting.

Accommodation

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

16. 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.

Transportation

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

18. An airport bus service operates between Vienna International Airport to Morzinplatz (near "Schwedenplatz" stop on metro lines U1 and U4). The one-way fare is 8 euros. The travel time is about 25 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 4.50 to 0.20 a.m. and from Morzinplatz every 30 minutes from 4 a.m. to 11.30 p.m.

19. There is also a bus service between the Vienna International Centre (near "Kaisermühlen/Vienna International Centre" on metro line U1) and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The travel time is about 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.

20. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna ("Wien Mitte/Landstrasse" on metro lines U3 and U4) to Vienna International Airport. The fare is 11 euros for a one-way ticket and 17 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.

VI. Facilities at the Vienna International Centre

21. The following facilities will be available to participants at the Vienna International Centre.

Wireless network connection

22. Wireless connectivity is available everywhere in the M building. There are two Internet corners on the ground floor of the M building.

Post office, telephones and faxes

23. Postal services are available at the post office on the first floor of the C building. Faxes can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.

First aid

24. Medical attention is available from the clinic operated by the Joint Medical Services, located on the 7th floor of the F building (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. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. For emergency assistance at other times, please contact staff in the Security Duty Room (room F0E21, extension 3903).

Banks

25. Banking services are available at the two branches of Bank Austria Creditanstalt, located on the 1st floor of the C building and on the ground floor of the D building. Both branches are 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

26. A cafeteria, a restaurant and a bar are located on the ground floor of the F building. 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 8.30 a.m. to 3.30 p.m. The coffee areas in the M building 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 F184C, extension 4875).

Travel services

27. American Express (room number COE01) and Carlson Wagonlit Travel (room number 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. from Monday to Friday.

Access to the Vienna International Centre

28. 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, proceed to entrance “A” and follow the signs to 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 “A”.
