

**CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION
AGAINST TRANSNATIONAL ORGANIZED CRIME**

**CONSTRUCTIVE DIALOGUE FOLLOWING THE CONCLUSION OF THE
THIRTEENTH SESSION OF THE WORKING GROUP ON TRAFFICKING IN
PERSONS**

VIENNA, AUSTRIA – 4 OCTOBER 2023

INFORMATION NOTE FOR PARTICIPANTS

In Person Participants

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” stop¹, 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.

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.

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. 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.

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.

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.

¹ Please note that the station is currently under construction in one direction. In case you are coming from the city center, you will need to take the subway until the next stop (“Alte Donau”), change onto the opposite platform and take the train back to “Kaisermühlen/Vienna International Centre”.

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.
