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United Nations Office on Drugs and Crime

CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME
WORKING GROUP ON FIREARMS

VIENNA, AUSTRIA, 2 AND 3 MAY 2018

INFORMATION NOTE FOR PARTICIPANTS

Place, date and time

The meeting will be held at the Vienna International Centre (Wagramer Strasse 5, 1220 Vienna) **in Boardroom D, 4th Floor, Building C, beginning at 10:00 a.m on 2 May, and ending at 6:00 p.m. on 3 May 2018.**

Registration

The details (name, title/function, workplace and individual e-mail address) of delegates should be sent to the following address of the secretariat as soon as possible:

Secretariat of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria
Facsimile: (+43)1 26060 73957
E-mail: untoc.cop@unodc.org

To complete their pre-registration, participants should ensure that the information on the composition of their delegations includes the individual e-mail address of each member of the delegation. Providing the individual e-mail addresses will ensure that all representatives receive an automatic e-mail response confirming their registration and any additional information the secretariat may wish 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.

Delegates who do not complete the pre-registration procedure will need to have their photographs taken and grounds passes issued upon their arrival at Gate 1 of the Vienna International Centre.

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.

Documentation

Meeting documentation will be electronically available in all the official United Nations languages at the internet page of the United Nations Office on Drugs and Crime, and can be accessed through the following address:

http://www.unodc.org/unodc/en/treaties/CTOC/working-group-on-firearms-2018.html

As part of the secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, pre-session documents will be available at the conference venue in limited number. Each delegation will receive a single, complete set of the documents in the language of its choice. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.**

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 the Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk, located in the arrivals area. The Vienna tourist information desk is open from 7 a.m. to 10 p.m. daily.

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Transportation

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

An airport bus service operates between Vienna International Airport and Morzinplatz (near to the Schwedenplatz metro station, which serves the U1 and U4 lines). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. Travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes between 4.50 a.m. and 12.20 a.m. and from Morzinplatz every 30 minutes between 4.00 a.m. and 11.30 p.m.

There is also a bus service between the Vienna International Centre 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 between 7.10 a.m. and 8.10 p.m. and leave the Vienna International Centre for the airport every hour between 6.10 a.m. and 7.10 p.m.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (located at the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) to Vienna International Airport. The fare is 12 euros for a one-way ticket (11 euros if purchased online) and 21 euros for a return ticket (19 euros if purchased online), 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 5.36 a.m. and 11.06 p.m.

Access to the Vienna International Centre

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 and proceed 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, walk 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, telephone and facsimiles

Postal services are available at the post office on the 1st floor of C-building. Facsimiles can be sent from the post office.

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 noon and from 2 p.m. to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 p.m. to 3 p.m. 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 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and 9 a.m. to 5.30 p.m. on Thursdays.

Catering services

A cafeteria is located on the ground floor of F-building. The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.30 p.m. The coffee area in the cafeteria is open from 8 a.m. to 3.30 p.m. The Coffee Corners/Delegates Lounges located on the ground floor of M-building (M0E47) and the 7th floor of C-building (C0702) 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 (tel.: +43-1-26060-4875; e-mail: catering@unido.org).

Travel services

Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room COE01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.