



UNITED NATIONS  
*Office on Drugs and Crime*

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

VIENNA, AUSTRIA, 28 JUNE TO 9 JULY 2004

**INFORMATION NOTE FOR PARTICIPANTS**

**Place, date and time:**

The Conference will be held at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, in the Boardroom (C04), from 28 June to 9 July 2004, beginning at 10:00 a.m.

**Secretariat contact details:**

Secretary of the Conference of the Parties  
Crime Conventions Section  
United Nations Office on Drugs and Crime  
Fax: (0043-1) 26060 5841 or 26060 6711  
Tel: (0043-1) 26060 4534 or 26060 4281

**Credentials of representatives:**

The credentials of representatives of each State Party or observers and the names of the persons constituting that State's delegation shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in exceptional cases, by a person authorized by either of them, or, in the case of a regional economic integration organization, by the competent authority of that organization.

The credentials should be submitted to the secretariat if possible not later than twenty-four hours in advance of the opening of the session.

**Registration:**

Participants may register for the Conference at the Registration Desk located in Gate 1 where all conference passes will be issued an hour before the opening of the session.

**Transportation:**

Participants are expected to arrange their own transportation to and from the Airport and the Conference Centre.

**Visas:**

Participants who require a visa for entry in Austria can secure their visas at the nearest Austrian diplomatic or consular office, or any diplomatic or consular authority of any State participating in the Schengen Agreement and acting on behalf of Austria. (Belgium, Germany, France, Italy, Luxembourg, Netherlands, Portugal, Spain and Greece)

**Hotel:**

Participants are requested to make their own hotel arrangements or contact their Permanent Missions in Vienna for assistance.

**Documentation:**

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 could be accessed through the following address:

[http://www.unodc.org/unodc/en/crime\\_toc\\_parties.html](http://www.unodc.org/unodc/en/crime_toc_parties.html)

**Post, telephone, telegrams and telefax**

A post office on the first floor of building C of the VIC provides all regular postal services. Facsimiles and long distance calls can only be transmitted and made from the Post Office or from coin-operated booths.

**First aid**

Medical attention is available from the clinic operated by the Joint Medical Service, F building, 7th floor (extension 22223 or 22225).

**Banks**

Bank services are provided by the Bank Austria Creditanstalt-Bankverein (first floor of building C of the VIC or at the entrance level of building D). Both branches are open Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m. and on Thursday from 9:00 a.m. to 5:30 p.m.

**Catering services**

Catering services (F building, entrance level):

*Cafeteria:* Serves breakfast and lunch from 8.00 to 10:00 a.m. and 11:30 a.m. to 2:30 p.m.

*Restaurant:* 11:30 a.m. to 3:00 p.m.

*Coffee corner (C07 & CO4):* 9:00 a.m. to 4:00 p.m.

*Bar:* 4:30 to 8:00 p.m.