



**CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION AGAINST  
TRANSNATIONAL ORGANIZED CRIME  
WORKING GROUP ON TRAFFICKING IN PERSONS  
Fourth Meeting**

VIENNA, AUSTRIA, 10 to 12 October 2011

**INFORMATION NOTE FOR PARTICIPANTS**

**Place, date and time:**

The Meeting will be held at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, **in Boardroom B, M-Building, from 10 to 12 October 2011, beginning at 10:00 a.m.**

**Registration:**

The names of delegates should be sent to the secretariat of the Conference as soon as possible. The address of the secretariat is the following:

Secretariat of the Conference of the Parties  
Conference Support Section  
Organized Crime and Illicit Trafficking Branch  
United Nations Office on Drugs and Crime  
Fax: (0043-1) 26060 73957  
E-mail: [untoc.cop@unodc.org](mailto:untoc.cop@unodc.org)

A Government when pre-registering should ensure that the information on the composition of its delegation includes the individual e-mail addresses 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. The automatic e-mail response will also contain a link where each delegate may upload a photograph. It is important to note that only if both requirements are met (provision of an e-mail address and uploading of a photograph) can a grounds pass be pre-printed and made available to be picked up at Gate 1 of the Vienna International Centre. Delegates who do not complete the pre-registration procedure will need to have their photographs taken and grounds passes issued upon their arrival at the Vienna International Centre.

All other participants must register at Gate 1.

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.

**Transportation:**

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

A bus service operates between Vienna International Airport and Morzinplatz (near "Schwedenplatz" on metro lines U1 and U4). The one-way fare is 6 euros. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 6.20 to 12.20 a.m. and leave Morzinplatz for the airport every 30 minutes from 5 a.m. to 11.30 p.m.

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 6 euros for a one-way ticket and 11 euros for a return ticket. The travel time is approximately 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.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna ("Wien Mitte/Landstrasse" on metro lines U3 and U4) and Vienna International Airport. The fare is 10 euros for a one-way ticket and 18 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.

**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 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.

### 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.

### 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 can be accessed through the following address:

<http://www.unodc.org/unodc/en/treaties/CTOC/working-groups.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.**

### Wireless network connection and Internet Cafes

Wireless connectivity is available at the following locations in building C: on the ground floor and 1st floor.

In building M: There is WiFi coverage in the entire M Building, including inside the meeting rooms and at the Delegates Lounge/coffee area.

### Post, telephone, telegrams and telefax

Postal services are available at the post office on the 1st floor of building C. Facsimiles can be sent from the post office. Long-distance telephone calls can only be made from coin-operated telephones.

### First aid

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

### Banks

Banking services are available at Bank Austria Creditanstalt, located on the 1st floor of building C which is 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

A cafeteria, a restaurant and a bar are located on the ground floor of building F. 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 2.30 p.m. The coffee area in the cafeteria is open from 8 a.m. to 3.30 p.m. The Coffee Bar/Delegates Lounge/Coffee Corner located on the ground floor of building M (M0E47) is 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 F-184C, extension 4875).

### Travel Services

American Express (room C0E01) and Carlson Wagonlit Travel (room 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., Monday to Friday.

### 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 enter building C. 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 C. Holders of red parking stickers (issued, for example, for cars of representatives of permanent missions) should use Gate 2, which is open from 7.30 a.m. to 7 p.m. Gate 4 is open 24 hours a day.