



UNITED NATIONS
Office on Drugs and Crime

**FIRST SESSION OF THE OPEN-ENDED INTERGOVERNMENTAL WORKING GROUP ON THE REVIEW
OF THE IMPLEMENTATION OF THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED
CRIME AND THE PROTOCOLS THERETO**

VIENNA, AUSTRIA, 17 – 19 May 2011

INFORMATION NOTE FOR PARTICIPANTS

Place, date and time

The first session of the Open-ended Intergovernmental Working Group on the Review of the Implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto will be held at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, in Board Room B, 1st floor, M-building, from 17 – 19 May 2011, beginning at 10:00 a.m.

Registration

Information on the composition of the Government's delegation, including name(s), title(s), e-mail address(es) and contact details should be provided to the Secretariat of the Conference **by 3 May 2011 at the latest**. 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 74344
Email: 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 contain a link where each delegate may upload a photograph in order to shorten the time to issue badges upon arrival at the Vienna International Centre. Delegates who do not provide an e-mail address will need to have their photographs taken upon their arrival at the Vienna International Centre. Providing the individual e-mail address will also allow the Secretariat, if necessary, to send important information and updates regarding the meeting.

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.

There is 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. 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.

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 5.15 a.m. to 0.15 a.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 9 euros for a one-way ticket and 16 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.

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.

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. A note verbale confirming participation to be used in the visa application process may be requested through the Secretariat at least three weeks prior to the intended date of arrival in Austria. For this note verbale, the Secretariat would need to be provided with first name, last name, nationality, date of birth and passport details.** 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 website of the United Nations Office on Drugs and Crime, and could be accessed through the following addresses:

<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 M: in the two Internet corners on the ground floor and inside the meeting room, Board Room B, on the 1st floor.

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 the post office.

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 the 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 2.45 p.m. The coffee area in the cafeteria is open from 8 to 3.30 p.m. The coffee lounge located on the ground floor of building M 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.