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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 TRAFFICKING IN PERSONS

VIENNA, AUSTRIA, 6-8 November 2013

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, from 6 to 8 November 2013, beginning at 10:00 a.m.**

Registration

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

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

During pre-registration, Governments, 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. All delegates are requested to confirm their attendance.

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-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.**

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.

[Please be advised that verbal notes supporting requests for Schengen visa to Austria can only be issued when the United Nations is covering the costs (air ticket and hotel) of the traveller. For organizations or persons where no coverage is involved by the UN, no verbal note can be issued.]

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 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.



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Transportation

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

A bus service operates between the Vienna International Airport and Morzinplatz (near “Schwedenplatz” on metro lines U1 and U4). The one-way fare is 8 euros. Travel time is about 25 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 4.50 a.m. to 0.20 a.m. and leave Morzinplatz for the airport every 30 minutes from 4.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 the Vienna International Airport. The fare is 8 euros for a one-way ticket and 12 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.

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 11 euros for a one-way ticket and 17 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, proceed to 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.

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 Building C. There are two internet corners on the ground floor of Building M.

Post, telephone and facsimiles

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 located on the 1st floor of Building C. Opening hours are 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 Bars/Delegates Lounges/Coffee Corners located on the ground floor of Building M (M0E47) and the 7th floor of Building C (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 (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.