



Conference of the Parties to the United Nations Convention against Transnational Organized Crime

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Fourth session*

Vienna, 8-17 October 2008

Information for participants

I. Date and venue

1. The fourth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held at the United Nations Office at Vienna, Vienna International Centre, Wagramerstrasse 5, Vienna, from 8 to 17 October 2008.

II. Opening meeting and seating arrangements

2. The opening meeting will be held at the Vienna International Centre on Wednesday, 8 October 2008, beginning at 10 a.m. Delegates are requested to be in their seats by 9.45 a.m.

3. Participants are reminded that mobile telephones should be either switched off or switched to "silent" mode during all proceedings.

III. Provisional agenda and proposed organization of work

4. The annotated provisional agenda and proposed organization of work of the session are contained in document CTOC/COP/2008/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) (<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session4.html>).

5. In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, Government representation at the highest possible political level is strongly encouraged. Governments are also encouraged to include in their delegations representatives of State bodies in charge

* For reasons of economy, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their copies to the session.



of international cooperation in criminal matters and other Government representatives with expertise in the issues covered in the agenda.

6. During the session, a series of special events and panel discussions will be organized with the involvement of civil society. Relevant information will be available on the UNODC website (<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session4.html>).

IV. Participation and costs

7. According to the rules of procedure for the Conference of the Parties to the United Nations Convention against Transnational Organized Crime,¹ the following may take part in the proceedings of the Conference:

- (a) States parties to the Convention;
- (b) States and regional economic integration organizations that have signed the Convention;
- (c) Other States and regional economic integration organizations that have not signed the Convention;
- (d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, representatives of United Nations bodies, specialized agencies and funds, as well as representatives of functional commissions of the Economic and Social Council;
- (e) Representatives of any other relevant intergovernmental organization;
- (f) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (g) Other relevant non-governmental organizations.

8. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

V. Registration

9. 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 to the United Nations
Convention against Transnational Organized Crime
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria

¹ The full text of the rules of procedure is available on the UNODC website (<http://www.unodc.org/unodc/en/treaties/CTOC/rules-of-procedure.html>).

Telephone: (+43-1) 26060 5278
Facsimile: (+43-1) 26060 75278
E-mail: untoc.cop@unodc.org

10. A Government pre-registering online 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.

11. All other participants must register at Gate 1.

12. 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.

13. Registration will begin on Tuesday, 7 October 2008. The registration desk will be open from 1 to 4 p.m. on 7 October and from 8 a.m. to 4 p.m. on 8 October. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

Registration of Heads of State or Government and ministers

14. It is strongly recommended that the names of ministers or other delegates of similar or higher rank be submitted to the secretariat in advance in order to expedite preparation of VIP badges and minimize inconvenience. Those badges will be ready for collection at the registration desk in Gate 1 upon arrival. Questions regarding VIP badges should be sent by e-mail to Friedrich Grieszler (friedrich.grieszler@unvienna.org) of the Security and Safety Service.

Registration of members of the press and the media

15. Media representatives are required to register at the press registration counter, located in the registration area at Gate 1 of the Vienna International Centre.

VI. Languages and documentation

16. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

17. Each seat in the conference rooms of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

18. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda. Those documents may be downloaded from the UNODC website (<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session4.html>).

19. As part of the secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, pre-session documents will be available at the session 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.**

20. **Memory sticks containing pre-session documentation and publications related to the Conference will be distributed to participants at the documents distribution counter, upon presentation of their badges.**

21. At the documents distribution counter, each delegation will be assigned an individual pigeonhole in which documents issued during the session will be placed.

22. Each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. It will not be possible to request additional copies.

VII. Submission of papers

23. Delegates wishing to have their national statements and position papers distributed during the session are requested to provide the secretariat with a minimum of 200 copies, to ensure that all delegations receive one copy and that the secretariat also receives a limited number of copies.

VIII. Information and the media

24. Media facilities, including a press working area and a press briefing room, will be available.

25. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the United Nations Information Service (UNIS):

Ms. Veronika Crowe-Mayerhofer
Media Accreditation Officer
Telephone: (+43-1) 26060 3342
Facsimile: (+43-1) 26060 73342
E-mail: veronika.crowe-mayerhofer@unvienna.org

26. Further information on obtaining media accreditation is available on the UNIS website (http://www.unis.unvienna.org/unis/en/media_accreditation.html).

27. Only those representatives of the media possessing special press passes will be given access to meetings, special events and the press working area.

28. Further information on the session is available on the UNODC website (<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session4.html>).

IX. Visas, accommodation and transportation

Visas

29. 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

30. 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.

31. 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.

Transportation

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

33. 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.

34. 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 a.m. to 7 p.m.

35. 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.

X. Facilities at the Vienna International Centre

36. The following facilities will be available to participants at the Vienna International Centre.

Wireless network connection

37. Wireless connectivity is available at the following locations in building C: on the ground floor and 1st floor; at the coffee area and inside the meeting rooms on the 2nd floor; in the press area on the 3rd floor; at the coffee area and inside the meeting rooms on the 4th floor; and at the coffee area and inside meeting rooms on the 7th floor.

Post office, telephones and facsimiles

38. 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

39. 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

40. Banking services are available at one of the two branches of Bank Austria Creditanstalt, located on the 1st floor of building C and on the ground floor of building D. Both branches are 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

41. 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 10 a.m. and from 11.30 a.m. to 3.30 p.m. The coffee areas on the 4th and 7th floors of building C 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

42. American Express (room COE01) and Carlson Wagonlit Travel (room FOE13) 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

43. 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. Participants coming by car must access the Vienna International Centre through either Gate 3 or Gate 4. 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.

Parking facilities

44. Participants arriving by motor vehicle can obtain a parking permit at the Pass Office, Garage Administration, upon presentation of their grounds passes and motor vehicle documents (*Zulassungsschein*). Parking permits, which are valid for the duration of the session, will allow participants to access the parking facilities. Parking facilities for delegates will be available in garage P1, on levels -1 and -2. Delegates are requested to ensure that their drivers obey the traffic and parking rules throughout the Vienna International Centre.
