

UNITED NATIONS



NATIONS UNIES

Vienna International Centre, P.O. Box 500, A - 1400 Vienna, Austria
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**AD HOC COMMITTEE MEETING TO PREPARE THE DRAFT TEXT OF
THE RULES OF PROCEDURE FOR THE CONFERENCE OF THE PARTIES OF THE
UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME**

VIENNA, AUSTRIA, 26 JANUARY TO 6 FEBRUARY 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 26 January to 6 February 2004, beginning at 10:00 a.m.

Secretariat contact details:

Secretary of the Ad Hoc Committee
Crimes Convention Section
United Nations Office on Drugs and Crime
Fax: (0043-1) 26060 5841 or 26060 6711
Tel: (0043-1) 26060 4534 or 26060 4281

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 session.

Transportation:

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

Visas:

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

Hotel:

Participants should make their own hotel arrangements or contact their Permanent Missions in Vienna for assistance. Alternatively, participants could also access the web-site for online booking through the internet at the following address:

<http://www.hotelclub.net/directcity.asp?id=147>

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_rules.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 Services, building F, 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

The catering services operate the following facilities in building F of the Vienna International Centre on the 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 9:00 a.m. to 4:00 p.m.

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

Weather:

Temperature in January ranges from -3 to +10°C.