



THE INTERNATIONAL ASSOCIATION OF ANTI-CORRUPTION AUTHORITIES

INFORMATION NOTE FOR PARTICIPANTS

Place:

The Meeting will be held at **Boardroom-D, C Building, 4th floor, at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, Austria.**

Registration:

The details of delegates (**names as they appear in national passport, and individual e-mail address**) should be sent to the IAACA Secretariat by **latest 14 January 2019 by email to registration@iaaca.net contact person Mr. Mizan Abdulrouf, tel.: +974 4012 6222**

In order for you to receive an automatic notification confirming your registration, the **correct email address for each delegate is needed (as they appear on the national passport)**. Upon receipt of the notification, each delegate can upload his/her photo in the registration system. This will allow the pre-printing of entrance passes (badges) thus reducing waiting time upon arrival to VIC.

Upon arrival to the Vienna International Center, Gate 1 (main entrance) and as part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, **together with their passport or another official photograph-bearing identity document.** Only then can each participant receive the entrance pass (badge) at the Pass Office to enter the premises. All persons and their bags and briefcases will be screened at the entrance to the Centre.

Grounds passes must be worn visibly at all times in the Vienna International Centre.

Access to the Vienna International Centre:

The easiest way to get around in Vienna is to take the underground (**U-Bahn**). To get to the Vienna International Centre, please take the line **U1 (red line) direction Leopoldau** and get off at the station **"Kaisermühlen/Vienna International Centre"** and then follow the sign "Vienna International Centre". You will directly arrive to Gate 1 where the Pass Office is located, and which is the main entrance.

Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebefahrbahn*) of Wagramerstrasse and proceed to register at Gate 1.

There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

Transportation:

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

An airport bus service operates between the Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 1.20 a.m. and 2.50 a.m. and every 30 minutes from 4.50 a.m. to 12.20 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m. and every 30 minutes from 4 a.m. to 11.30 p.m.

There is also a bus service between the Vienna International Centre (next to the "Kaisermühlen/Vienna International Centre" station on the U1 metro line) and the Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes between 20 and 45 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 (the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) and the Vienna International Airport. The fare is 12 euros for a one-way ticket and 19 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 6.06 a.m. to 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.36 a.m. to 11.06 p.m.

Accommodation:

Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

A list of recommended hotels in Vienna is attached.

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 daily from 6 a.m. to 11 p.m.

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 in the country concerned.

Documentation: All documentation for this session is electronically available at the web page of IAACA Secretariat and can be accessed through the following link: www.iaaca.net

Delegates are requested to bring their own copies of documents to the meeting as neither photocopying nor printing facilities will be available.

Wireless network connection and Internet Cafes:

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

Post, telephone, telegrams and telefax:

A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including fax and telephone service, from Monday through Friday, from 8 a.m. to 6 p.m.

First aid:

Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F-Building, seventh floor (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 p.m. to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

Banks:

Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the Vienna International Centre. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Catering services:

The cafeteria is located on the ground floor of the F-Building. The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 8.30 a.m. to 3.30 p.m.

The coffee areas in the M-Building and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. The Cocktail Lounge is located in the C-Building (C02), with opening hours from 11.30 a.m. to 3 p.m. and 4.30 p.m. to 8 p.m.

Any requests for catering receptions at the Vienna International Centre have to be addressed directly to EUREST, the catering operations office (+43-1) 26060-4875; e-mail: cateringvic@eurest.at.

Travel Services:

The American Express office (room number C0E01) is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open Monday to Friday from 8.30 a.m. to 5 p.m.

Use of mobile phones:

Delegates are kindly requested to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and the recordings of proceedings.

Adaptors and USB sticks:

The Secretariat does not provide adaptors nor USB sticks. Please take along accessories necessary for re-charging laptops, etc., and for transferring your presentation to PC provided in the conference room.

Smoking at the Vienna International Centre:

The Vienna International Centre is a totally smoke-free environment.

Vienna Service Office:

The Vienna Service Office, located in the rotunda of the Vienna International Centre (C-building), offers free information on cultural, shopping, dining and related tourist matters. The office also provides free brochures such as city maps. It is open Monday to Thursday from 8.30 a.m. to 1.30 p.m.

The Office can be contacted at the following address:

Ms. Angelika Wölfer
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Vienna International Centre
Wagramerstrasse 5, C0E14
1400 Vienna
Telephone: +43 (0) 1 26026 4234
Email: viennaserviceoffice@unvienna.org