



INFORMATION NOTE FOR PARTICIPANTS

Place:

The Meeting will be held at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, Austria.

Registration:

The details of delegates (name, title/function, workplace, and individual e-mail address) 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 States Parties
Corruption and Economic Crime Branch
United Nations Office on Drugs and Crime
E-mail: uncac.cop@unodc.org

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 to a site where each delegate may upload a photograph (in JPEG file format), 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 upon arrival at Gate 1 of the Vienna International Centre.

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. 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 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 approximately 20-45 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.

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 7 a.m. to 10 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 (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 Internet page of the United Nations Office on Drugs and Crime, and can be accessed through the following addresses:

<https://www.unodc.org/unodc/en/corruption/EM-InternationalCooperation/expert-meetings-on-international-cooperation.html> or <http://myconference.unov.org>.

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

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 a fax 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. Receptions at the Vienna International Centre can be arranged by contacting 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.

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 entrance "C" and follow the signs to building "M". 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.

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

Vienna Service Office

Vienna International Centre

Wagramerstrasse 5, C0E14

1400 Vienna

Telephone: +43 (0) 1 26026 4234

Email: viennaserviceoffice@unvienna.org