

Vienna, 17-18 September 2007

**INFORMATION FOR PARTICIPANTS AT THE
CONFERENCE ON FACILITATING THE ENTRY INTO FORCE
OF THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY**

This document provides preliminary information for participants at the Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), to be held in Vienna from 17 to 18 September 2007 at the Hofburg Congress Centre in Vienna, Austria. Additional and updated information will be provided closer to the date of the conference.

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ORGANIZATION OF THE CONFERENCE

Date and Place

1. The Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called “the Conference”) will be held from 17 to 18 September 2007 in the Redoutensäle of the Hofburg Congress Centre, Josefsplatz, 1014 Vienna, Austria.
2. The dates of 17 to 18 September 2007 have been selected in order to allow the Conference to coincide partially with the fifty-first session of the General Conference of the International Atomic Energy Agency (IAEA), which is to be held in the Austria Center Vienna (ACV) from 17 to 21 September 2007. Participants in the IAEA General Conference who are willing to take part also in the Conference may register as part of their respective States’ delegations. Necessary arrangements have been made with the Secretariat of the IAEA to enable delegates registering at the ACV for the IAEA General Conference to register at the same time for the Conference and to have their IAEA General Conference passes validated for access to the Hofburg Redoutensäle (see paragraphs 16 to 18 below).
3. The Hofburg Congress Centre is located in the 1st district (1. Bezirk) of Vienna and the entrance to the Redoutensäle is from Josefsplatz (see attached map, Annex I).
4. The Conference will open on Monday, 17 September 2007, at 3 p.m. in the Grosser Redoutensaal. Delegates are requested to take their seats by 2.45 p.m.

Secretariat of the Conference

5. Until 6 p.m. on Friday, 14 September 2007, the Secretariat of the Conference may be contacted by telephone ((+43 1) 26030 6275 or (+43)(0)699 1459 6275), by fax ((+43 1) 26030 5953 or (+43 1) 26030 5877) or by writing to the following address:

Ms Catherine Brown
Conference Services Section
Provisional Technical Secretariat
CTBTO Preparatory Commission
Room E0705
Vienna International Centre
P.O. Box 1200, 1400 Vienna, Austria
Email: *catherine.brown@ctbto.org*

As of 9 p.m. on Sunday, 16 September 2007, all communications regarding the Conference should be directed to the Secretariat located at the Redoutensäle of the Hofburg Congress Centre (see also paragraph 17 below). The specific contact details (e.g. telephone and fax numbers and the exact location in the Hofburg Congress Centre) will be provided in due course.

Participating States

6. Participating States are defined in rule 1 of the draft rules of procedure (document CTBT – Art.XIV/2007/1 of 23 March 2007) as encompassing both ratifiers and signatories. This rule stipulates that “[e]ach State that has already deposited its instrument of ratification of the Treaty before the opening of the Conference (hereinafter ‘ratifier’) may participate in and be represented at the Conference convened pursuant to paragraph 3 of Article XIV of the Treaty”, while “[e]ach State Signatory, which has not yet deposited its instrument of ratification of the Treaty before the opening of the Conference (hereinafter ‘signatory’), may attend the Conference in accordance with paragraph 4 of Article XIV of the Treaty”.

Credentials

7. In accordance with rule 3 of the draft rules of procedure, the credentials of representatives of ratifiers and the names of alternate representatives and advisers should be submitted to the Secretariat of the Conference. These credentials should be issued by the Head of State or Government or by the Minister for Foreign Affairs. The credentials should be submitted to the Secretariat of the Conference (see paragraph 5 above) as soon as possible but not later than Monday, 10 September 2007.

Notification of Delegations/List of Participants

8. A list of participants will be prepared for the Conference on the basis of notifications containing the names and titles of delegates (heads, alternates, advisers) submitted by Permanent Missions or Ministries of Foreign Affairs of participating States, and of the credentials of ratifiers. These written notifications should be provided to the Secretariat (see paragraph 5 above) as soon as possible but not later than Monday, 3 September 2007. This will facilitate the timely issuance of Conference passes and/or validation of grounds passes for the Vienna International Centre (VIC) and IAEA General Conference passes, as appropriate (see paragraph 2 above and paragraphs 14-26 below), for all participants at the Conference and the early distribution of the list of participants.

List of Speakers

9. The list of speakers for the general exchange of views by participating States on facilitating the entry into force of the CTBT will be opened at 10 a.m. on Monday, 3 September 2007. Delegations wishing to inscribe their names on the list of speakers are requested to contact the Secretariat of the Conference (see paragraph 5 above). As general guidance, and given the short time available at the Conference, it is assumed that speakers – at the discretion of the President of the Conference – will speak for no more than five minutes each.

Other States, Specialized Agencies, Related Organizations, Intergovernmental Organizations and Entities

10. Any State which, in accordance with Article XIV of the Treaty, has the right to sign the Treaty, but has not yet done so, may attend the Conference. Pursuant to rule 40 of the draft rules of procedure (CTBT – Art.XIV/2007/1), representatives of these States shall be entitled to attend open meetings of the Conference, to address the Conference under the agenda item allocated for this purpose (item 13 of the draft provisional agenda, CTBT –

Art.XIV/2007/2), to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives to attend, as well as interest to address the Conference should be communicated to the Secretariat of the Conference (see paragraph 5 above).

11. Any specialized agency, related organization or intergovernmental organization (IGO) having received a standing invitation to participate as an observer in the sessions and the work of the United Nations General Assembly may apply to the Secretariat of the Conference to attend the Conference (see paragraph 5 above). Permission to attend will be extended on the decision of the Conference. Pursuant to rule 41 of the draft rules of procedure (CTBT – Art.XIV/2007/1), such a specialized agency, related organization or intergovernmental organization shall be entitled to attend open meetings of the Conference, to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives should be addressed to the Secretariat of the Conference.
12. Any entity having received a standing invitation to participate as an observer in the sessions and the work of the United Nations General Assembly and maintaining permanent observer missions or permanent offices at United Nations Headquarters may apply to the Secretariat of the Conference to attend the Conference (see paragraph 5 above). Permission to attend will be granted on the decision of the Conference. Pursuant to rule 42 of the draft rules of procedure (CTBT – Art.XIV/2007/1), such an entity shall be entitled to attend open meetings of the Conference, to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives should be addressed to the Secretariat of the Conference.

Non-Governmental Organizations

13. Any non-governmental organization (NGO) that wishes to attend the Conference may apply to the Secretariat of the Conference. Permission to attend will be granted on the decision of the Conference. Pursuant to rule 43 of the draft rules of procedure (CTBT – Art.XIV/2007/1), such an NGO shall be entitled to attend open meetings of the Conference, to receive upon request the documents of the Conference and to make available at its own cost written contributions on matters under consideration by the Conference. At the invitation of the President of the Conference, a representative chosen by NGOs attending the conference from among their number would be allowed to address the Conference under the agenda item allocated for this purpose (item 14 of the draft provisional agenda, CTBT – Art.XIV/2007/2). NGO press conferences must be sponsored by a State and be chaired by the sponsor. Relevant information will be posted and updated continuously at the designated Conference area on the public web site of the CTBTO Preparatory Commission (www.ctbto.org). Prior to the Conference, questions can be directed to the Public Information Section of the Provisional Technical Secretariat (PTS) of the Commission (see below) and, during the Conference, to the Public Information office/Press counter (Dachfoyer, 4th floor). Letters expressing interest to attend the Conference can be addressed to:

Mr Christian Evertz
Public Information Section
Provisional Technical Secretariat
CTBTO Preparatory Commission
Room E0773

Vienna International Centre
P.O. Box 1200, 1400 Vienna, Austria
Tel.: +43 1 26030 6108
Fax: +43 1 26030 5823
Email: *christian.evertz@ctbto.org*

Registration of Delegations and Identification Badges

14. Security regulations in force require that all participants, delegates, and IGO, NGO and media representatives, as well as observers, be registered and have appropriate photographic identification in order to access the Conference venue and the Conference rooms.

Holders of VIC Grounds Passes

15. Members of Permanent Missions, and representatives of International Organizations, IGOs and NGOs, as well as of the media, who are holders of VIC grounds passes, are requested to register with the Secretariat of the Conference (see contact details in paragraph 5 above) and to have their grounds pass validated in advance for access to the Hofburg Redoutensäle, starting from Monday, 10 September 2007. The VIC grounds passes will be recognized for access to the Conference venue only if these have been validated at the VIC or the Hofburg Redoutensäle registration counter (see paragraph 19 below).

Participants in the IAEA General Conference

16. Participants in the IAEA General Conference wishing to take part in the Conference who are not holders of VIC grounds passes are requested to register with the Secretariat of the Conference and to have their pass for the IAEA General Conference validated for access to the Hofburg Redoutensäle as well.
17. Passes for the IAEA General Conference can be validated for access to the Hofburg Redoutensäle at a desk in the registration area of the ACV staffed by the Secretariat of the Conference during the following periods:

Sunday, 16 September 2007	9 a.m. – 10 a.m. and 2.30 p.m. – 6.30 p.m.
Monday, 17 September 2007	8 a.m. – noon and 2.30 p.m. – 6.30 p.m.
18. IAEA General Conference passes will be recognized for access to the Conference venue only if they have been validated at the registration area of the ACV or the Hofburg Redoutensäle registration counter (see paragraph 19 below).

Registration and Issuance of Identification Badges at the Conference Venue

19. Registration for all participants, including holders of VIC grounds passes and IAEA General Conference passes that have not been validated in advance for entry to the Hofburg Redoutensäle, will take place in the entrance hall of the Hofburg Redoutensäle, Josefsplatz, during the following periods:

Sunday, 16 September 2007	3 p.m. – 7 p.m.
Monday, 17 September 2007	8 a.m. – 5 p.m.
Tuesday, 18 September 2007	8 a.m. – 5 p.m.

20. Participants are invited to register and obtain their passes as early as possible to ensure that they will have access to the Grosser Redoutensaal Conference Room in time for the opening of the Conference.
21. In view of very limited space availability at the Conference venue, only those members of Permanent Missions who have registered for the Conference, either in advance with the Secretariat or at the registration counter at the Conference venue, will have access to the Conference premises.
22. Participants are reminded to bring valid identity documents when they first register for the Conference. For security reasons, Conference passes, validated VIC grounds passes or validated IAEA General Conference passes must be displayed at all times to access the Conference premises and the Conference rooms. It is requested that Conference passes be returned to any security officer or Conference Officer at the end of the Conference.

IGO and NGO Representatives

23. IGO and NGO representatives not in possession of a valid VIC grounds pass or an IAEA General Conference pass are requested to register at the Hofburg Redoutensäle only, as of 16 September 2007 onward. Such representatives are also welcome to contact the PTS Public Information Section (see paragraph 13 above) in advance of the Conference.
24. NGO representatives not in possession of a valid VIC grounds pass but having consultative status with the United Nations Economic and Social Council (ECOSOC) should apply in advance in writing to the Public Information Section (see paragraph 13 above). The letter, bearing a letterhead, should be sent or faxed, and should list the names of the persons representing the NGO at the Conference. NGO representatives will be informed about the status of their request for accreditation as early as possible. They are requested to bring to registration a copy of the acknowledgement letter sent by the Secretariat of the Conference.

Media Representatives

25. Media representatives who are not in possession of a valid VIC grounds pass are requested to register at the Hofburg Redoutensäle only, as of 16 September 2007 onward, where they will be required to present their press card, a letter from their editor and one additional form of identification bearing their photograph (e.g. passport, official ID card or driving licence). Media representatives are invited to contact the Public Information Section (see paragraph 13 above) for guidance.

Ministers

26. Special courtesy passes will be issued by the United Nations Security and Safety Section to Ministers participating in the Conference. Ratifiers and signatories are encouraged to contact the Secretariat in advance to arrange such courtesy passes.

Reception

27. The Government of Austria will host a reception for all participants in the Conference on Monday, 17 September, at 1.30 p.m. either at the Hofburg Congress Centre or at another location nearby. Further details regarding this reception will be provided in due course.

PTS Exhibition

28. An exhibition by the PTS of the CTBTO Preparatory Commission entitled “Verifying the Comprehensive Nuclear Test Ban” will be on display from 17 to 18 September 2007 in the Dachfoyer on the 4th floor of the Hofburg Redoutensäle.

VERTIC and ACA Seminar

29. The Verification Research, Training and Information Centre (VERTIC) and the Arms Control Association (ACA), two NGOs, will be holding a seminar, “The CTBT: Achievements, challenges and opportunities” (working title), in the Kleiner Redoutensaal of the Hofburg on Tuesday, 18 September 2007, from 1 to 3 p.m. Further details concerning this seminar will be communicated at a later stage.

CONFERENCE PREMISES AND SERVICES

Seating Arrangements

30. Delegations will be seated in English alphabetical order. Each delegation will have two seats at the table and two seats immediately behind. Additional seating will be available in the Kleiner Redoutensaal, where proceedings of the Conference will be shown on a screen, unless the Committee of the Whole is in session concurrently with the plenary meeting.

Simultaneous Interpretation and Distribution of Statements

31. The six official languages at the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in these languages will be simultaneously interpreted into the other official languages. A representative may speak in a language other than one of the official languages of the United Nations if he/she informs the Secretariat of the Conference beforehand and provides for interpretation into one of the official languages. Delegates are requested to speak slowly, especially when reading prepared texts.
32. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, 10 copies of all prepared statements to the Conference Officer in the plenary meeting room for distribution to the interpreters. Delegations wishing to have their statements distributed to States and organizations attending the Conference should provide a minimum of 200 copies to the Secretariat.
33. In the Redoutensäle Conference Rooms, each seat is provided with a portable receiving set and a headphone. Participants are requested not to remove these devices from the meeting rooms so that the equipment may be checked and, if necessary, batteries reloaded before the next meeting.

Documents

34. The draft rules of procedure (CTBT – Art.XIV/2007/1), the draft provisional agenda (CTBT – Art.XIV/2007/2) and a background document prepared by the PTS (CTBT – Art.XIV/2007/3) have been distributed. All official documents of the Conference can be accessed on the public web site of the CTBTO Preparatory Commission (www.ctbto.org), together with other relevant information about the Conference.
35. The document distribution area will be located outside the Grosser Redoutensaal in the Rauchsalon. Delegates are requested to indicate as soon as possible in what numbers and languages documents are required by their respective delegations. Delegates are invited to bring with them the pre-session documents, which will be distributed prior to the Conference, since only limited stocks will be available at the Conference venue. Some official documents of the Conference will be made available in the six official languages.

Requests for Meetings

36. Regional and other groups should request a meeting room from the Office of Conference Services in the Reitschulbüro outside the Grosser Redoutensaal at the Hofburg or from the Conference Officer, indicating the number of expected participants. Rooms will be assigned on a first come, first served basis. When considering making requests, delegations should be aware that the number of meeting rooms at the venue is extremely limited, and they can cater for a maximum of only 20 people at one time.

Information to the Media During the Conference

37. Facilities for media coverage will be available at the Hofburg. Media representatives with special requirements are requested to inform the Public Information Section (see paragraph 13 above) as far in advance as possible. Relevant information will be posted and updated continuously at the designated Conference area on the public web site (www.ctbto.org).
38. Press briefings by the Spokesperson for the Executive Secretary of the CTBTO Preparatory Commission will be given in the press briefings area (Kleiner Redoutensaal) at the Hofburg. This room can also be used for press conferences by Secretariat officers of the Conference and delegations. Requests for press conferences or briefings and other questions and enquiries should be directed to the Spokesperson for the Executive Secretary or to the Public Information office/Press counter (Dachfoyer, 4th floor).

Delegates' Working Area

39. A delegates' working area with PCs having standard software and Internet access will be located in the Dachfoyer on the 5th floor.

Use of Mobile Phones and Laptops

40. Delegates are kindly requested to keep their mobile telephones switched off inside Conference rooms, as they interfere with the sound system, adversely affecting the sound quality of interpretation and the recordings of proceedings.

41. The use of laptops in Conference rooms can cause similar problems. Delegates are requested not to use laptops next to open microphones.

Cloakroom

42. Delegates are kindly requested to leave their coats in the cloakroom in the entrance foyer of the Redoutensäle.

Information Desk and Delegates' Aides

43. The Information Desk located in the entrance foyer of the Conference venue will be open from 8.30 a.m. to 6 p.m. In addition to giving information about the Conference, Delegates' Aides will take messages for participants and assist them, as required.

Offices and Typing and Copying Facilities

44. The Secretariat cannot offer offices or typing or copying facilities to participants. They are invited to bring their own mobile phones, laptops and modems to the Hofburg, if necessary.

Communications Services

45. Telephones, fax machines and email connections will be available on a commercial basis to all participants in an office in the Dachfoyer on the 4th floor of the Conference venue.

Security

46. United Nations security personnel, from the VIC, will be on duty at the Hofburg Redoutensäle. Participants already in possession of a validated VIC grounds pass or a validated IAEA General Conference pass can proceed directly from the entrance through the registration area and the metal detectors to the Conference rooms. Conference passes will be issued by security personnel to all other participants following registration with the Secretariat. All participants are requested to wear their Conference passes at all times at the Conference venue. Participants are requested not to leave luggage or briefcases unattended. A "lost and found" service will be operated by security personnel. Queries should be addressed to the Delegates' Aides.

First Aid

47. A nurse will be on duty in the First Aid room for the duration of the Conference on the ground floor of the Redoutensäle, next to the registration and pass issuance area. For emergency assistance, participants should contact security personnel or Conference Officers/Clerks.

Catering Services

48. A coffee area will be located in the Dachfoyer on the 5th floor. In addition, restaurants offering a variety of dishes, in all price ranges, can be found within walking distance of the Conference premises.

Smoking

49. Within the Conference venue, smoking will only be permitted in designated parts of the coffee area in the Dachfoyer on the 5th floor.

Commissary Privileges

50. Upon completion of registration formalities, heads of delegations will have access to the VIC Commissary for the duration of the Conference.

The Hofburg Redoutensäle: How to Get There

51. Participants may arrive at the Hofburg Redoutensäle, Josefsplatz, by car, by taxi, by the underground (U-Bahn) or on foot. However, it is recommended to take public transportation and to walk to the venue, owing to the difficulties of driving in the complex one-way street system of the 1st district of Vienna and the very limited parking space available.
52. Once Josefsplatz is reached, walk across the square towards the rear right hand corner until you see the Hofburg Redoutensäle.

(a) *By U-Bahn*

Participants coming by underground transport (U-Bahn) can take the U1 or U3 line, alight at the “Stephansplatz” station and leave the station via the “Graben” exit. Participants may also take the U3 line, alight at the “Herrengasse” station and leave the station via the “Herrengasse” station exit. Once at street level on Herrengasse, follow the signs stating “Hofburg”. In both cases, participants can walk to the venue from the U-Bahn stations by referring to the “On foot” directions stated in subparagraph (b) below.

(b) *On foot*

- (i) In general, walk in the direction of Michaelerplatz and from there head south along Reitschulgasse for approximately 100 metres. Josefsplatz is the first square that is located on the right hand side of Reitschulgasse, with a monument in the centre.
- (ii) From the U1 “Graben” exit, walk straight ahead on the Graben, keeping to the left side; take the third street to the left, called Bräunergasse, which leads straight to Josefsplatz.
- (iii) From the rear side of the State Opera (Staatsoper), head towards Albertinaplatz and from there walk along Augustinerstrasse; Josefsplatz is the first square on the left hand side.

For each of these three possible routes, the walk to Josefsplatz should take between 5 and 10 minutes.

(c) *By car*

Access and parking arrangements for chauffeur driven cars of Ministers and Deputy Ministers/Secretaries of State participating in the Conference, as well as for cars of other participants in the Conference, will be communicated at a later date.

(d) *By taxi*

Participants coming to the Conference by taxi are advised to alight at Josefsplatz and to cross the square on foot to reach the entrance to the Redoutensäle.

53. Participants with physical disabilities should be identified on the delegation list to allow for special arrangements to be made.

OTHER USEFUL INFORMATION

Accommodation

54. The Secretariat of the Conference regrets that it is not able to assist participants with hotel reservations. It is suggested that participants reserve hotel rooms through their diplomatic missions or through travel agencies.
55. Information on hotel rooms may be obtained by contacting the Austrian National Tourist Office (tel. +43 1 24 555, fax +43 1 24 555 666 or email info@wien.info.at). The Austrian National Tourist Office web site also provides detailed information on hotels in Vienna, and online bookings are possible in many cases (www.info.wien.at).

Banking Services

56. Banks offering full banking services can be found in the vicinity of the Conference venue. Normal bank opening hours are from Monday to Friday from 8.30 a.m. to 3 p.m.

Climate

57. While early autumn in Vienna is generally mild, it can also feature low temperatures, and rain may occur at any time.

Currency and Credit Cards

58. The currency unit in Austria is the euro. The euro is divided into cents (100 cents = 1 euro). Most hotels, restaurants and shops accept internationally recognized credit cards.
59. Banknotes and traveller's cheques may be brought into Austria without restriction. However, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country.

Electricity

60. The standard voltage in Austria is 220 volts AC (50 hertz). A standard voltage converter and plug adaptor should be sufficient for conversions. Normally, the electrical outlets in Vienna require a two-prong plug with round prongs.

Language

61. The official language of Austria is German. In most restaurants and shops in the 1st district, English is also spoken.

Pharmacies

62. Pharmacies in Vienna are generally open on weekdays from 8 a.m. to noon and from 2 p.m. to 6 p.m. and on Saturdays from 8 a.m. to noon. Outside those hours, there is a pharmacy open in each district of the city. The addresses of the pharmacies open outside regular working hours are posted on the door of every pharmacy.

Postal Services

63. A post office, providing all regular postal services, is located at Fleischmarkt 19 in the 1st district and is open from Monday to Friday from 8 a.m. to 8 p.m. Post offices can also be found in all other districts of Vienna.

Time Zone

64. Austria follows Central European Time, which is Greenwich Mean Time (GMT) + 2 hours.

Transport to and from the Airport

65. An airport bus service operates between Vienna International Airport and Schwedenplatz, located in the 1st district, at a cost of €6 (one way) or €11 (return). The journey time is approximately 20 minutes. Buses run to the airport every 30 minutes from 5 a.m. to 11.30 p.m. and from the airport every 30 minutes from 6.20 a.m. to 12.20 a.m.
66. The City Airport Train (CAT) operates between Vienna International Airport and the Landstrasse (Wien-Mitte) station at a cost of €9 (one way) or €16 (return). The journey time is approximately 16 minutes. Trains run to the airport every 30 minutes from 5.38 a.m. to 11.08 p.m. and from the airport every 30 minutes from 6.05 a.m. to 11.35 p.m.
67. Taxis are also available throughout Vienna and can be used for trips to and from Vienna International Airport.

Travel Arrangements

68. All members of delegations and other participants will be responsible for their own travel expenses and arrangements.

Travel Services

69. Travel agencies can be found in the vicinity of the Conference venue. Normal opening hours are from 8.30 a.m. to 5 p.m.

Visas

70. All visitors need a valid passport. Citizens of member States of the European Union do not need visas. Those who are from other countries need to check on visa requirements in due time for entry into Austria.

ANNEX I

MAP SHOWING LOCATION OF CONFERENCE VENUE

