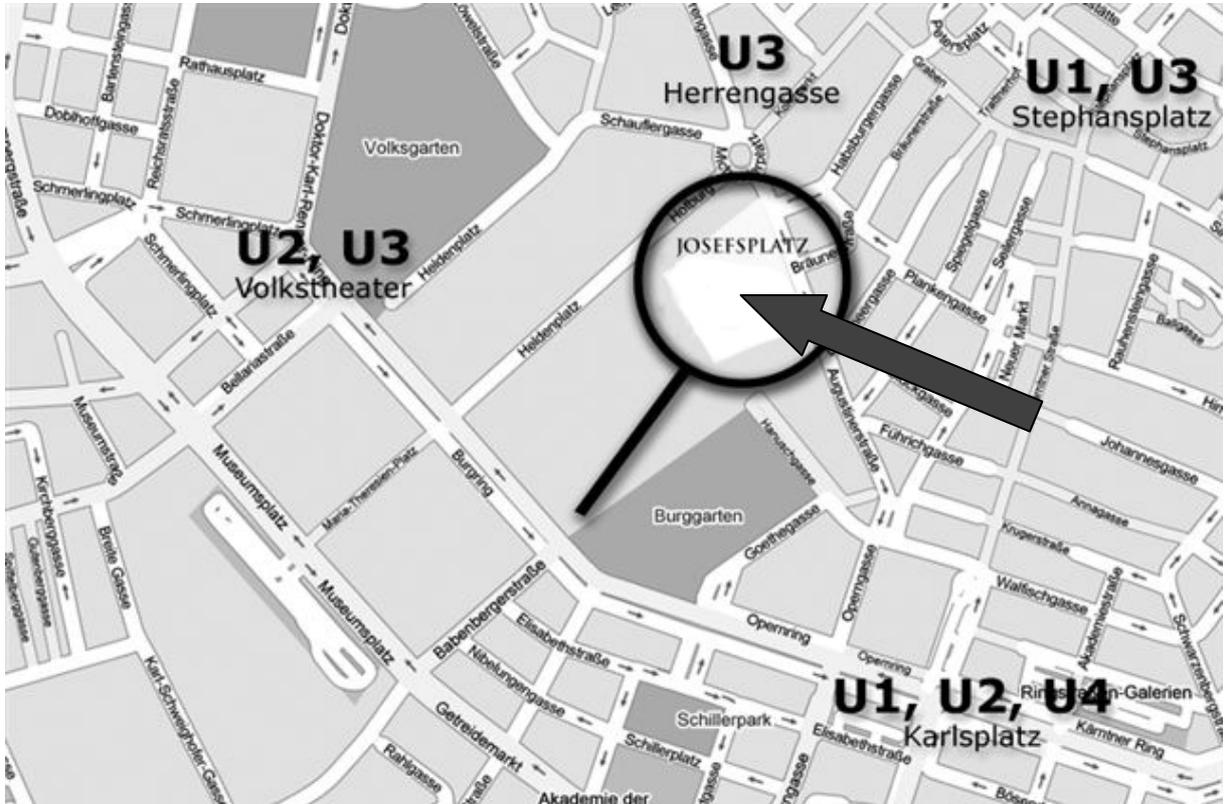




Vienna, 8-10 June 2011

## INFORMATION FOR PARTICIPANTS AT THE CTBT: SCIENCE AND TECHNOLOGY 2011 CONFERENCE

This document provides practical information for participants at the CTBT: Science and Technology Conference 2011 (S&T2011), to be held from 8 to 10 June 2011 at the Hofburg Palace in Vienna, Austria.



Map showing the location of the Conference

## **ORGANIZATION OF THE CONFERENCE**

### ***Date and Place***

1. The CTBT: Science and Technology 2011 Conference will be held from 8 to 10 June 2011 at the Hofburg Palace, Josefsplatz, 1010 Vienna, Austria.
2. The Hofburg Palace is located in the 1st district (1. Bezirk) of Vienna and the entrance to the Redoutensäle is from Josefsplatz (see map).
3. The Conference plenary will commence on Wednesday, 8 June 2011, at 10.00 a.m. in the Grosserr Redoutensaal. Participants are requested to take their seats by 9.45 a.m.

### ***Secretariat of the Conference***

4. From 2 p.m. on Tuesday, 7 June 2011, all communications regarding the Conference should be directed to the Secretariat located in the entrance hall of the Redoutensäle. The Secretariat can also be contacted by telephone at (+43)(0)699 1459 6113) for the duration of the Conference.

### ***List of Participants***

5. A provisional list of participants will be prepared for the Conference on the basis of accepted registrations received online by 31 May on the dedicated area of the CTBTO public web site ([www.ctbto.org](http://www.ctbto.org)). The list contains the names, affiliations and contact details of the participants.

### ***Registration of Delegations and Identification Badges***

6. Security regulations in force require that all participants, delegates, and representatives of intergovernmental organizations (IGOs), non-governmental organizations (NGOs) and the media, 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***

7. Members of Permanent Missions and staff at the Vienna International Centre (VIC), who are holders of VIC grounds passes, need no further identification for access to the Hofburg Redoutensäle but need to be registered online if they wish to be included on the list of participants.

### ***Registration and Issuance of Identification Badges at the Conference Venue***

8. Registration and Conference badge collection for all participants who are not holders of VIC grounds passes, media representatives and representatives of IGOs and NGOs will take place in the entrance hall of the Redoutensäle during the following periods:

|                        |                  |
|------------------------|------------------|
| Tuesday, 7 June 2011   | 2 p.m. – 6 p.m.  |
| Wednesday, 8 June 2011 | 8 a.m. – 6 p.m.  |
| Thursday, 9 June 2011  | 9 a.m. – 6 p.m.  |
| Friday, 10 June 2011   | 9 a.m. – 11 a.m. |

9. Participants are encouraged to collect their badges as early as possible, preferably on the day prior to the Conference at the times indicated above, to ensure that they will have access to the Grosserr Redoutensaal in time for the opening of the Conference.

10. Participants are reminded to bring valid identity documents when they first register for the Conference. **It is important that they are in possession of an identification document with photograph (e.g. passport) in order to enter the Conference venue.** For security reasons, Conference passes or valid VIC grounds passes must be displayed at all times to access the Conference premises and the Conference rooms.

### *Awards*

11. *Winner of the Science Quiz for Diplomats (Science for Diplomats award).* Diplomats are encouraged to participate in the Science Quiz which will be conducted during the Conference. In the event of several correct answer sheets, the winner will be chosen by lots. The winner will be announced and awarded with a prize during the Closing Ceremony on 10 June.
12. *Best Oral Presentation.* Selection will be done through voting. Participants will be provided with a voting slip to register their choice. Votes will be counted by Friday, 10 June. The winner will be announced during the Closing Ceremony on 10 June.
13. *Best Poster Presentation.* Selection will be done through voting. Participants will be provided with a voting slip to register their choice. Votes will be counted by Friday, 10 June. The winner will be announced during the Closing Ceremony on 10 June.
14. *Best Young Scientist.* Selection will be done by the conveners of the scientific sessions.

### *Oral Presentations in Parallel Sessions*

15. Oral presentations on the various themes will be given in parallel in the Grosser Redoutensaal and in the Kleiner Redoutensaal. The Conference programme includes the schedule of oral presentations.

### *Poster Sessions*

16. An exhibition of all research posters submitted to the Conference will be on display from 8 to 10 June 2011 at the Hofburg venue. A poster locator map will be available to help participants locate specific posters. Ushers will be on site to help guide the participants. Participants who have not submitted the electronic files of their posters or oral presentations to the organizing committee in advance of the Conference are requested to do so at the registration desk.
17. For each Conference theme, there will be one poster session, at times specified in the programme, in the poster display area designated for that theme. Poster presenters are asked to be available next to their poster during the appropriate poster session.

## **CONFERENCE PREMISES AND SERVICES**

### *Seating Arrangements*

18. There will be unreserved seating throughout most of the Grosser Redoutensaal. The rows at the front will be reserved for individuals involved in the Conference programming as well as high-ranking officials.

### *Live Transmission of the Conference Proceedings*

19. The proceedings of the Conference will be transmitted live by means of video streaming on the S&T2011 web area at [www.ctbto.org](http://www.ctbto.org).

### ***Documents***

20. Each registered participant will be provided on arrival a conference package containing relevant Conference documentation.

### ***Questions and Answers***

21. Participants are encouraged to participate in the Question and Answer portion after each oral presentation and during panel discussions.

### ***Use of Mobile Phones and Laptops***

22. Participants are kindly requested to keep their mobile telephones switched off inside Conference rooms, as they interfere with the sound system and the recording of the proceedings.
23. The use of laptops in Conference rooms can cause similar problems. Participants are requested not to use laptops close to microphones.

### ***Cloakroom***

24. Participants are kindly requested to leave their coats in the cloakroom in the entrance hall of the Redoutensäle.

### ***Typing and Copying Facilities***

25. The Secretariat is unable to offer facilities for typing or copying to participants. They are invited to bring their own mobile phones, laptops and modems to the Hofburg, if necessary.

### ***First Aid***

26. A nurse will be on duty for the duration of the Conference. For emergency assistance, participants should contact security personnel or Conference Officers/Clerks at the reception desk.

### ***The Hofburg Redoutensäle: How to Get There***

27. 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 use public transport and to walk to the venue, in view of the difficulties of driving in the one-way system within the 1st district of Vienna, as well as the heightened security measures and the very limited parking space available.
28. Once you reach Josefsplatz, the entrance to the Hofburg Redoutensäle will be visible towards the rear right hand corner of the square.

#### **(a) By U-Bahn**

Participants arriving by underground (U-Bahn) can take the U1 or U3 line, alighting at the “Stephansplatz” station and leaving the station via the “Graben” exit. Participants may also take the U3 line, alighting at the “Herrengasse” station and leaving the station via the “Herrengasse” exit. Once at street level on Herrengasse, follow the “Hofburg” signs. In both cases, participants can walk to the venue from the U-Bahn stations by referring to the “On foot” directions 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 hand 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

For all participants travelling to the Conference by car, access will be possible for the purposes of delivery and collection only.

(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 of the venue.

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

## **OTHER USEFUL INFORMATION**

### ***Banking Services***

- 30. 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***

- 31. During the month of June, the average temperature range in Vienna is generally around 15 to 23 degrees Celsius). However, rain may occur at any time.

### ***Currency and Credit Cards***

- 32. 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.
- 33. Banknotes and traveller’s cheques may be brought into Austria without restriction. However, as not all currencies are in equal demand, some may not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country.

### ***Electricity***

- 34. 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***

35. The official language of Austria is German. In most restaurants and shops in the 1st district, English is also spoken.
36. The Conference will be conducted in the English language.

### ***Pharmacies***

37. 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***

38. 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 9 a.m. to 7 p.m. Post offices can also be found in all other districts of Vienna.

### ***Time Zone***

39. Austria follows Central European Time, which is Greenwich Mean Time (GMT) + 2 hours during summer time.

### ***Transport to and from the Airport***

40. An airport bus service operates between Vienna International Airport and Morzinplatz/Schwedenplatz, located in the 1st district, at a cost of €7 (one way) or €12 (return). The journey time is approximately 25 minutes. Buses run to the airport every 30 minutes from 4 a.m. to 11.30 p.m. and from the airport every 30 minutes from 4.50 a.m. to 12.20 a.m.
41. 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.
42. Taxis are also available throughout Vienna and can be used for trips to and from Vienna International Airport.

### ***Visas***

43. 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.