

# SEISMIC AFTERSHOCK MONITORING SYSTEM SOFTWARE SUITE FAMILIARIZATION EXERCISE

(7–11 April 2008, Vienna, Austria)

## *Administrative Notes*

### **PLEASE READ CAREFULLY**

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#### **1. Insurance**

##### **Corporate Medical Assistance Insurance**

Travellers for whom official travel has been authorized through the computerized travel system ATLAS are while on official travel covered under the SOS International Corporate Medical Access Programme. This insurance programme provides members with medical, legal, financial and personal assistance in case of medical emergencies and travel incidents.

##### **Public Liability Insurance**

Travellers for whom official travel has been authorized through the computerized travel system ATLAS are while on official travel covered under the PTS Public Liability Insurance Plan.

## 2. Visas

### **If you require an entry visa for Austria, you are responsible for obtaining it.**

We urge you to apply for your visa well in advance to avoid unnecessary delays.

If you pay for the visa, please retain the receipt and bring it with you to the training and you will be reimbursed for it.

## 3. Travel arrangements and Daily Subsistence Allowance (DSA)

Please be informed that your return ticket will be provided and arranged by the PTS. You will also receive terminal expenses to cover the costs of getting to and from the airport. You will also receive a Daily Subsistence Allowance (DSA – currently (March 2008) US\$328) to cover your hotel, meals, etc.

- i. We pay this DSA and terminal expenses amount via a bank transfer.
- ii. **Please contact your bank and make it clear that you expect an international transaction in US\$ and provide us with the following information on your bank account:**
  1. Account Holder Name: exact name as stated in the beneficiary's bank records (e.g. Dr. G.Smith).
  2. Account Number
  3. Bank Name: complete bank name. Spell out abbreviations (i.e. BA-CA, should be "Bank Austria Creditanstalt"). Provide bank names in English, if available.  
Bank Address: include street address, city and country.
  4. IBAN (International Bank Account Number) and BIC (Bank Identifier Code) or SWIFT (Society for Worldwide Inter-Bank Financing Telecommunication - code which consists of alphanumeric characters, usually beginning with the bank's abbreviation).

## 4. Venue

The **SAMS Software Suite Familiarization Exercise** will be held in Room C0434 (note change of room number) of the Vienna International Centre.

**Address:** Wagramerstrasse 5  
1220 Vienna  
Austria

How to get there: take the U1 underground and get off at the "Kaisermühlen – Vienna International Centre" stop. If you have any questions, please contact either Mr Rainier Arndt (Tel.: +43 1 26030-6169) or Ms Francesca Brizi (Tel.: +43 1 26030-6183).

## 5. Medicines, Pharmacy and Medical Service

You are advised to bring with you medicine for your personal use. Be aware that certain medicines containing a certain group of chemicals are subject to restrictions or other custom regulations. If you are taking medication on a regular basis make sure that you follow appropriate regulations (certificate from prescribing physician, medication sufficient for your stay, etc.). There is a Medical Service and a pharmacy on-site.

## 5. Contact Information

- CTBTO/ On-Site Inspection Division  
Fax: +43-1-26030-5926
- Mr Rainier ARNDT  
Chief, Equipment Section  
Room D1036  
Tel: +43-1-26030-6169  
Mobile: +43 699 1459 6169  
E-mail: [rainier.arndt@ctbto.org](mailto:rainier.arndt@ctbto.org)
- Ms Francesca BRIZI  
Secretary, Equipment Section  
Room D1035  
Tel: +43-1-26030-6183  
E-mail: [francesca.brizi@ctbto.org](mailto:francesca.brizi@ctbto.org)