

## Information for Participants

### Seventh session of the Assembly of Parties of IACA 27 – 28 September 2018 Vienna, Austria

#### Date and Venue

The seventh session of the Assembly of Parties (AoP) of the International Anti-Corruption Academy (IACA) will be held in Vienna, from 27 to 28 September 2018, at the Vienna International Centre (VIC) (Wagramerstrasse 5, 1400 Vienna), Board Room D of the C-Building (fourth floor).

#### Credentials

Every delegation is required to submit credentials for attending the AoP with full powers. The credentials for the seventh session of the AoP in accordance with the Rules of Procedure (RoP) of the AoP shall be submitted to IACA's Secretariat before the beginning of the session. Please refer to the Provisional Agenda and Annotations for further information.

#### Registration

The composition of the delegation should be officially communicated to the IACA Secretariat through diplomatic channels, in a *note verbale* (Governments) or on official letterheaded paper (organizations).

Following this communication, each delegate will have to register online on IACA's website by using the following link: <https://www.iaca.int/restricted/?q=node/29>, and the password which will be sent by the Secretariat to the Permanent Missions in the coming days. The deadline for online registration is Thursday, 20 September 2018.

In case of difficulties with the online registration please contact IACA's Secretariat at: [assembly2018@iaca.int](mailto:assembly2018@iaca.int).

Should changes in the composition of the delegation be necessary following the online registration, IACA's Secretariat should be notified through diplomatic channels.

Following the online registration, a confirmation e-mail will be sent by the United Nations Conference Registration service of the VIC to each delegate. The automatic e-mail registration response will also contain a link where each delegate may upload a photo, thus shortening the time to issue a grounds pass on the first day of the event. Delegates who do not complete this procedure will need to have their photos taken upon arrival at Gate 1 of the VIC.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, when proceeding to the registration area and obtaining their grounds passes at Gate 1 of the VIC. Grounds passes must be worn visibly at all times in the VIC. All persons and their bags and briefcases will be screened at the entrance to the VIC.

Those members of the delegation who are already in possession of a VIC grounds pass should indicate this while registering online. Thus, they will be able to use their VIC grounds passes to access the AoP venue provided they are in possession of an IACA hologram sticker. Such stickers will be distributed by IACA's Secretariat at the information desk outside of

Board Room D that will open two hours prior to the start of the opening session on 27 September 2018, and will remain open during the session.

## Visas

Participants who require a visa for Austria are advised to contact the competent diplomatic or consular authorities of 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.

## Accommodation

Each delegate is requested to make his or her own accommodation arrangements and, if necessary, contact his or her diplomatic representation in Vienna for assistance.

IACA does not cover the costs of accommodation nor does it make hotel reservations on behalf of delegations.

## Transportation

Each delegate is requested to make his or her own arrangements for transportation to and from the airport and Vienna International centre and, if necessary, contact his or her diplomatic representation in Vienna for assistance.

IACA does not reimburse travel costs.

### From Vienna International Airport to the city center

#### A. By Bus

An airport bus service, Vienna Airport Lines, operates between Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz). For more information on times and locations of the stop, please visit: <https://www.viennaairportlines.at/en/stops/901010>.

Another bus service runs between the airport and VIC (near Kaisermühlen/VIC station on metro line U1) and Vienna International Airport). For more information on times and locations of the stop please visit: <https://www.viennaairportlines.at/en/stops/922004>.

There is also a bus between the airport and Westbahnhof (on metro lines U3 and U6). For more information on times and locations of the stop, please visit: <https://www.viennaairportlines.at/de/stops/915050>.

#### B. By Train

The City Airport Train (CAT) provides transfers between the Vienna International Airport and Vienna (Wien Mitte/Landstrasse station on metro lines U3 and U4), CAT terminal in Vienna. For more information, please visit: <https://www.cityairporttrain.com/en/home>.

The S-Bahn (commuter rail) line S7 also operates from the airport to Vienna city centre (Wien Mitte/Landstrasse, metro lines U3 and U4). For more information, please visit: <https://www.wien.info/en/travel-info/to-and-around/airport-to-center/express-train-s7>.

#### C. By Taxi

A list of taxi companies can be found at:

[www.viennaairport.com/en/passengers/arrival\\_\\_parking/taxis\\_\\_limousines](http://www.viennaairport.com/en/passengers/arrival__parking/taxis__limousines).

## Reaching the Vienna International Centre

The VIC can be reached from the city centre using the metro line U1 (marked in red on city maps), going in the direction of Leopoldau, and alighting at station Kaisermühlen/Vienna International Centre. Train tickets can be purchased from vending machines in all metro stations, at tobacco shops marked *Tabak* or *Trafik*, and at the VIC newspaper stand. For more information, please visit: <http://www.wienerlinien.at>.

Parking facilities at the VIC are only available to Permanent Mission delegates who have a valid parking permit. Limited parking is available for a fee at the [Austria Centre](#).

## Available Facilities at the Vienna International Centre

### A. Wireless network connection

Wireless connectivity is available everywhere in C-Building, including inside the meeting rooms and in the coffee areas. Delegates' working areas ("cybercorners"), with desktop computers equipped with standard software and Internet access, are located on the ground floor of the M-Building.

### B. Postal services and telephone

A post office is located on the first floor of the C-Building and is open from 08:00 to 18:00, Monday to Friday, and provides all regular postal services including a fax service.

### C. Medical services

Medical assistance is available from the clinic operated by the VIC Medical Services, located on the seventh floor (F07) of the F-Building (ext. 22223/22224 and, for emergencies, ext. 22222). The clinic is open daily from 08:30 to 16:30, except on Thursdays when it is open from 08:30 to 15:00. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

The pharmacy is located on the seventh floor of the F-Building (F0709) and is open from 10:00 to 17:00, Monday to Friday.

### D. Foreign exchange and 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 VIC. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 09:00 to 15:00, and Thursdays from 09:00 to 17:30 p.m.

### E. Catering services

A cafeteria, a restaurant, and a cocktail lounge are located on the ground floor of the F Building. The cafeteria is open from 07:30 to 10:00 (breakfast) and from 11:30 to 14:30 (lunch). The coffee area in the cafeteria is open from 07:30 to 15:30. The restaurant is open from 11:30 to 14:30 (reservations are recommended, ext. 4877). The cocktail lounge is located next to the restaurant and is open from 11:30 to 20:00 from Monday to Thursday and until 21:00 on Fridays. Private luncheons at the VIC can be arranged by contacting the catering operations office ((+43-1) 26060-4875; e-mail: [cateringvic@eurest.at](mailto:cateringvic@eurest.at)).

The coffee areas in C-Building (C02, C04, C07) are open from 09:00 to 16:30.

### F. Electricity

Electrical power in Austria is supplied at 230 volts/50 hertz alternating current. Hotels usually provide for round and flat plugs.

### G. Travel assistance

The American Express office is located in the C-Building at the VIC (room C0E01) and is able to assist in organizing travel, car rental, sight-seeing, and excursions during the opening hours Monday to Friday from 08:30 to 17:00.

### **Emergency Numbers in Austria**

112 – Principal Emergency Number  
122 – Fire Department  
133 – Police  
144 – Emergency Medical Services

### **Weather**

The Vienna weather forecast for the conference dates in September 2018 is typical Autumn/Fall conditions, with temperature highs of around 19°C/66°F, and lows of around 10°C/50°F.

There will be a high chance of rain so it is advisable to bring a jacket and umbrella, and also layers in case of lower temperatures.

### **Contact Details of the Secretariat**

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Please consult regularly the Assembly of Parties 2018 section of IACA's website for updates and to download relevant documents at:

<http://www.iaca.int/governance/assembly-of-parties>.