

Information for Participants

Fourth session of the Assembly of Parties 9 – 11 December 2015 Vienna, Austria

Date and Venue

The fourth session of the Assembly of Parties of the International Anti-Corruption Academy (IACA) will be held at Vienna International Centre, C Building, Boardroom C, from 9 to 11 December 2015.

Vienna International Centre (VIC)
Wagramer Strasse 5
1400 Vienna
AUSTRIA
T: 43 1 26060

Credentials and Registration

Every delegation is required to submit credentials for attending the Assembly of Parties with full powers. In addition, each member of a delegation has to submit a separate registration form.

A. Credentials

All delegations must submit their credentials/notifications in accordance with the Rules of Procedure for the Assembly of Parties. Please refer to the Provisional Agenda and Annotations for further information.

B. Registration

The details (country, name, title/function, workplace, and individual e-mail address) of each delegate should be sent by e-mail to IACA's Secretariat by Wednesday, 2 December 2015, at the latest. Any later change in the composition of the delegation should also be communicated to the Secretariat. The address of the Secretariat is as follows:

International Anti-Corruption Academy
Muenchendorfer Str. 2
2361 Laxenburg
AUSTRIA

T: +43 2236 710 718 126
F: +43 2236 710 718 311
E: assembly2015@iaca.int

During pre-registration, delegations should ensure that the information on their composition includes the individual e-mail address of each delegate. Providing the individual e-mail address will ensure that all representatives receive an automatic e-mail response from UN Conference Registration confirming their registration. The automatic e-mail response will also contain a link where each delegate can upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration. Please indicate those members of the delegation who are already in possession of a VIC grounds pass.

Delegates who do not complete the pre-registration procedure will need to have photographs 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 for the session. 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.

The registration desk will be open three hours prior to the start of the opening ceremony on 9 December 2015. All delegates are requested to confirm their attendance at the registration desk. Given the large number of participants expected, delegates are encouraged to register at the registration desk as early as possible.

Visas

Participants who require a visa for Austria are advised to 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 in the country concerned.

Accommodation

IACA does not cover the costs of accommodation nor does it make hotel reservations on behalf of delegations. Permanent Missions, Embassies, and other competent national authorities are requested to arrange accommodation for their delegations.

Transportation

Delegations are asked to make their own arrangements for transportation. Please note that IACA does not reimburse travel costs.

Transportation for the social evening on 10 December 2015 to and from IACA's seat in Laxenburg will be provided.

From Vienna International Airport to the city center

An airport bus service, Vienna Airport Lines, operates between Vienna International Airport and Morzinplatz (near Schwedenplatz stop on metro lines U1 and U4). The one-way fare is EUR 8.00. The travel time is approximately 25 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 04:50 to 00:20 and from Morzinplatz to the airport every 30 minutes from 04:00 to 23:30. For more information please visit, http://www.postbus.at/en/Airportbus/Vienna_AirportLines/Morzinplatz/index.jsp.

There is also a bus service between the VIC (near Kaisermühlen/Vienna International Centre station on metro line U1) and Vienna International Airport. The fare is EUR 8.00 for a one-way ticket. The travel time is approximately 40 minutes. Buses leave the airport for the VIC every hour from 07:10 to 20:10 and leave the VIC for the airport every hour from 05:58 to 18:58.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (Wien Mitte/Landstrasse station on metro lines U3 and U4) to Vienna International Airport. The fare is EUR 11.00 for a one-way ticket and EUR 17.00 for a return ticket, and the travel time is approximately 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 06:06 to 23:36 and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 05:36 to 23:06. For more information, please visit, <http://www.cityairporttrain.com>.

Taxis are also available for transportation from the airport and can be accessed just outside the arrival hall. The fare to the Vienna city centre is around EUR 35.00, with an approximate journey time of 30 minutes.

Reaching the Vienna International Centre

The VIC can be reached by the metro line U1 (marked in red on city maps), going in the direction of Leopoldau. The station to get off at is 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. A single ticket costs EUR 2.20, while a 24-hour ticket costs EUR 7.60. 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.

Evening Programme

On Wednesday, 9 December there will be a gala dinner at the VIC, starting at 18:30. The dress code is formal.

Following the session on Thursday, 10 December, delegates are invited to board busses that will take them to Laxenburg to attend a social evening at IACA's campus. The dress code is smart-casual.

Attendance at both events is upon invitation only. For security reasons, delegates are kindly requested to bring their official invitations as well as conference badges to the respective venues.

Available Facilities at the Vienna International Centre

A. Wireless network connection

A wireless network connection will be available to all participants at the venue of the Assembly. There are two Internet corners on the ground floor of the M Building.

B. Postal services and telephone

Postal services are available at the post office located on the first floor of the C Building. Opening hours are from 08:00 to 18:00, Monday to Friday. Facsimiles can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.

C. Medical services

Medical assistance is available at the Medical Services, located on the 7th floor (F07) of the F Building (extension 22224 and, for emergencies, extension 22222). The clinic is open daily from 08:30 to 12:00 and from 14:00 to 16:30, except on Thursdays, when it is open from 08:30 to 12:00 and from 14:00 to 15:00. For emergency assistance at other times, please contact staff in the Security Duty Room (room F0E21, extension 3903).

A pharmacy is located on the 7th floor of the F Building (F0715). It sells over-the-counter and prescription medicines. Its opening hours are from 10:00 to 12:00 and from 12:30 to 16:30. Internally, the pharmacy can be reached through extension 21599.

D. Foreign exchange and banks

Banking service is available at the branch of Bank Austria, located on the 1st floor of the C Building. Opening hours are from 9:00 to 15:00 on Mondays, Tuesdays, Wednesdays, and Fridays, and from 09:00 to 17:30 on Thursdays.

E. Catering services

A cafeteria, a restaurant, and a bar are located on the ground floor of the F Building. The restaurant is open from 11:30 to 15:00 (reservations are possible from 09:30, extension 4877).

The cafeteria is open from 07:30 to 10:00 and from 11:30 to 14:30. The coffee area in the cafeteria is open from 08:00 to 15:30. The coffee bar located on the seventh floor of the C building opens daily from 9 a.m. to 4.30 p.m. There are coffee corners on the second and fourth floors of the C building that are not always open.

F. Electricity

Electrical power in Austria is supplied at 220 volts/50 hertz alternating current. Hotels usually provide for round and flat plugs.

G. Travel assistance

The American Express office (located in room COE01 of the VIC, and open from 08:30 to 17:00, Monday to Friday) is able to assist in organizing travel, car rental, sight-seeing, and excursions.

First Aid and Emergency Numbers in Austria

112 – Principal Emergency Number

122 – Fire Department

133 – Police

144 – Emergency Medical Services

Contact Details of the Secretariat

International Anti-Corruption Academy (IACA)

Muenchendorfer Str. 2

2361 Laxenburg

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Please consult the Assembly of Parties 2015 section of IACA's website regularly for updates and to download relevant documents at: <http://www.iaca.int/governance/assembly-of-parties>.