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Advance information for participants*

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* The present document has been compiled to assist participants with information on a wide variety of topics. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies.

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

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Note: The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

I. Organization of the Conference

Date and place

1. The thirteenth session of the General Conference will be held from 7 to 11 December 2009. The Conference will meet in the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna.

Opening of the Conference

2. The formal opening of the thirteenth session of the Conference will commence at 10 a.m. on Monday, 7 December 2009, in the Plenary Hall, which is on the first floor of the M-building VIC. The Conference will be called to order at 9.50 a.m. sharp.

Seating arrangements

3. Delegations will be seated in English alphabetical order. The name of Venezuela (Bolivarian Republic of) was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium. The same order will be maintained for meetings of the main committee.

4. At the opening of the Conference and at subsequent meetings of the plenary, each government delegation will be assigned four seats: two seats at a table and two seats behind. There will also be assigned seating for participants representing organizations.

Secretariat

5. The Executive Secretary of the thirteenth session of the General Conference is Ms. Jeannine Orłowski. The Executive Secretary can be contacted by telephone ((+43-1) 26026-3599 or 26026-3031), by fax ((+43-1) 26026-6838 or 26026-6874), by e-mail (j.orłowski@unido.org), by accessing the UNIDO home page (<http://www.unido.org>) or by writing to the following address:

Executive Secretary of the Conference
Policymaking Organs Secretariat
UNIDO
Vienna International Centre
P.O. Box 300
A-1400 Vienna
Austria

Agenda and documentation

6. The provisional agenda for the thirteenth session of the Conference is contained in document GC.13/1, which should be read in conjunction with the annotated provisional agenda (GC.13/1/Add.1, to be issued in mid-October). A provisional list of documents prepared for the Conference will be contained in document GC.13/INF.2.*

List of participants

7. A provisional list of participants will be available on the first day of the General Conference, to be revised at a later date. As indicated in the notification of 31 August 2009, Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

8. Delegations are requested to notify, in writing, the staff at the registration desk, or the Secretariat of the Conference (first floor, M-building VIC) of any subsequent changes in the information in the provisional list of participants (see also para. 11 below), so that the records for the final list of participants may be kept up to date and accurate.

Credentials

9. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference if possible not later than one week before the opening of the Conference. A Permanent Representative to the Organization does not require special credentials if his or her letter of accreditation to the Organization specifies that he or she is authorized to represent his or her Government at sessions of the Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

10. Credentials should be sent to the Executive Secretary of the Conference. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit

* To be issued shortly before the Conference.

them at the registration desk (see para. 11 below for opening hours).

Registration

11. Registration and issuance of conference passes will be as follows:

3-4 December VIC Gate 1 (Pass Office)	10 a.m.-4 p.m.
6 December VIC Gate 1	10 a.m.-4 p.m.
7 December VIC Gate 1	8 a.m.-5 p.m.
8 December VIC Gate 1	8 a.m.-5 p.m.

All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the registration desk and to complete the necessary registration formalities as soon as possible on arrival to ensure the accurate inclusion of their names in the final list of participants.

12. Registration will be effected *only* for those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 7 above). Delegates are reminded that this communication must be by letter and that the Secretariat cannot accept e-mail responses. In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Conference passes

13. Each participant will require a conference pass with a photograph for entry into the VIC premises during the session. Conference passes will be issued to those accredited participants who are not already in possession of a valid VIC grounds pass. Passes must be worn visibly at all times in the conference areas and VIC premises. The loss of a grounds pass must be reported immediately to Security, who will issue a duplicate pass.

Commissary

14. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the heads of delegations of Member States to meetings of or convened by UNIDO—Austrian nationals and stateless

persons resident in Austria excluded—are entitled to commissary passes for the duration of the session. Delegates entitled to commissary cards should collect their passes, in person, at the Pass Office, VIC Gate 1, from 8 a.m. to 4 p.m., as of Monday, 7 December 2009.

15. Any questions in connection with the issuing of commissary passes should be directed to the registration desk.

Conference rooms available

16. The following conference rooms are available in the VIC:

<i>Room</i>	<i>Purpose</i>
Plenary Hall M-building VIC	Plenary
Boardroom B M-building VIC	Main Committee
Conference Rooms in the M-building (M5, M6, M7)	Group meetings

Industrial development forum

17. The first half of an industrial development forum, entitled “Global Economic Slowdown: The impact on manufacturing”, is scheduled for Monday afternoon, 7 December 2009, while the second half of the forum entitled “Global Economic Recovery: Seizing opportunities for greening industries” is scheduled for Tuesday morning, 8 December 2009. Further details about the forum will be circulated at a later date.

18. Additional information about the forum can also be obtained by contacting Mr. F. Bartels, Unit Chief, Strategic Research and Regional Analyses Unit, UNIDO, telephone ((+43-1) 26026-3384) or e-mail (f.bartels@unido.org).

Speakers in the general debate

19. The list of speakers for the plenary meetings when substantive items of the provisional agenda (items 7 to 21 and item 23) will be under review will be opened on 9 November 2009. Requests for inscription on the list of speakers made prior to that date will not be considered. Requests should be made to the Policymaking Organs Secretariat, UNIDO, room D2213, telephone (+43-1) 26026-3031 or fax (+43-1) 26026-6838 or 26026-6874. Once the Conference has started, delegates who wish to speak in

the plenary are requested to give their names to the Conference Officer in the Plenary Hall of the M-building. The names of speakers will be entered on the list in the order in which the requests are received.

20. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the debate.

Prepared statements

21. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible at least 12 copies of their statements to the Conference Officer in the Plenary Hall or in the office of the Meeting Control and Servicing Unit, room MO2 22, second floor, M-building.

Simultaneous interpretation

22. Interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Meetings Control and Servicing Unit in advance and provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat's official interpreters.

23. Each seat in the meeting rooms at the M-building with simultaneous interpretation equipment, will be provided with a portable receiver set and headphones. Participants are requested not to remove the portable receiver sets and headphones from these rooms so that the equipment may be checked and, if necessary, adjusted before the next meeting takes place.

Sound recordings

24. Sound recordings will be made of the meetings of the plenary, the Main Committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Meetings Control and Servicing Unit, room MO2 22, second floor, M-building.

Requests for meetings

25. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Control and Servicing Unit, room MO2 22, second floor, M-building.

Schedule of meetings

26. As stated in paragraph 2 above, the Conference will be called to order on Monday, 7 December 2009, at 9.50 a.m. sharp. Should the Conference decide to follow the practice of previous sessions, a Main Committee will be established to consider texts for draft decisions and resolutions. A timetable indicating the time and place of daily meetings will be published in the *Journal* of the Conference and on the television monitors in the VIC.

Journal

27. The *Journal* of the Conference will be issued daily in English, French and Spanish, as well as made available online on UNIDO's website (<http://www.unido.org/index.php?id=1000257>). It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and Main Committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor.

Documents distribution

28. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Most pre-session documents will have been distributed to all States and organizations invited. In addition, pre-session documents are published on the UNIDO website (<http://www.unido.org/index.php?id=1000257>). All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

29. During the Conference, documents may be collected from the documents distribution counter (outside the Plenary Hall, 1st floor, M-building) where each delegation will have a pigeonhole. The documents distribution counter will be open each day of the session from 8.30 a.m. and will close half an hour after

the end of the last meeting of the day. The pigeonhole of each delegation will contain, initially:

- (a) A set of pre-session documents;
- (b) The first issue of the daily *Journal* of the Conference;
- (c) A form on which participants should state the number of copies of in-session documents they will require during the Conference, mentioning the working language(s) required, to be distributed in their pigeonholes. Delegates are requested to fill in and return the forms as soon as possible to the documents distribution counter on the first day of the Conference.

30. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the documents distribution counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

31. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible. This should be done by providing a copy, bearing the signature of a member of the delegation submitting the draft, to the Conference Secretariat.

Summary records

32. Summary records will be prepared for meetings of the plenary and the Main Committee and will be issued after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

II. Conference premises and services

United Nations Security and Safety Section

33. The United Nations Security and Safety Section is located in room F0E21 of the VIC (Security duty room) and is available 24 hours/day (ext. 3903/3904 from the VIC). The Duty Officer can assist with general queries, etc. In case of emergency please call extension 99 when in the VIC.

Lost and found

34. During the Conference, a lost and found office will operate in the VIC on the ground floor of Building F, room F0E21.

Access to the Vienna International Centre

35. Participants arriving at the VIC by taxi are advised to be dropped off in the side lane of Wagramer Strasse, to walk up the stairs or ramp to enter through Gate 1 at the VIC and to walk across the plaza to the entrance of Building A.

36. Participants arriving at the VIC by underground transport (*U-Bahn*) should take line U-1 and get off at the station "Kaisermühlen-Vienna International Centre" and follow the signs to the Vienna International Centre. A variety of public transport tickets are available. Tickets may be purchased at machines in every *U-Bahn* station, at the newspaper stand on the ground floor of the rotunda (Building C) of the VIC, and at tobacco shops (*Tabak-Trafik*) throughout Vienna.

37. It takes approximately 10 minutes to arrive at the VIC from the centre of Vienna by underground transport (*U-Bahn*) on the U-1 line and about 20 minutes (depending on traffic) to arrive at the VIC from the centre of the city or from the Vienna International Airport by taxi.

38. Participants with physical disabilities should ask members of the United Nations Security and Safety Section to assist them as required (e.g. directing them to the appropriate elevators for getting to the conference areas).

39. Information concerning registration and the issuance of conference passes is provided in paragraph 11. It is suggested that, during the Conference, participants should enter the VIC through Gate 1 and then cross the plaza to the entrance of Building A or Building C from where a passageway leads directly to the M-Building.

Parking facilities

40. Parking facilities will be available to delegates free of charge, at the VIC. However, delegates should apply at Gate 3 to receive a parking permit.

Office space for delegations

41. Unfortunately, due to severe space limitations at the M-building, it will not be possible for delegations to rent office space at the VIC during the Conference. However, delegations may reserve a limited number of rooms for meetings purposes (see paragraph 25 for further details).

Cybercafé

42. A cybercafé will be available on the ground floor of the M-building with desktop computers connected to the Internet, together with printing facilities. Presentations of UNIDO software products will be made on request. Furthermore, delegates will have the opportunity to send and receive e-mail, either by using their own web e-mail address or by using a temporary e-mail address for the duration of the Conference. The temporary address can be obtained at the cybercafé.

Catering services

43. In addition to a number of café bars in the M-building, catering services located in Building F of the VIC on the entrance level will be in operation. Opening hours will be announced in the first issue of the *Journal*.

44. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service, telephone 26060-4870 or 26060-4875.

Medical services

45. Medical attention is available in the clinics operated by the Joint Medical Service on the 7th floor of Building F of the VIC, telephone 2600-22223/4; for emergencies, 2600-22222. The clinics are open on weekdays from 8.30 a.m. to 12 noon and from 2 p.m. to 4.30 p.m. (Thursdays from 2 p.m. to 3 p.m.). For emergencies, the clinics are open from 8.30 a.m. to 5.30 p.m.

46. A pharmacy located next to the clinics (room F0715) is open on weekdays from 10 a.m. to 12 noon and 12.30 to 4.00 p.m.

Banking services

47. An Austrian bank with multilingual staff offers full banking services at the VIC. The Bank Austria has a branch on the first floor of Building C

and another at the entrance level of Building D. Their opening hours are as follows:

Monday, Tuesday, Wednesday and Friday	9 a.m.-3 p.m.
Thursday	9 a.m.-5.30 p.m.

International ATM machines are available at the same locations on the first floor (C0113) and on the ground floor (D0E71). Some banking services are also provided from 8 a.m. to 6 p.m. by the post office on the first floor of Building C.

Postal, telephone and fax services

48. A post office, on the first floor of Building C, provides all regular postal services, express mail service and banking services, Monday through Friday from 8 a.m. to 6 p.m. Other services include express money transfers with Western Union, sale of prepaid telephone cards useable at public telephone booths and some hotel room telephones, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration and lottery tickets.

49. Public coin-operated and card-operated telephones are located throughout the VIC. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

United Nations Postal Administration

50. The United Nations Postal Administration (UNPA) will be open during the Conference in the Visitors' Centre at Gate 1 (open on weekdays from 9 a.m. to 12 noon and 1 to 4.30 p.m.).

Travel services

51. The travel agencies Carlson Wagonlit Travel and American Express are available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office of Carlson Wagonlit Travel is located in Building F on the ground floor. It is open on weekdays from 8.30 a.m. to 5.00 p.m. American Express is located in Building C on the ground floor. It is open on weekdays from 8.30 a.m. to 5.00 p.m.

Newspaper kiosk

52. A newspaper kiosk is located in the rotunda (Building C) of the VIC. It is open on weekdays from

8 a.m. to 6 p.m. Public transport tickets are also available for purchase at the newspaper kiosk.

Visitors' Centre at Gate 1

53. In the Visitors' Centre at Gate 1 of the VIC, the following facilities will be available to participants of the Conference:

Coffee shop	Monday-Friday, 8 a.m.-6 p.m.
Flower shop	Monday-Friday, 8.30 a.m.-6 p.m.
Hairdresser	Monday-Friday, 9 a.m.-7 p.m.
UNICEF counter	Monday-Thursday, 10 a.m-3 p.m., Friday, 10 a.m-2 p.m.
UNPA counter	Monday-Friday, 9 a.m.-12 noon and 1-4.30 p.m.
UNWG counter	Monday-Friday, 12 noon-3 p.m.
UN Gifts counter	Monday-Friday, 10 a.m.-4 p.m.

Smoking

54. Smoking is not permitted in the VIC except in specially designated areas. Smoking is not permitted in conference and meeting rooms.

Cellular telephones and computers

55. The use of cellular telephones and laptop computers during meetings is disruptive and can disturb the infrared transmission of interpretation equipment. Participants are requested to ensure that such equipment is switched off during meetings.

III. Other useful information

Facilities for the media

56. A room has been reserved for accredited media correspondents. Coverage of the Conference will be by press releases and press briefings. Access to telephone and fax services is described in paragraphs 48 to 49 above.

57. Inquiries about press accreditation should be addressed to Mr. M. Evstafyev, Public Advocacy and Communications Unit, UNIDO, Vienna International Centre, P.O. Box 300, A 1400 Vienna, telephone (+43-1) 26026-5021, e-mail: m.evstafyev@unido.org.

During the Conference they should be addressed to the Press Accreditation Office at the M-building.

Receptions and other events taking place during the Conference

58. The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see para. 27 above), if they wish an announcement regarding such events to be included in the Conference *Journal*.

Security advice

59. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to security immediately.

Travel arrangements

60. The UNIDO Secretariat does not make travel arrangements, nor does it cover expenses associated with travel arrangements. All members of delegations and other participants will be responsible for their own travel expenses and arrangements. It is recommended that participants make their travel arrangements as soon as possible.

Visas

61. All Conference participants who would ordinarily require visas to enter Austria or other States parties to the Schengen Agreement are urged to acquire valid entry visas for Austria prior to their departure. No provision can be made for participants to obtain such visas on arrival at Vienna International Airport.

* * *

62. The following paragraphs provide basic general information for visitors to Vienna. More comprehensive material is available on the website of the Austrian National Tourist Office (<http://www.austria.info/uk/>).

Transport to and from the airport

63. Due to financial constraints, there will be no UNIDO General Conference Information Desk for delegates at the airport.

64. An airport bus service operates from Vienna International Airport to the city centre (Schwedenplatz) or the VIC, at a cost of €6.00, including luggage. Travel time is approximately 20 minutes. Buses leave

the terminal at intervals of 20-30 minutes. The airport bus service also operates between the two major railway stations in Vienna, the Westbahnhof and the Südbahnhof, at intervals of approximately 30 minutes. Travel time is approximately 35-40 minutes. In addition, the City Airport Train (CAT) offers a 16-minute service from the airport to the city centre at a cost of €8.00-€10.00. Information on the Vienna Airport Lines can be obtained from the airport website (<http://www.viennaairport.com>).

65. Taxi service is available throughout Vienna and may be used for trips to and from Vienna International Airport. Some airport taxi and limousine operators (e.g. C&K Airport Service, telephone (+43-1) 44444) offer their services at reduced rates (about €29) to customers who call in advance.

Accommodation

66. The UNIDO Secretariat is not in a position to arrange accommodation bookings for participants.

67. Information on hotel accommodation may be obtained by contacting Austropa Interconvention:

Austropa Interconvention
Dresdner Strasse 81-85
A-1200 Vienna, Austria
Telephone (+43-1) 588-00510
Fax (+43-1) 588-00520
E-mail: austropa@interconvention.at

68. A number of online services that can be identified through any Internet search function are able to arrange hotel accommodation in Vienna, such as <http://www.eviennahotels.com> or <http://www.wien.gv.at/English/>.

Cultural events

69. Information about cultural events can be obtained through a number of online services, such as <http://www.aboutvienna.org> or <http://www.wien.gv.at/English/>.

Language, currency and credit cards

70. The official language of Austria is German.

71. The currency unit is the euro. The euro is subdivided into cents (100 cents = 1 euro). Most hotels and many restaurants and shops accept internationally recognized credit cards.

72. Bank notes and travellers' 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. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Climate

73. Late autumn in Vienna often features low temperatures, and snow is also possible. There might be rain at any time of year.

Time zone

74. Austria lies within the central European time zone.

Electricity

75. The standard voltage in Austria is 220 volts AC. The frequency is 50 hertz.

Shopping hours

76. Shops in Vienna are generally open on weekdays and on Saturdays from 9 a.m. to 6 p.m. Larger stores and shopping centres are generally open on weekdays from 9 a.m. to 7 p.m. (longer on Thursdays and Fridays) and on Saturdays from 9 a.m. to 5 or 6 p.m. Generally, shops are closed on Sundays, except for certain supermarkets at the airport and major railway stations.

Pharmacies

77. Pharmacies in Vienna are generally open on weekdays from 8 a.m. to 6 p.m. and on Saturdays from 8 a.m. to 12 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.