

## INFORMATION FOR PARTICIPANTS

### Journal

1. During the session, the *Journal* appears early every morning. It gives such information as the schedule of meetings for the day, a brief summary of the plenary meetings held on the previous day, a forecast of meetings for the following day and various announcements.

The *Journal* will also appear on the eve of each day of the session on the UNIDO Internet home page.

### Registration

2. All participants who are not holders of a valid VIC pass are invited to present themselves personally on arrival at the Registration Desk located at Gate 1.

3. Delegations are requested to notify, in writing, the staff at the Registration Desk or at the Secretariat office, room M01 14, of any subsequent changes in the information submitted on the official communication, in order that the records for the list of participants of the present session may be kept up to date. Only those delegates who have communicated their names in writing will be included in the list of participants.

### VIC conference passes

4. Delegation members not part of the Permanent Mission will be issued VIC conference passes (not to be confused with Commissary cards, see paras. 15-17 below), bearing their name and country or organization. After registration the necessary photographs for the conference passes will be taken at the United Nations Pass Office at Gate 1. For security reasons, the display of conference passes/grounds passes is necessary for admittance to the VIC as well as to the conference premises. Grounds passes should be worn visibly at all times while on the premises. Heads of delegations of Member States entitled to use the Commissary will be issued grounds passes that are validated for admittance to the Commissary.

### Accommodation for group meetings

5. Delegations wishing to hold group meetings should contact the Office of the Meetings Control and Servicing Unit (room M02 22, number 26060, extension 5455 or 3115 or 4615).

### Prepared statements

6. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, at least 20 copies of their

statements to the Conference Officer in the plenary, or to the Office of the Meetings Control and Servicing Unit (room M02 22).

### Simultaneous interpretation

7. Speeches made in any of the official languages (Arabic, Chinese, English, French, Russian and Spanish) will be interpreted into the other official languages.

8. A participant may make a speech in a language other than the official languages. In this case, however, the speaker must 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.

9. Each seat in the conference rooms in which simultaneous interpretation is available will be provided with a portable receiving set and a headphone. Participants are requested not to remove these from the meeting rooms so that the equipment may be checked and, if necessary, batteries may be reloaded before the next meeting takes place.

### Sound recordings

10. Sound recordings will be made of the meetings of the plenary. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Secretariat office (room M01 14).

### Documents distribution

11. The main documents are available in Arabic, Chinese, English, French, Russian and Spanish. In-session documents may be collected from the documents distribution counter, M1, located on the first floor in building M. Each delegation will be provided with a pigeonhole for documents and the *Journal*.

12. The documents distribution counter will be open on the 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.

13. All participants are urged to bring pre-session documents with them, as stocks are limited. Participants are also urged to bring with them UNIDO basic documents — i.e. the Constitution, rules of procedure, decisions of the General Conference and the Board, etc. — since, as part of its savings measures, the Secretariat does not reproduce documents that have been the subject of wide distribution on previous occasions.

14. Delegates are reminded that the use of delegation pigeonholes is restricted to official

UNIDO and United Nations documents and publications and announcements of official meetings of the various groups in Vienna. Official invitations may also be accepted at the documents distribution counter for insertion into the pigeonholes only for the duration of the meeting. Distribution of documents other than legislative documents must be cleared by the Secretary of the Policymaking Organs (M01 14).

### **Commissary**

15. The VIC Commissary is located in building F, floor -1. The Commissary opening hours are from 12 noon to 7 p.m. Access to and purchasing in the Commissary are restricted to holders of a grounds pass validated for Commissary access.

16. According to the Commissary Agreement between UNIDO and the Republic of Austria, 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 access *for the duration of the present session*. Any questions in connection with the issuance of grounds passes validated for Commissary access should be directed to the Registration Desk at Gate 1, number 26060, extension 3991.

17. The issuance of grounds passes validated for Commissary access to entitled heads of delegations will take place in the Pass Office of the United Nations Security and Safety Section at Gate 1 as of Wednesday, 11 May from 8 a.m. to 4 p.m. until Friday, 13 May. Entitled heads of delegations who had returned their grounds passes validated for Commissary access from previous sessions should have them revalidated in the Pass Office.

### **Medical services**

18. For emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service, on the seventh floor of building F (telephone number 2600, extensions 22223 and 22225). The clinics are open on weekdays from 8.30 a.m. to 5 p.m. (Thursdays to 3 p.m.). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty Room (F0E21, number 26060, extension 99 or 3903)).

19. A pharmacy is located next to the clinics (room F0715) which is open on weekdays from 10 a.m. to 5 p.m.

### **Security**

20. Please do not leave any luggage/briefcases unattended. Suspicious objects should be reported to security immediately.

21. The Lost and Found Office is operated by the United Nations Security and Safety Section at the Security Duty Room situated opposite the entrance to the Cafeteria, in room F0E18 (number 26060, extension 3903 or 3904).

22. The emergency security extension is 99.

### **Parking facilities**

23. Registered cars of Permanent Missions will be able to park as usual.

24. While some commercial parking is available near the Vienna International Centre (VIC), participants without access to authorized cars are advised to use the excellent public transportation system, as the VIC is located directly next to the underground station “Kaisermühlen — Vienna International Centre” on the U1 line.

### **Bank**

25. 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. Bank services are provided by the Bank Austria on the first floor of building C.

26. The bank is open Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and on Thursday from 9 a.m. to 5.30 p.m.

27. International ATM machines are available on the first floor (C0113) and the ground floor (D0E71). Some banking services are also provided from 8 a.m. to 5 p.m. by the post office on the first floor of building C.

### **Postal services**

28. A post office, on the first floor of building C, provides all regular postal services, including cable, fax and telephone services, as well as 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.

29. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

### **Use of cellular telephones and laptops**

30. Delegates are invited to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and the recordings of proceedings. The use of laptops in conference rooms may cause similar problems.

### **Catering services**

31. A cafeteria, a restaurant and a bar are located in building F, on the entrance level. The restaurant (table reservation recommended, number 26026, extension 4877) is open from 11.30 a.m. to 3 p.m. The cafeteria is open from 7.30 to 10 a.m. and from 11:30 a.m. to 2:45 p.m. The coffee counter in the cafeteria is open from 8 a.m. to 3:30 p.m. Snacks and beverages will be available at the coffee bars in building M, on the ground floor and first floor, open from 9 a.m. to 4.30 p.m. and 9 a.m. to 4 p.m. respectively. In addition to the above services, private luncheons and receptions at the Vienna International Centre can be arranged at the WIWAG catering operations office, room F-184C, number 26026, extension 4870.

### **Travel arrangements**

32. 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 Monday, Tuesday, Thursday and Friday from 9 a.m. to 5 p.m. and on Wednesday from 9 a.m. to 2 p.m. American Express is located in building C on the ground floor. It is open from 8.30 a.m. to 5.30 p.m.

### **Welcome, transportation and reservation of hotel rooms and visas**

33. The Secretariat regrets that it is not in a position to assist delegations in making hotel reservations or visa arrangements. Furthermore, delegations will not be greeted at the airport upon arrival and should arrange for their own transportation to Vienna. It is suggested that delegations take the necessary action through their diplomatic missions.