

## **ADVANCE INFORMATION FOR PARTICIPANTS**

### **Journal**

1. The *Journal* gives such information as the schedule of meetings for the day and various announcements. It will also appear on the UNIDO website ([www.unido.org/gc/s.2.html](http://www.unido.org/gc/s.2.html)).

### **Registration**

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

3. Delegations are requested to notify the Director General, in writing, in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of any subsequent changes in the composition of the delegation attending the special session. The note verbale is to be submitted to the staff at the Registration Desk or at the Secretariat, room M0114, 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 access cards**

4. Each participant will require a conference access card with a photograph for entry into the VIC premises during the session. Official notes verbales and letters indicating the head and other members of the delegation are to be sent as an attachment to an e-mail exclusively to [pmo-registration@unido.org](mailto:pmo-registration@unido.org). Furthermore, a contact e-mail address is required for each member of the delegation who is not already in possession of a valid VIC access card. The registration system will automatically send an e-mail to the specified address, requesting the delegate to upload an ID photograph in .jpeg format (less than 2 MB in size). It is essential that the original notifications also be mailed to the Policymaking Organs Secretariat, Room D2209, UNIDO, Vienna International Centre, P.O. Box 300, 1400 Vienna, Austria.

5. If Permanent Missions wish to dispatch someone other than the conference access card holder to collect the conference access cards, a note verbale should be sent to [pmo-registration@unido.org](mailto:pmo-registration@unido.org). A sample note verbale requesting early collection of conference access cards is contained in annex 1.

6. Delegates already in possession of a VIC access card will only be mentioned in the list of participants if their names have been included in communications to the Secretariat concerning the composition of the delegation.

7. Participants who have been registered for the forty-first session of the Industrial Development Board (24-27 June 2013) and for the special session of the General Conference are informed that the conference access card issued for the Board will also be valid for the special session.

8. Heads of delegations of Member States entitled to use the Commissary will be issued conference access cards that are validated for admittance to the Commissary (see paragraphs 20 and 21).

### **Credentials**

9. In accordance with rule 27 of the rules of procedure of the General Conference, the credentials of the head of delegation are to be submitted to the Director General, if possible, not less than one week before the opening of the session which the head of delegation will attend. In view of the short duration of this session, and of the time required by the Credentials Committee for examination of credentials, representatives are urged to submit their credentials by Friday, 14 June 2013. The credentials of the head of delegation are to be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the Member concerned. Should a Permanent Representative to the Organization be designated head of delegation, he or she 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 General Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

### **Accommodation for group meetings**

10. Delegations wishing to hold group meetings should contact the Office of the Meetings Management Unit (room M0222, number 26060, extension 3115 or 4615).

### **Prepared statements**

11. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, at least 10 copies of their statements to the Conference Officer in the plenary, or to the Office of the Meetings Management Unit (room M0222).

12. Statements submitted to the Office of the Meetings Management Unit will be published on the UNIDO website, unless there is a clear indication that they should not be made available on the internet ([www.unido.org/gc/s.2.html](http://www.unido.org/gc/s.2.html)).

### **Simultaneous interpretation**

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

14. 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.

15. For meetings with simultaneous interpretation, each seat in the conference rooms 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**

16. Sound recordings will be made of the meetings of the plenary. The sound recordings of every plenary meeting will be made available in all official languages on the UNIDO Extranet ([www.unido.org/extranet](http://www.unido.org/extranet)).

### **Documents distribution**

17. The main documents are available in Arabic, Chinese, English, French, Russian and Spanish. The provisional agenda and annotated provisional agenda are published on the UNIDO website ([www.unido.org/gc/s.2.html](http://www.unido.org/gc/s.2.html)).

18. During the session, documents may be collected from the documents distribution counter (first floor, building M), 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.

19. 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 (room M0114).

### **Internet corner**

20. An internet corner with standard software and Internet access is located on the ground floor of building M.

## **Commissary**

21. The VIC Commissary is located in building F, floor -1. The Commissary opening hours are from 12 noon to 6.30 p.m. Access to and purchasing in the Commissary are restricted to holders of a conference access card validated for Commissary access.

22. 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 conference access cards validated for Commissary access should be directed to the Secretariat (room M0114). For more information regarding Commissary purchases, please contact [Commissary.CustomerService@iaea.org](mailto:Commissary.CustomerService@iaea.org).

## **Medical services**

23. For emergencies, call 22222. It should be noted that the Joint Medical Service is not equipped to handle general medical consultations for participants, such as those required for prescriptions. Emergency medical attention is available in the clinics operated by the 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 4 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).

24. A pharmacy is located next to the clinics (room F0709) which is open on weekdays from 10 a.m. to 5 p.m.

## **Security**

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

26. 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).

27. The emergency security extension is 99. From mobile phones please dial +43 1 260 60/99.

## **Parking facilities**

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

29. Parking facilities for non-registered cars are not available at the VIC. However, if informed in advance, non-registered cars will be allowed entry for drop off and pick-ups. A note verbale requesting car access should be forwarded to [protocol@unido.org](mailto:protocol@unido.org) (a sample note verbale is contained in annex 2). 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**

30. 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.

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

32. 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**

33. 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.

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

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

35. 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**

36. 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 2.30 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. 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 4875.

### **Travel arrangements**

37. The Secretariat does not make travel arrangements, nor does it cover expenses associated with travel. All members of delegations and other participants will be responsible for their own travel expenses and arrangements.

38. The travel agency American Express is available to participants requiring assistance with such matters as private travel, sightseeing, car rental and excursions. The office of 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**

39. 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.

Annex 1

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that FIRST NAME LAST NAME has been authorized to collect the pre-printed conference access cards for the following participants of the second special session of the General Conference:

FIRST NAME LAST NAME, FUNCTIONAL TITLE  
FIRST NAME LAST NAME, FUNCTIONAL TITLE  
FIRST NAME LAST NAME, FUNCTIONAL TITLE  
FIRST NAME LAST NAME, FUNCTIONAL TITLE  
FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]

Annex 2

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to inform the Policymaking Organs Secretariat of UNIDO that the following cars would need access to the Vienna International Centre (Gate 2) on 28 June 2013 in order to drop-off and pick-up the delegation attending the special session of the General Conference.

License plate number:

Name of driver:

[Date]

[Official seal]