

## **ECONOMIC AND SOCIAL COUNCIL**

Development Cooperation Forum

### **High-level Symposium on**

*“Accountable and transparent development cooperation: Towards a more  
inclusive framework”*

12 to 13 November 2009  
United Nations Office in Vienna

### **INFORMATION FOR PARTICIPANTS**

#### **OPENING DATE AND VENUE OF THE MEETING**

The High-level Symposium of the Development Cooperation Forum will be held on 12 and 13 November 2009 in the Vienna International Centre (VIC), located in the United Nations Office in Vienna (UNOV), *Wagramer Strasse 5, A 1400 Vienna, Austria*. It will be held in Conference Room II from 10:00 a.m. – 7:00 p.m. on Thursday, 12 November and from 10:00 a.m. to 6:00 p.m. on Friday, 13 November (Telephone Switchboard UNOV +43 1 26060; Fax +43 1 263-3389).

#### **REGISTRATION FOR THE MEETING**

For security reasons, conference/ground passes are necessary for admittance to the Vienna International Centre. Conference badges will be issued at the United Nations Security and Safety Section Pass Office at Gate 1. The Pass Office will be open from 8:00 a.m. to 4:00 p.m. **Registration to confirm your participation shall be submitted no later than 16 October 2009.** Blank registration can also be obtained on the website of the Office for ECOSOC Support and Coordination of UNDESA. (<http://www.un.org/ecosoc/newfunct/develop.shtml>)

#### **VISA**

Citizens of the European Union, the United States of America, Canada and a number of other countries do not require visas for Austria. Holders of a valid United Nations Laissez-passer do not require a visa regardless of their nationality. **Please check as soon as possible if you need a visa for Austria and submit the application to the nearest Austrian Consulate. The present invitation letter should suffice as proof of the purpose of your trip. For additional information, Please check the Austrian Consulate website: <http://www.bmeia.gv.at/index.php?id=68107&L=1>**

## **HOTEL ACCOMMODATION**

Hotel bookings can be done directly with the UNOV Travel Unit through contacting Ms. Gerda Veitschegger (Tel: 26060/5696, e-mail: [Gerda.Veitschegger@unvienna.org](mailto:Gerda.Veitschegger@unvienna.org) ) or Ms. Lay Hoon Lim (Tel: 26060/4928, Fax ++43-1-26060 5844, e-mail: [lay.hoon.lim@unvienna.org](mailto:lay.hoon.lim@unvienna.org) ). At the end of this note is a list of hotels, rates and a registration form. Please note that only hotels which are centrally located or are near the UNOV building are in the list. If you have any other preferences, please contact the UNOV Travel Unit, who will negotiate for the United Nations special rate.

## **ARRIVAL IN VIENNA**

### ***Airport Bus and City Airport Train***

#### ***From Vienna Airport to the City Center***

**By bus:** The Vienna Airport Lines operate seven days a week, at half-hour intervals, from 06.35–20.05. The VIC bus station is located on *Wagramer Strasse* in front of Gate/Checkpoint 1. The trip lasts approx. half an hour.

**By train:** There are two alternatives to take the train. The first option is the S-Bahn from the airport to the City Air Terminal located next to the Hotel Hilton. The train leaves every 30 minutes. The trip lasts approx. 25 minutes. Arriving at the City Air Terminal, change to the underground line U4 and then U1 (see info listed under “public transportation”) to get to the VIC.

Another option is the City Airport Train (CAT), linking the airport with the city center. The trip lasts about 16 minutes (passenger fare is 8 € for a single ticket and 15 € for a return ticket). For further information, please visit the following homepage: [www.cityairporttrain.com](http://www.cityairporttrain.com)

**By taxi:** As all participants will have to go through the registration formalities, passengers should ask the driver to drop them off at Gate 1. For departures a taxi may be requested at Security Services, Gate 1. An Additional fee is charged for taxis ordered by telephone. The customary tip in Austria for taxi drivers is 10% of the fare. Several companies offer their services to the Vienna city centre from the arrivals hall. One way fares are approximately 35€.

## **REACHING THE VIC**

**By public transportation:** The Vienna public transport system is very reliable and convenient. The VIC can be reached with the underground *U-bahn* by taking the line U1 (marked in red on city maps) towards *Leopoldau* and getting off at the station *Kaisermühlen* - Vienna International Centre. Tickets can be purchased from vending machines in all subway stations or at tobacco shops marked *Tabak Trafik*, and also at the VIC newspaper stand. Costs: single ticket: 1,70 EUR; 24 hour ticket: 5,70 EUR. Further information can be obtained from the following webpage: [www.wienerlinien.at](http://www.wienerlinien.at).

### **REGISTRATION OF DELEGATIONS AND IDENTIFICATION BADGES**

Security regulations at the VIC require that all participants be registered in order to enter the VIC premises. Registration will take place in the Pass Office at Gate I as of 11 November 2009, from 12 p.m. to 5 p.m. and 12 November from 7:30 a.m. to 9 a.m., upon presentation of a valid photo ID.

Upon registration, participants not already in possession of a VIC grounds pass will be issued VIC conference passes in the appropriate categories, bearing their name and country or organization. The necessary photographs for the conference passes will be taken in the Pass Office at Gate I. For security reasons the display of conference/grounds passes is necessary for admittance to the VIC and passes must be worn at all times.

### **DOCUMENTS AND OTHER CONTACT INFORMATION**

If you have any questions pertaining to the issuance or distribution of documents prior to, or at the meeting, or for any other queries, please contact:

Office for ECOSOC Support and Coordination  
Development Cooperation Forum Team

Mr. Thomas Boehler  
Tel: + 1 (917) 367-9452  
Fax: +1 (212) 963-2812  
Email: [boehler@un.org](mailto:boehler@un.org)

**OR**

Ms. Margo Kemp  
Tel: +1 (212) 963-3135  
Fax : +1 (212) 963-2812  
Email: [kemp@un.org](mailto:kemp@un.org)

### **OTHER LOGISTICAL INFORMATION**

#### **PHOTOCOPYING SERVICES**

The Secretariat is not in a position to provide photocopying services for delegations. Photocopies can be made at a coin-operated photocopying machine located on the 7th floor of the C-Building, opposite to Conference Room III, at a cost of 8 cents per page.

#### **POSTAL SERVICES**

A post office on the first floor of Building C (ext. 4986) provides all regular postal services, including cable, fax and telephone services, Monday through Friday from 8:00 a.m. to 6:00 p.m. Cash transactions are available from 8:00 a.m. to 5:00 p.m.

## **BANKS**

Bank Austria-Creditanstalt has branches providing full banking services on the first floor of Building C and on the entrance level of Building D of the Vienna International Centre. The office hours are Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m. and Thursday from 9:00 a.m. to 5:30 p.m.

## **MEDICAL SERVICES**

Medical attention is available from the clinic operated by the Joint Medical Services located at the VIC, Building F, seventh floor (extension 22225 and, for emergencies 22222). The clinic is open from 8:30 a.m. to 12:00 p.m. and from 2:00 to 4:30 p.m., except on Thursdays when it is open from 8:30 to 12:00 p.m. and from 2:00 to 3:00 p.m. For emergency assistance at other times, please contact the Central Security Office, F0E21, ext. 3903.

## **CATERING SERVICES**

A cafeteria, a restaurant and a bar are located in Building F, on the entrance level. The restaurant (table reservation recommended, ext. 4877) is open from 11:30 a.m. to 2:30 p.m. The cafeteria is open from 7:30 to 10:00 a.m. and from 11:30 a.m. to 2:30 p.m. The coffee counter in the cafeteria is open from 8:00 to 10:00 a.m. and from 11:30 a.m. to 3:30 p.m. The coffee counters in C04 and C07 are open from 9:00 a.m. to 4:00 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, extension 4875.

## **TRAVEL SERVICES**

American Express (COE01) and Carlson Wagonlit Travel Agency (COE13) are at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office is located in the corridor in Building F. The office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

## **ACCESS TO THE VIC**

Participants coming by taxi are advised to leave the vehicle in the side lane (Nebenfahrbahn) of the Wagramer Strasse, register at Gate 1, walk over the plaza and enter the building via entrance "C". Participants coming by the "U-Bahn" on Line 1 should get off at the "Kaisermühlen-Vienna International Centre", leave the station by the exit closest to the front of the train, enter VIC grounds at Gate 1, and proceed to the plaza and entrance "C". Participants coming by car: After having been issued a VIC conference pass at the Pass Office, participants can obtain a parking sticker at Gate 3 by representing the car papers ("Zulassungsschein"). Such stickers, valid for the duration of the session, will allow access to the parking facilities. Only cars displaying such a sticker

will be permitted to park in the garage. Access for participants coming by car is through Gate 3. For holders of red parking stickers, such as Permanent Missions' cars, Gate 2 can be used. Gate 2 is open from 7:30 a.m. to 7:00 p.m. and Gate 3 is open 24 hours.

### **PARKING FACILITIES**

Parking facilities for delegations will be available in garage P1, levels-1 and -2. Delegates are requested to ensure that their drivers obey the traffic and parking signs, as well as the directions of the security officers in the VIC complex.

### **USE OF MOBILE PHONES AND LAPTOPS**

Delegates are kindly requested 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 causes similar problems. Delegates are kindly requested not to use laptops next to open microphones.

### **VIENNA CITY INFORMATION**

Vienna is the capital of the Republic of Austria and also one of the nine states of Austria. Vienna is Austria's primary city, with a population of about 1.7 million (2.3 million within the metropolitan area), it is by far the largest city in Austria, as well as its cultural, economic, and political centre. It is the 10th largest city by population in the European Union, and was recently listed by Mercer Human Resource Consulting as having the highest quality of living (as of 2009). Vienna is host to many major international organizations such as the United Nations and OPEC. Vienna lies in the very east of Austria and is close to the Czech Republic, Slovakia and Hungary. In 2001, the city centre was designated a UNESCO World Heritage Site.

For more information on the city, its surrounding area and upcoming events, please visit the official Vienna Tourist website at: <http://www.wien.info/>

**HOTEL REGISTRATION FORM**

Hotel room rates include breakfast, services and taxes unless otherwise mentioned.  
Rates effective 01 January 2009.

**Please circle hotel and room type/rate required and attach to the hotel accommodation request form.**

Please cross the hotel and room type required and submit this form to  
**Travel & Transportation Unit, UNOV.**

**For any further queries, please contact Ms. Solange Stevens, Tel: 26060/5537 or  
Ms. Lay Hoon Lim, Tel: 26060/4928, Fax ++43-1-26060 5844**

I require \_\_\_\_\_ single/double room(s) for \_\_\_\_\_ night(s), from \_\_\_\_\_ to \_\_\_\_\_  
for (print name): \_\_\_\_\_  
accompanied by \_\_\_\_\_ adults, \_\_\_\_\_ children, aged \_\_\_\_\_

All rooms will be reserved until 6 p.m. If reservation should be guaranteed, please indicate exact time of arrival. UNOV will not be responsible for any payment or cancellation charges.

**Please advise your Credit Card No.:**

**Credit card type:** \_\_\_\_\_ **No.** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

I understand that the hotel accommodation requested by UNOV, Travel & Transportation Unit is on a guarantee basis. Should the accommodation not be cancelled 24 hours before arrival, I shall be liable to pay the cost of one (1) night's stay.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Contact address:** \_\_\_\_\_

# HOTEL RATES IN VIENNA

HOTEL	CATEGORY	SINGLE ROOM	DOUBLE ROOM
<b>GRABEN HOTEL</b> Dorotheergasse 3 1010 Vienna Tel: 512 15 31 0 Subway stop: U1/Stephansplatz All major credit cards accepted	***	EUR 79	EUR 109
<b>AUSTRIA TREND HOTEL</b> Wagramer Strasse 83-85 1220 Vienna Tel: 203 55 45-0 Subway stop: U1/Kagran All major credit cards accepted	***	EUR 96	EUR 124
<b>HOTEL CAPRI</b> Praterstrasse 44-46 1020 Vienna Tel: 214 84 04 Subway stop: U1/Nestroyplatz All major credit cards accepted	***	EUR 84	EUR 115
<b>HOTEL ROYAL</b> Singerstrasse 3 1010 Vienna Tel: 515 68 0 Subway stop: U1 Stephanplatz All major credit cards accepted	***	EUR 79	EUR 109
<b>SUITEHOTEL</b> Radingerstrasse 2 1020 Vienna Tel: 24588 0 Subway stop: U1/Vorgartenstrasse All major credit cards accepted	***	EUR 91	EUR 91
<b>HOTEL SCHWEIZERHOF</b> Bauernmarkt 22 1010 Vienna Tel: 5331931/2	***	EUR 95	EUR 135

Subway stop: U1/Stephanplatz All major credit cards accepted			
<b>HOTEL MERCURE WIEN ZENTRUM</b> Fleischmarkt 1A 1010 Vienna Tel: 53460 0 Subway stop: U1/U4 Schwedenplatz All major credit cards accepted	****	EUR 120	EUR 145
<b>PARK INN VIENNA</b> Wagramerstrasse 16/16a 1220 Vienna Tel: 260 40 0 Subway stop: U1/Vienna Int. Center All major credit cards accepted	****	EUR 97	EUR 112
<b>HOTEL CAPRICORNO</b> Schwedenplatz 3-4 1010 Vienna Tel: 533 31 04 Subway stop: U1 or U4 Schwedenplatz All major credit cards accepted	****	EUR 100	EUR 138
<b>ARCOTEL KAISERWASSER</b> Wagramerstrasse 8 1220 Vienna Tel:224 24 0 Subway stop: U1/VIC All major credit cards accepted	****	EUR 119 (room only)	EUR 119 (room only)
<b>HOTEL NH DANUBE CITY</b> Wagramerstrasse 21 1220 Vienna Tel: 260 200 Subway stop: U1/Alte Donau All major credit cards accepted	****	EUR 99	EUR 99
<b>RADISSON SAS HOTEL</b> Parkring 12a 1010 Vienna Tel: 515170 Subway stop: U4/Stadtpark All major credit cards accepted	*****	EUR 149 (room only)	EUR 149 (room only)
<b>HOTEL MARRIOTT</b> Parkring 12a 1010 Vienna Tel: 51518 0 Subway stop: U4/Stadtpark	*****	EUR 153 (room only)	EUR 153 (room only)

All major credit cards accepted			
<b>HILTON VIENNA</b> Am Stadtpark 1030 Vienna Tel: 71700-0 Subway stop: U3/U4 Landstrasse/ Wien Mitte All major credit cards accepted	*****	EUR 149 (room only)	EUR 149 (room only)
<b>INTERCONTINENTAL VIENNA</b> Johannesgasse 28 1037 Vienna Tel: 711 22 0 Subway stop: U4 Stadtpark All major credit cards are accepted	*****	EUR 140 (room only)	EUR 140 (room only)

United Nations  Nations Unies

Development Cooperation Forum Team  
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Email: [barthelemy1@un.org](mailto:barthelemy1@un.org)  
[www.un.org/ecosoc/newfunct/develop.shtml](http://www.un.org/ecosoc/newfunct/develop.shtml)

DCF High-Level Symposium  
Accountable and Transparent Development Cooperation:  
*"Towards a More Inclusive Framework".*  
12 - 13 November 2009  
Vienna, Austria

REGISTRATION FORM

Mr./Mrs./Ms.	
First Name	
Last Name	
Nationality	
Position/Job Title	
Organization	
Street Address	
Postcode and Country	
E-mail Address	
Phone Number	
Fax Number	
Contact info while in Vienna	
Street Address/Country	

Submitting this form confirms my participation.

Please return a registration form for *each* member of the delegation to:

Mrs. Margo Kemp at [kemp@un.org](mailto:kemp@un.org), or Ms. Anita Frederick at [fredericka@un.org](mailto:fredericka@un.org), fax: +1(212) 963-2812.