

Additional information on the Vienna International Centre

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/D-Building (across from Conference Room III) at a cost.

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.

Designated Smoking Areas

The Vienna International Centre is a tobacco-free environment. Participants may only smoke in the designated areas near the coffee bars in the second, fourth and seventh floor of the C-Building

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 from 8:00 a.m. to 5:00 p.m.

Banks

Bank Austria-Creditanstalt has branches on the first floor of Building C and at the entrance of Building D, providing full banking services. Bank 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

The clinic operated by the Joint Medical Services is located at the VIC, Building F, 7th floor (extension 22223 and, for emergencies 22222). Opening hours are from 8:30 a.m. to 12:00 p.m. Mondays to Fridays; and from 2:00 to 4:00 p.m. Mondays, Tuesdays, Wednesdays and Fridays. On Thursdays it is open from 2:00 to 3:00 p.m. In case of emergency the Medical service is available from 8:30 a.m. to 5:30 p.m., outside these hours, contact the Central Security Office, FOE21, ext. 3903.

Food services

A cafeteria, a restaurant and a bar are located in Building F on the entrance level. The restaurant (table reservation recommended: ext. 4877 between 11:30 a.m. and 15:00 p.m.) is open from 11:30 a.m. to 2:30 p.m. The cafeteria is open from 7:30 a.m. 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 7:30 to 10:00 a.m. and from 11:30 a.m. to 3:30 p.m. During

the session, the coffee corner on the 7th floor of the Building C will also be in operation from 9:00 a.m. to 4:00 p.m.

Travel services

American Express (COE) and Carlson WagonLit (FOE11 & COE13) are at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

Airport bus

An airport bus service operates to and from the Vienna International Airport, to the Vienna International Centre. Journey time is approximately 35 minutes.

Hotels near the VIC

The Secretariat regrets that it is not able to help participants to make hotel reservations. It is suggested that participants reserve hotel rooms through their diplomatic missions or through travel agencies. Participants who arrive in Vienna without a hotel reservation may arrange hotel accommodation at Vienna International Airport at the travel desk located next to the information desk in the arrivals area. The travel desk is open from 8.30 a.m. to 9 p.m. daily.

We have been informed that the following hotels are in the vicinity of the VIC. However, this does not mean that the Secretariat endorses nor has any kind of relationship with them. As mentioned before, the Secretariat cannot provide any help regarding the reservation of accommodations in Vienna; participants have to make their own arrangements.

Hotel Park Inn

Wagramerstrasse 16/16A
A-1220 Vienna
E-mail: reservation.vienna@rezidorparkinn.com
Fax: +00431 26040699

Hotel NH Danube City

Wagramerstrasse 21
A-1220 Vienna
E-mail: rsv.nhdanubecity@nh-hotels.com
Fax: +00431 260208108

Hotel Arcotel Kaiserwasser

Wagramerstrasse 8
A-1220 Vienna
E-mail: reservation.kaiserwasser@arcotel.at
Fax: +00431 52165810

Online Information on VIC and Vienna

Information on the VIC and the City of Vienna can be found at the following web addresses: <http://intranet.un.or.at> or <http://www.unov.org>