OSCE Chairmanship Workshop on Post-Conflict Rehabilitation: Stabilization, Reconstruction and Peacebuilding

Vienna, 2 – 3 May 2011

Information Circular

1. Venue

The meeting will take place in the Ratsaal, location on 5th floor of the Hofburg Congress Centre
Heldenplatz 1
1010 Vienna
Austria

2. Language

Interpretation between English and Russian language will be provided at the workshop.

3. Programme Outline

2 May:
12.00 – 14.00 Registration
14.00 – 15.00 Opening Session
Welcome and opening address by the OSCE Chairmanship
Keynote address
15.00 – 17:30 Working Session 1
The Role of Regional/Multilateral Organizations in Support of Stabilization, Reconstruction and Peacebuilding
18.00 – 19:30 Reception (hosted)

3 May:
09:00 – 12:30 Working Session 2
Strengthening Local Ownership of Non-Military Confidence Building Measures (CBMs)

14:30 – 16:30 Working Session 3
Taking Stock of Lessons Learned, Recruitment & Rosters and Training in Peacebuilding with a View Toward Recent Initiatives of OSCE participating States

16:30 – 17:00 Closing Session

*) Re-circulation due to change of distribution status, text remains unchanged
4. Organizational Modalities

The opening and the closing sessions will be chaired by the Lithuanian OSCE Chairmanship. Each working session will have a moderator selected by the OSCE Chairmanship and a rapporteur drawn from the Conflict Prevention Centre’s Operation Service. The Rules of Procedure of the OSCE will apply to this workshop.

Keynote statements and a report from the workshop will be distributed to participants after the workshop.

The workshop will not be open to the media.

5. Participation

The participating States are encouraged to be represented at expert-level as well as senior experts responsible for stabilization, reconstruction and peacebuilding.

The OSCE Institutions, the Parliamentary Assembly, Partners for Co-operation, thematic units of the OSCE Secretariat and OSCE field operations will also be invited. In addition, international and other regional organizations and individual subject experts, including from think-tanks and Non-governmental Organizations, will be able to attend.

No fee for participation is requested.

6. Guidelines for speakers

To facilitate discussion within time constraints, keynote presentations should not be longer then 10 – 15 minutes and interventions/questions from the floor should not exceed five minutes.

In their contributions, keynote speakers should set the scene for discussion in the sessions and stimulate debate among delegations by raising appropriate questions and suggesting potential recommendations.

The intention is to develop a free-flowing discussion based on keynote speeches, background information and written statements circulated in advance or during the meeting.

All contributions should be submitted in advance for circulation in electronic format to Mr. John Crosby of the CPC/Operations Service (john.crosby@osce.org) by 27 April 2011. It is intended to upload documents to the OSCE public website (http://www.osce.org/cio/75597) unless otherwise advised by the originator when submitting the contribution.

Advanced copies for interpreters would be highly appreciated and treated as confidential.

7. Guidelines for moderators and rapporteurs

The moderator chairs the session and should facilitate and focus the dialogue among participants. The moderator should stimulate the debate by introducing items related to the subjects covered by the working session, as appropriate, in order to broaden or focus the
scope of the discussion. In addition, the moderator should provide concise closing remarks focusing on recommendations and suggestions for concrete follow-up action.

The rapporteurs’ written reports will address issues raised during the session concerned and will cover problem areas, improvements, suggestions and recommendations made at the session and other relevant information.

8. Guidelines for participants

Each presentation will be followed by discussions on any number of relevant subtopics that participants may wish to raise, mindful that a main goal of the workshop is to identify recommendations on concrete deliverables for further development that can improve joint work on post-conflict rehabilitation, stabilization, reconstruction and peacebuilding.

To promote interactive discussion, participants are requested to provide formal statements in writing only. Participants are further requested to limit the length of their oral interventions to five minutes, covering only substantive issues related to the focus of the session. Moreover, they are requested not to introduce at length the entities they represent – the moderators will rigorously enforce this point.

9. Registration/Accreditation

Permanently accredited delegation members
A note verbale from delegations in Vienna detailing all participants from delegations in descending order of seniority showing, names, functions and e-mail address should be sent to elke.lidarik@osce.org, fax: +43-1-531 37 577. Those members of OSCE delegations in Vienna who take part in the workshop will have access to the conference area with their regular OSCE badges.

Not permanently accredited participants
Participants not permanently accredited to the OSCE are kindly requested to fill out the attached registration form (see annex 1) and to send it to elke.lidarik@osce.org, fax: +43-1-531 37 577 not later than 15 April 2011.

Badges for not permanently accredited delegation members may be obtained at the accreditation counter located in the Segmentgalerie, first floor (open daily from 8:30 a.m. to 5 p.m. during the meeting) upon presentation of appropriate photo identification.

On the basis of registration, Conference Services will issue a list of participants prior to the workshop and regular up-dates during the workshop. The deadline for submitting changes to list of participants will be 2 May, 2011 at 1 p.m.

10. Technical equipment:

The Ratsaal will be equipped with technical facilities for power point presentations. The equipment consists of large screens, projectors, laptop (Microsoft windows XP, office XP) with remote control, VCR (VHS, S-VHS, PAL), mini DV and DVD (PAL) player, CD-player, floppy disk station and USB-port.

Please note that presenters wishing to test audio/visual equipment may do so one hour prior to the workshop on the days the workshop is taking place.
11. Travel Arrangements

Participants are requested to arrange individually for their travel, accommodation, transport, etc. All costs related to the participation in this workshop must be covered by the participants or their agencies.

11.1. Visa modalities

Participants, if required under Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria.

Please be aware that it could take up to 14 days to get the requested Shengen visa. Therefore applicants are strongly advised to apply for visa well in advance.

Please note that it is NOT possible to have your visa issued at the Vienna International Airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay.

Further details can be found on the Austrian MFA website www.bmeia.gv.at.

In case assistance from the OSCE is needed to support your visa application, please refer to Ms. Elke Lidarik (elke.lidarik@osce.org).

11.2. Transportation

The journey time from the Vienna International Airport to Vienna is approx. **15 - 30 min.** depending on the means of transport (train, bus or taxi) and traffic conditions. Further information on the transfers Vienna Airport – Vienna city centre can be found on www.viennaairport.com.

Taxis

Taxis are waiting in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. € 40.00-50.00. Otherwise taxis for a pick up at the airport can be booked in advance at a more moderate price from the company C&K (www.ck-airportservice.at tel: +43 1 44444 - price: € 33.00 one way).

Trains from/to airport in Vienna:

a) City Airport Train (CAT) www.cityairporttrain.at

The City Airport Train is the nonstop connection between the station Wien Mitte/Landstraße and Vienna International Airport. The ride takes approx. 16 min. From the station Wien Mitte/Landstraße you have access to the underground (U-Bahn) lines U3 and U4 and to taxis. If you are using the CAT you can check in your luggage at the City Air Terminal at the station Wien Mitte/Landstraße.

Timetable CAT

from Wien Mitte to the airport: from 05.38 a.m. to 11.08 p.m. every 30 minutes

from the airport to Wien Mitte: from 06.05 a.m. to 11.35 p.m. every 30 minutes

Fare

one way ticket for one adult: € 9.00

return ticket for one adult: € 16.00

Note: The CAT is not a member of the public transport network and you need an appropriate ticket if you change to or from public means of transport.
b) Schnellbahn (S1, S2 or S7)
The S7 is the regional railroad connection of the Austrian Federal Railways ÖBB between the Vienna International Airport and Vienna. The journey time between the airport and the station Wien Mitte/Landstraße is about 24 min, because the S7 stops at several stations along the way. You have good access to the public transport network of Vienna at the stations Wien Mitte/Landstraße (underground lines U3 and U4), Wien Nord/Praterstern (underground line U1) and Handelskai (underground line U6).

**Timetable S7**
from Wien Mitte to the airport: from 04.56 a.m. to 09.56 p.m. every 30 minutes
from the airport to Vienna: from 05.39 a.m. to 10.39 p.m. every 30 minutes
Note: Your ticket is also valid in the public means of transport of Vienna.

**Bus Services Vienna Airport Lines**
The Vienna Airport Lines operate several bus lines between Vienna and the Vienna International Airport. The two lines that go to the city centre are the lines to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (access to the Underground at both places). Please check the line carefully before taking the bus.

**Morzinplatz/Schwedenplatz – Vienna International Airport**
The trip takes approx. 20 min. From Schwedenplatz you have access to the underground lines U1 and U4.
to the airport: from 05.00 a.m. to 11.30 p.m. every 30 minutes
from the airport: from 06.20 a.m. to 00.20 a.m. every 30 minutes

**Südbahnhof/Westbahnhof – Vienna International Airport**
The trip takes approx. 45 min. From Südbahnhof/Westbahnhof you have access to the underground lines U3 and U6.
to the airport: from 05.00 a.m. to 07.00 p.m. every 20 minutes, from 07.00 p.m. to 11.00 p.m. every 30 minutes
from the airport: from 06.00 a.m. to 08.00 p.m. every 20 minutes, from 08.00 a.m. to 11.59 p.m. every 30 minutes
www.postbus.at – Tel: +43 1 7007 32300

**To get around in Vienna**
For taxi service within Vienna, please call +43 1 31300 or +43 1 40100
Public transportation information is available at:
http://www.wienerlinien.at/wl/ep/home.do?tabId=0

**11.3. Accommodation**
In order to assist participants with accommodation in Vienna, an overview of hotels as well as contact information is attached (annex 2). Participants are kindly requested to arrange for rooms directly with the hotels.

We strongly recommend that hotel and travel bookings are made as early as possible.
11.4. General information

Currency: The national currency is the Euro.
Bank facilities: Bank services and exchange operations can be done at the banks or exchange offices situated in the city.
Electric current: The standard voltage in the electric circuit of Vienna is 220 V.
Time: Central European Time (CET) + 0200 UTC.
Weather: The weather in Vienna in May is expected to be sunny and warm, relatively little rain; the daily temperature is usually 15 - 20°C but actual weather conditions should be checked before departure on the website of the Austrian Central Institute for Meteorology and Geodynamics [http://www.zamg.ac.at/weather].
Emergencies and first aid: First aid will be provided at the workshop venue. In case of major emergencies please dial 112 (no international dialing code required even if you are dialing from a non-Austrian mobile phone).
Liability: To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of or damage to property and claims of third parties.

12. Social programme

A reception will be hosted by the Lithuanian OSCE Chairmanship on 2 May from 6 p.m. to 7.30 p.m. in the Ratsaal Foyer. Coffee/tea will be served for participants in the workshop during announced coffee breaks. Lunch will be provided on 3 May also in the Ratsaal Foyer at 12.30 p.m. to 2.30 p.m.

13. Point of Contacts for Logistical Arrangements:

Substance and General Questions
Mr. John Crosby
Operational Support Officer
Conflict Prevention Centre/Operations Service,
Tel +43 1 514 366766, John.Crosby@osce.org

Ms. Gudrun Van Pottelbergh,
Operational Support Officer
Conflict Prevention Centre/Operations Service
Tel +43 1 514 366771, Gudrun.VanPottelbergh@osce.org

Visa and Registration
Ms. Elke Lidarik
Conference Services,
Tel: + 43 (0) 664 141 88 67, elke.lidarik@osce.org
OSCE Chairmanship Workshop on Post-Conflict Rehabilitation: Stabilization, Reconstruction and Peacebuilding
2 – 3 May 2011

REGISTRATION FORM
Deadline: 15 April 2011

Please send this registration form to Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax +43 1 531 37 577; (Please fill in using capital letters)

<table>
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<th>1. Country:</th>
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<th>2. Name of the Organization (if not participating State or Partners for Co-operation)</th>
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<th>2. Category: (Please indicate the category you register in ✓)</th>
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| International Organization |
| Non Governmental Organization |
| Academic Community |
| Business Community |
| OSCE Institution |
| OSCE Secretariat |
| OSCE Field Presence |

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<th>3. ☐ Mr. ☐ Ms.:</th>
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<th>9. TRAVEL INFORMATION: please indicate below your precise travel schedule</th>
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<tr>
<th>Hotel in Vienna (Name, address, phone)</th>
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ANNEX 1
## HOTELS IN VIENNA

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<tr>
<th>name</th>
<th>booking e-mail address</th>
<th>address</th>
<th>Telephone +43 1</th>
<th>Fax +43 1</th>
<th>sg/db rate</th>
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</table>
| Vienna MARRIOTT Hotel       | vienna.marriott.reservations@marriotthotels.com  
www.marriott.de  
(booking code: OSXC PPLUS NO 036544) | Parkring 12a, 1010 Wien       | 515 18 53        | 515 18 6736 | € 155 breakfast from €17.50     |
| INTER-CONTINENTAL Wien      | vienna@interconti.com  
www.intercontinental.at | Johannesgasse 28, 1037 Wien | 711 22 26       | 711 22 344 | € 120 deluxe € 185 incl. breakfast |
| Hotel DE FRANCE             | defrance@austria-hotels.at  
www.hoteldefrance.at | Schottenring 3, 1010 Wien    | 313 68-0        | 319 59 69 | € 132/€ 152 incl breakfast      |
| Hotel HERRENHOF             | nadine.berschig@herrenhof-wien.steigenberger.at  
www.herrenhof-wien.steigenberger.at | Herrengasse 10, 1010 Wien    | 534 04          | 534 04 100 | € 139 deluxe € 169 breakfast € 26 |
| RADISSON SAS STYLE Hotel Vienna | sales.vienna@radissonsas.com  
www.radissonsas.com | Herrengasse 12, 1010 Wien    | 22 78 00        | 512 22 16 | from € 199 excl. breakfast      |
| HILTON VIENNA PLAZA         | info_vienna-plaza@hilton.com  
www.hilton.at     | Schottenring 11, 1010 Wien   | 313 90          | 313 90 160 | from € 169 excl. breakfast      |
| VIENNA HILTON               | rm_vienna@hilton.com  
www.hilton.de/wien | Am Stadtpark, 1030 Wien      | 717 00 344      | 713 06 91 | from € 151 excl. breakfast      |
<p>| HOTEL SACHER                | <a href="mailto:wien@sacher.com">wien@sacher.com</a>                  | Philharmonikerstrasse 4     | 51 456 0        | 51456810 | € 191 Buffet breakfast €30      |</p>
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<th>address</th>
<th>telephone</th>
<th>fax</th>
<th>sg/db rate</th>
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| Best Western Hotel KAISERHOF Vienna | reservation@hotel-kaiserhof.at  
www.hotel-kaiserhof.at        | Frankenberggasse 10, 1040 Wien | 505 17 01 81 | 505 88 75 88 | € 109 superior € 132 incl. 1 breakf |
| Hotel AM PARKRING Wien (Schick Hotels) | parkring@schick-hotels.com  
www.schick-hotels.com       | Parkring 12, 1010 Wien | 514 80 | 514 80 40 | € 117/€ 160 incl. breakfast |
| Best Western Hotel ERZHERZOG RAINER (Schick Hotels) | rainer@schick-hotels.com  
www.schick-hotels.com         | Wiedner Haupstr. 27-29, 1040 Wien | 22 111 | 22 111 350 | € 96/€ 134 incl. breakfast |
| Hotel CAPRICORNO Wien (Schick Hotels) | capricorno@schick-hotels.com  
www.schick-hotels.com        | Schwedenplatz 3-4, 1010 Wien | 533 31 04 | 533 76 714 | € 99/€ 136 incl. breakfast |
| Hotel CITY CENTRAL Wien (Schick Hotels) | city.central@schick-hotels.com  
www.schick-hotels.com         | Taborstrasse 8, 1020 Wien | 211 05 | 211 05 140 | € 95/€ 129 incl. breakfast |
| Hotel STEFANIE Wien (Schick Hotels) | sabine.pollak@schick-hotels.com  
www.schick-hotels.com        | Taborstrasse 12, 1020 Wien | 211 50 | 211 50 160 | € 157/€ 208 incl. breakfast |
| Hotel AMADEUS (Austria Trend Hotels & Resorts) | office@hotel-amadeus.at  
www.hotel-amadeus.at         | Wildpretmarkt 5, 1010 Wien | 533 87 38 | 533 87 38 38 | € 90-126/€ 53-161 incl. breakf |
| Hotel ASTORIA (Austria Trend Hotels & Resorts) | astoria@austria-trend.at  
www.austria-trend.at         | Kärntnerstraße 32-34, 1010 Wien | 515 77 | 515 77 82 | € 118/€ 158 incl. breakfast |
| Hotel JOHANN STRAUSS | info@hotel-johann-strauss.at  
www.hotel-johann-strauss.at | Favoriten Strasse 12, 1040 Wien | 505 76 24 | 505 76 28 | € 88/€ 125 incl. breakfast |
| Das TYROL | reception@hotel-tyrol-vienna.com  
www.das-tyrol.at          | Mariahilferstraße 15, 1060 Wien | 587 54 15 | 587 54 15 9 | € 129/€ 165 incl. breakfast |
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<th>Hotel REGINA</th>
<th><a href="mailto:office@kremslehnerhotels.at">office@kremslehnerhotels.at</a></th>
<th>Rooseveltplatz 15, 1090 Wien</th>
<th>404 46</th>
<th>408 83 92</th>
<th>€ 89/€ 109 incl. breakfast</th>
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<td>GRABEN Hotel</td>
<td><a href="mailto:office@kremslehnerhotels.at">office@kremslehnerhotels.at</a></td>
<td>Dorotheergasse 3, 1010 Wien</td>
<td>512 15 31</td>
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<td>Hotel ROYAL</td>
<td><a href="mailto:office@kremslehnerhotels.at">office@kremslehnerhotels.at</a></td>
<td>Singerstraße 3, 1010 Wien</td>
<td>515 68 96</td>
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<tr>
<td>NH Hotels</td>
<td><a href="mailto:m-kral@nh-hotels.com">m-kral@nh-hotels.com</a></td>
<td>Airport, Belvedere,</td>
<td>260 20 8110</td>
<td>260 20 8108</td>
<td>€ 89/€ 109 incl. breakfast</td>
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<tr>
<td>Mercure Secession</td>
<td><a href="mailto:H3532@accor.com">H3532@accor.com</a></td>
<td>Getreidemarkt 5</td>
<td>58838212</td>
<td>58838</td>
<td>€ 90/€ 116 incl. breakfast</td>
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<td>Best Western Hotel</td>
<td><a href="mailto:info@hotel-tigra.at">info@hotel-tigra.at</a></td>
<td><a href="http://www.hotel-tigra.at">www.hotel-tigra.at</a></td>
<td>Tiefer Graben 14, 1010 Wien</td>
<td>533 96 41</td>
<td>533 96 45</td>
<td>€ 108 - € 167 incl. breakfast</td>
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<td>DAS TIGRA</td>
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<td>Hotel MAILBERGER HOF</td>
<td><a href="mailto:reception@mailbergerhof.at">reception@mailbergerhof.at</a></td>
<td><a href="http://www.mailbergerhof.at">www.mailbergerhof.at</a></td>
<td>Annagasse 7, 1010 Wien</td>
<td>512 06 41</td>
<td>512 06 41 10</td>
<td>€ 80 - € 95 incl. breakfast</td>
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<td>Hotel MARC-AUREL</td>
<td><a href="mailto:marcaurel@chello.at">marcaurel@chello.at</a></td>
<td><a href="http://www.hotel-marcaurel.com">www.hotel-marcaurel.com</a></td>
<td>Marc-Aurel-Straße 8, 1010 Wien</td>
<td>533 36 40</td>
<td>533 00 78</td>
<td>€ 99 - € 159 incl. breakfast</td>
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<th>sg/db rate</th>
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<tr>
<td>Pension NOSSEK &amp; Co</td>
<td><a href="mailto:reservation@pension-nossek.at">reservation@pension-nossek.at</a></td>
<td>Graben 17, 1010 Wien</td>
<td>533 70 41</td>
<td>535 36 46</td>
<td>€ 73-97/€ 115 incl. breakfast</td>
</tr>
<tr>
<td>Hotel ALPHA</td>
<td><a href="mailto:alpha@austria-hotels.at">alpha@austria-hotels.at</a></td>
<td>Buchfeldgasse 8, 1080 Wien</td>
<td>403 52 91</td>
<td>403 52 91-62</td>
<td>€ 75/€ 105 incl breakfast</td>
</tr>
<tr>
<td>Hotel GTF STADION</td>
<td><a href="mailto:hotel@graf-stadion.com">hotel@graf-stadion.com</a></td>
<td>Buchfeldgasse 5, 1080 Wien</td>
<td>40 55 284</td>
<td>40 50 111</td>
<td>€ 60-90/€ 80-150</td>
</tr>
<tr>
<td>Hotel POST</td>
<td><a href="mailto:office@hotel-post-wien.at">office@hotel-post-wien.at</a></td>
<td>Fleischmarkt 24, 1010 Wien</td>
<td>515 83</td>
<td>515 83 808</td>
<td>€ 74/€ 112</td>
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<tr>
<td>Hotel SCHWEIZERHOF</td>
<td><a href="mailto:email@schweizerhof.at">email@schweizerhof.at</a></td>
<td>Bauernmarkt 22, 1010 Wien</td>
<td>533 19 31</td>
<td>533 02 14</td>
<td>€ 90/€ 130 incl. breakfast</td>
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<td>Hotel zur WIENER STAATSOPER</td>
<td><a href="mailto:email@zurwienerstaatsoper.at">email@zurwienerstaatsoper.at</a></td>
<td>Krugerstraße 11, 1010 Wien</td>
<td>513 12 74</td>
<td>513 12 74 15</td>
<td>€ 80-100/€ 113-135</td>
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<td>Hotel WANDL</td>
<td><a href="mailto:reservation@hotel-wandl.com">reservation@hotel-wandl.com</a></td>
<td>Petersplatz 9, 1010 Wien</td>
<td>534 550</td>
<td>534 55 77</td>
<td>€ 92-110/€ 143-198</td>
</tr>
<tr>
<td>Hotel KÄRTNERHOF</td>
<td><a href="mailto:karntnerhof@netway.at">karntnerhof@netway.at</a></td>
<td>Grasrhofgasse 4, 1011 Wien</td>
<td>512 19 23</td>
<td>513 22 28 33</td>
<td>€ 68 - € 108 incl. breakfast</td>
</tr>
<tr>
<td>Hotel DREI KRONEN</td>
<td><a href="mailto:office@hotel3kronen.at">office@hotel3kronen.at</a></td>
<td>Schleifmühlgasse 25, 1040 Wien</td>
<td>587 32 89</td>
<td>587 32 89 11</td>
<td>€ 59 - € 89 excl. breakfast</td>
</tr>
<tr>
<td>CLIMA CITY Hotel</td>
<td><a href="mailto:reservierung@climacity-hotel.com">reservierung@climacity-hotel.com</a></td>
<td>Theresianumgasse 21a, 1040 Wien</td>
<td>505 16 96</td>
<td>504 35 52</td>
<td>€ 75/€ 90</td>
</tr>
<tr>
<td>Hotel AUSTRIA Wien</td>
<td><a href="mailto:office@hotelaustraz-wien.at">office@hotelaustraz-wien.at</a></td>
<td>Am Fleischmarkt 20, 1010 Wien</td>
<td>515 23</td>
<td>515 23 506</td>
<td>€ 60 - € 124</td>
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