



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 15 November 2011

**OSCE-UNECE Roundtable
“Inland Transport Security Discussion Forum”**

**12-13 December 2011
Vienna, Hofburg**

Logistical Modalities

I. VENUE

Segment Gallery I
OSCE Congress Centre, Hofburg
Heldenplatz
A-1010 Vienna, Austria

II. REGISTRATION – DEADLINE 30 NOVEMBER 2011

In order to allow for timely arrangements, the organizers kindly request all participants to send the attached registration form (**Annex 1**) latest by 30 November 2011, preferably by e-mail, completed with all necessary details to:

Ms. Petronela Durekova
Tel: +43 1 514 36 6934
Email: petronela.durekova@osce.org

III. ACCREDITATION

Accreditation will take place at the Vienna Hofburg, the Segmentgalerie (Groundfloor), on Monday, 12 December 2011, between 9:00 and 9:30 am. Presentation of a valid ID/Passport is required for accreditation. Please note that a badge will be required to access the meeting room.

IV. WRITTEN CONTRIBUTIONS

Participants are welcome to submit written contributions reflecting their views on the issues discussed at the Roundtable to jelena.suvorova@osce.org no later than 5 December 2011 to enable a timely distribution to the participants.

V. VISA

Participants, if stipulated under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmaa.gv.at. In case a letter of confirmation of participation for visa requirements is needed, please contact jelena.suvorova@osce.org.

VI. ACCOMMODATION AND TRAVEL ARRANGEMENTS

SPONSORED PARTICIPANTS

Please note that no reimbursement can be made without presenting original invoices/receipts (boarding passes)!

NON-SPONSORED PARTICIPANTS

All the non-sponsored participants are kindly requested to make their own travel, transfer and accommodation arrangements which will not be paid for by the OSCE.

VII TRANSFERS AIRPORT - CITY:

Reaching Vienna Centre from the Airport:

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 can be found on www.viennaairport.com.

Taxis: are available in front of the arrival hall. A pick up at the airport can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: € 33 one way) or from the company Airport Drivers (Tel: +43 1 22 82 250 – price: € 31)

Trains:

a) City Airport Train (CAT) – a on-stop connection (16 min) to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with further access to the Underground (U-Bahn Line U3 and U 4) and taxis: www.cityairporttrain.com.

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

Schedule: every ½ hours: Airport-Vienna 5/35 min. after every full hour; Vienna-Airport 8/38min. after every full hour.

OR

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 04.31 a.m. to 11.46 p.m. every 30 minutes **from the airport** to Vienna: from 04.54 a.m. to 00.18 a.m. every 30 minutes **Fare:** € 3.60 (one way, 2 zones to/from centre) **Note:** Your ticket is also valid in the public means of transport of Vienna.

c) 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 services 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>

List of hotels with OSCE special rate:

<i>name</i>	<i>booking e-mail address/website</i>	<i>address</i>	<i>Tel. no. +43 1</i>	<i>sg/db rate</i>
Vienna MARRIOTT Hotel	vienna.marriott.reservations@marriotthotels.com www.marriott.de	Parkring 12a, 1010 Wien	515 18 53	€ 155 breakfast from €17.50
INTER- CONTINENTAL Wien	vienna@interconti.com www.intercontinental.at	Johannessgasse 28, 1037 Wien	711 22 26	€ 120 deluxe € 185 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hotelfrance.at	Sschottenring 3 1010 Wien	313 68-0	€ 132/€ 152 incl breakfast
Hotel HERRENHOF	nadine.berschig@herrenhof-wien.steigenberger.at www.herrenhof-wien.steigenberger.at	Herrengasse 10, 1010 Wien	534 04	€ 139 deluxe € 169 breakfast € 26
Best Western Hotel KAISERHOF Vienna	reservation@hotel-kaiserhof.at www.hotel-kaiserhof.at	Frankenberggasse 10, 1040 Wien	505 17 01 81	€ 109 superior € 132
Hotel AM PARKRING Wien	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	€ 117/€ 160 incl. breakfast

Best Western Hotel ERZHERZOG RAINER	rainer@schick-hotels.com www.schick-hotels.com	Wiedner Hauptstr. 27-29, 1040 Wien	22 111	€ 96/€ 134 incl. breakfast
Hotel CAPRICORNO Wien	capricorno@schick-hotels.com www.schick-hotels.com	Schwedenplatz 3, 1010 Wien	533 31 04	€ 99/€ 136 incl. breakfast
Hotel AMADEUS	office@hotel-amadeus.at www.hotel-amadeus.at	Wildpretmarkt 5, 1010 Wien	533 87 38	€ 90-126/€ 53-161 incl. breakf
Hotel ASTORIA	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	€ 118/€ 158 incl. breakfast
Das TYROL	reception@hotel-tyrol-vienna.com www.das-tyrol.at	Mariahilferstraße 15, 1060 Wien	587 54 15	€ 129/€ 165 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	€ 89/€ 109 incl. breakfast
Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nossek.at	Graben 17, 1010 Wien	533 70 41	€ 73-97/€ 115 incl. breakfast
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	€ 92-110/€ 143-198

IX. CONTACTS

OCEEA/OSCE Secretariat

Wallnerstrasse 6
A-1010 Vienna, Austria

For substantial issues: **Mr. Roel Janssens**, Senior Economic Advisor, Economic Governance Unit (Tel: +43 1 514 36 6221, Email: roel.janssens@osce.org).

For logistical queries: **Ms. Petronela Durekova**, Project Assistant
Tel: +43 1 514 36 6259, Fax: +43 1 514 36 96, e-mail: petronela.durekova@osce.org, in urgent situations mobile +43 664 231 4645

X. OTHER INFORMATION

INTERPRETATION - Simultaneous interpretation will be provided into English and Russian during the meeting

COMMUNICATION – INTERNET WORKING AREA

Several working areas with IT facilities & Internet access will be available for the participants at the site of the Workshop.

CURRENCY - The national currency is 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) + 0100 UTC.

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 meeting. 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.

Practical information about Vienna can be found on the following address:

<http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>