



2nd OSCE Gender Equality Review Conference

Vienna, 12-13 June 2017

TECHNICAL NOTE

VENUE

The **2nd Gender Equality Review Conference** will take place on Monday 12 June and Tuesday 13 June 2017 at the OSCE premises in the Hofburg Congress Center's Neuer Saal, Heldenplatz.

Please note that access to the OSCE premises is permitted only on presentation of a photo ID card (passport, national ID card or driver's license) in accordance with the registration modalities outlined below.

ACCREDITATION / REGISTRATION

Participants are kindly requested to fill out the registration form, specifying their affiliation, and return it by email to Ms. Elke Lidarik, <elke.lidarik@osce.org> no later than **Friday 2 June 2017, 5:00 p.m. CET**. Please note that the registration is only definite upon receipt of a confirmation email from the OSCE.

Access to the conference venue will be granted only to duly registered participants and upon presentation of a valid photo identity document. Badges may be obtained at the accreditation counter located in the Segmentgalerie, Hofburg Conference Center, first floor (open on Monday 12 June and Tuesday 13 June, 2017, from 8.00 a.m. to 3 p.m.)

CONFERENCE FORMAT AND LANGUAGE

The conference will consist of plenary sessions in a panel format as well as parallel working sessions focusing on specific thematic areas, all followed by an open discussion. The conference will start with a high-level opening panel, followed by six thematic sessions where speakers from government, international organizations, institutions and civil society organizations engage in an open discussion. OSCE delegations and all participants are invited to raise questions and engage in an interactive and results-oriented discussion. This meeting does not envisage statements from OSCE delegations.

Simultaneous interpretation in English language and Russian language will be provided throughout the conference.

VISA

Participants required under Austrian law to obtain a visa for entry into Austrian territory, are asked to make their own arrangements for securing a visa prior to their arrival.

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

In case you seek a letter confirming your participation at the conference, kindly complete Section 2 of the registration form and e-mail it to Ms. Elke Lidarik < elke.lidarik@osce.org >. A copy of valid passport including all relevant documents should be annexed to the request.

DOCUMENT DISTRIBUTION

Participating States who wish to distribute documents are requested to send these materials in electronic format to the OSCE Gender Section < equality@osce.org >, by **Friday, 2 June 2017**. In addition, photocopiers will be available at the meeting venue for minor quantities of materials.

SHIPMENTS

Shipment of materials for distribution, in particular those sent from outside the EU, may be delayed by Customs. Therefore, please e-mail full details (AWB, pro-forma invoice with details of contents etc.) to the OSCE Gender Section < equality@osce.org > as soon as the shipment is ready for dispatch so that customs clearance, if required, may be requested in advance. This applies whether the parcel is sent by postal services or by courier.

As the OSCE Congress Centre is unable to hold materials for more than several days prior to events, shipments will only be accepted **between Friday, 2 June 2017 and Friday, 9 June 2017**. Materials should be addressed as follows:

OSCE Vienna
Documents Distribution
Ref: 2nd Gender Equality Review Conference / 12 – 13 June 2017 (Neuer Saal)
Kongresszentrum Hofburg, Heldenplatz
A-1600 Vienna
Austria

Please note that if you have not notified the OSCE Gender Section < equality@osce.org > in advance of your shipment (content and size), it will be returned to you by the OSCE Congress Centre.

TRANSPORTATION

Participants are kindly requested to make their own travel and accommodation arrangements. Travel and accommodation expenses are not covered by the OSCE.

TAXI: Taxis can be found in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. € 40.00 - € 50.00. A pick-up at the airport can be booked in advance at a more moderate price from the company C&K www.cundk.at or from the company Airport Drivers www.airportdriver.at

TRAINS

City Airport Train (CAT) – to Vienna "Wien-Mitte – Landstraße/Hauptstraße" with access to the Underground (U-Bahn Lines 3 and 4) and taxi service.

For schedule and further information, kindly visit: www.cityairporttrain.com

AIRPORT BUS LINE Service

For schedule and further information, kindly visit:

http://www.viennaairport.com/en/passengers/arrival_parking/bus_connections

ACCOMODATION

Participants are kindly requested to make their own hotel arrangements, which, will not be paid for by the OSCE. For your convenience, a list of hotels in Vienna is enclosed. Timely booking is highly advisable.

Hotel STEIGENBERGER HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at
Hotel PARK HYATT Vienna	https://vienna.park.hyatt.com/en/hotel/home.html Vienna.park@hyatt.com
Hotel K+K PALAIS	www.kkhotels.com kk.palais.hotel@kuk.at
Hotel STEFANIE	www.schick-hotels.com sabine.pollak@schick-hotels.com
Hotel CITY CENTRAL	www.schick-hotels.com city.central@schick-hotels.com
Hotel 25HOURS	www.25hours-hotels.com res.wien@25hours-hotels.com
Hotel JOHANN STRAUSS	www.kremsleherhotels.at js@kremslehnerhotels.at

POINTS OF CONTACT

For substantive issues:

Maaïke Van Adrichem
Adviser on Gender Issues
equality@osce.org

For registration and visa issues:

Elke Lidarik
Conference Services
elke.lidarik@osce.org