



## TECHNICAL NOTE

### 23<sup>rd</sup> Conference of the Alliance against Trafficking in Persons

### *“It’s About People: National Leadership to End Human Trafficking”*

18-19 April 2023

Hofburg, Vienna, Austria

#### **VENUE**

The 23<sup>rd</sup> Conference of the Alliance against Trafficking in Persons will take place at the OSCE premises in the Hofburg Congress Center, Heldenplatz, 1010 Vienna, Austria.

The Hofburg can be accessed with OSCE delegates’ regular badges. External participants will need to refer to the registration desk located in the security container next to the main entrance. Please note that access to the OSCE premises is permitted only upon presentation of a photo ID card (passport, national ID card or driver’s license) in accordance with a list of participants.

Interpretation between six official OSCE languages (English/French/German/Italian/Russian/Spanish) will be provided during all sessions of the conference. Participants are encouraged to bring their own headphones and use the provided handsets to select a language.

#### **REGISTRATION**

Please note that only registered participants will be granted access to the conference sessions. Each participant is requested to **register online** before the **deadline of 10 April 2023 via following link:**

<https://events.osce.org/2023-23rd-conference-of-the-alliance-against-trafficking-in-persons/registration>

Or QR code:



As registrations are subject to approval, participants must provide some personally identifiable information, including an email address, when submitting an online registration request. Please note that it is possible for one person to register several participants using the same account. Should you wish to register more persons or a person on your behalf, please click on “group registration” to avoid overtyping your existing account. Persons who have registered for other OSCE events in the past may use the same password. It is not necessary to create a new account.

Upon submitting the registration form, you will be informed that the data has been successfully submitted, which should not be confused with approval of a given registration request. Upon approval by the organizers, a separate email will be sent to the indicated e-mail address confirming participation.

## **STATEMENTS**

Participants who wish to take the floor during sessions, may send their request in advance to [info-cthb@osce.org](mailto:info-cthb@osce.org) by **14 April 2023, CoB**. Please note that it will be possible to deliver a statement only from the Hofburg. Zoom will be available for participants only to follow in a listening mode.

Maximum duration of each statement should be up to two minutes.

## **SOCIAL MEDIA**

Follow the Alliance Conference via Twitter - @osce\_cthb, #CTHB23. Ahead of the Alliance, participants can use the hashtag #askOSCE on Twitter to ask questions to the speakers. More information will soon be available at <https://www.osce.org/event/alliance23>

## **DOCUMENTS**

Participants who wish to make documents available to other participants are requested to send these materials in electronic form to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings <[info-cthb@osce.org](mailto:info-cthb@osce.org)> by **Friday, 7 April 2023**.

## **SHIPMENTS**

Shipments of materials for distribution, in particular those sent from outside the EU, may be delayed by Customs. Therefore, please e-mail or fax full details (AWB, proforma invoice with details of contents etc.) to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings ([info-cthb@osce.org](mailto:info-cthb@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 10-17 April 2023**. They should be addressed as follows:

OSCE

Documents Distribution

Ref: Alliance against Trafficking in Persons conference / 18-19 April 2023 (Neuer Saal)

Kongresszentrum Hofburg, Heldenplatz

1010 Vienna,

Austria

Please note that if you have not notified the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings ([info-cthb@osce.org](mailto:info-cthb@osce.org)) in advance of your shipment (content and size), it will be returned to you by the OSCE Congress Centre.

### **TRAVEL ARRANGEMENTS**

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

We strongly recommend that hotel and travel bookings are made as quickly as possible.

### **VISA MODALITIES**

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

In case a letter of confirmation of participation is needed for visa requirements, please send mail to [elke.lidarik@osce.org](mailto:elke.lidarik@osce.org) together with

- 1) Information on who is funding the duty travel
- 2) Dates from when to when you will travel
- 3) Which Embassy you will refer to
- 4) Passport copy

Please note that it will take up to five working days to prepare and send the visa support letter back to the requestor.

**Please be aware that it might take 14 days to get the requested Schengen visa. Therefore, applicants are strongly advised to apply for visa well in time.**

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](http://www.bmeia.gv.at)

## **TRANSPORTATION**

### **Taxis:**

A pick up at the airport can be booked in advance at a more moderate price from the companies:

- Vienna Airport Taxi Service (Tel: +43 1 99 74 105, webpage: <http://www.vienna-airport-taxi-service.at/airport-taxi-vienna.html> – price: € 36 one way)
- Airport Drivers (Tel: +43 1 22 822, webpage: <https://www.airportdriver.at/en> – price: € 38 one way)

Should you take a taxi from the stands outside the airport exit, the price will be the one indicated on the counter plus an additional airport taxi fee (approx. 50 euro).

### **Trains:**

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Lines 3 and 4) and taxis: <http://www.cityairporttrain.com>  
Price: € 14.90 one way; € 24.90 return - Trip: 16 min. non-stop.  
Schedule: every ½ hour

OR

b) Schnellbahn (S7) – to Vienna “Wien-Mitte-Landstraße/Hauptstraße” with direct access to the Underground (U-Bahn Lines 3 and 4) and taxis: <http://www.schnellbahn-wien.at/netz/s7.htm>  
Price: € 4.20 one way – Trip: 25 min. Schedule: every ½ hour

### **Bus Services Vienna Airport Lines (3 lines):**

Price : € 9 one way; € 15 return - Trip: 20-40 min.

Buses go either to Morzinplatz/Schwedenplatz (every hour) Westbahnhof or Donauzentrum (all having access to the Underground). Please check before taking the bus [Startseite - Vienna Airport Lines](#) – Tel: +43 5 17 17

### **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: [Planning your Journey - Wiener Linien](#)

## **VIRTUAL ATTENDANCE**

For those who cannot travel to Vienna, a Zoom link to follow the discussions in a listening mode, without a possibility to intervene, will be provided with the registration confirmation. For the registration, please follow the instructions above.

## **CONTACT FOR GENERAL QUESTIONS**

**Ms. Jeyran Shafiyeva**

Administrative Assistant, OSR/CTHB

[info-cthb@osce.org](mailto:info-cthb@osce.org)