

OSCE-wide Drugs Conference

Vienna, 10-11 September 2015

LOGISTICAL INFORMATION

1. Venue

The meeting will take place in the "Ratsaal" of the Hofburg Congress Centre, Heldenplatz, 1010 Vienna.

2. Media

OSCE Communication and Media Relations Section will provide appropriate media coverage by inviting and informing press.

3. Accreditation

All Participants are kindly requested to fill in **SECTION 1** of the registration form and to send it to elke.lidarik@osce.org, fax: +43-1-531 37 577 not later than 31 August 2015.

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 Conference will have access to the conference area with their regular OSCE badges.

Not permanently accredited delegation members are kindly requested to also fill in **SECTION 2** of the registration form.

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 Conference) upon presentation of appropriate picture identification.

4. Interpretation

Interpretation will be provided in all OSCE languages.

5. Technical equipment

Ratsaal will be equipped with technical facilities for power point presentations. The equipment consists of a large screen, LCD screens, projector, laptop (Microsoft Windows XP, office XP) with remote control, VCR (VHS, S-VHS), mini DV and DVD player, CD-player, and USB-port.

Please note that presenters wishing to test audio/visual equipment may do so one hour prior to each session on all days of the Conference. Contributions from the floor cannot be supported with audio visual equipment.

6. Statements

Conference Services invite participants to kindly submit any written contributions that they wish to be distributed to all participants to Conference Services (documents@osce.org) by 31 August 2015. This should not hinder the ad hoc discussion during meetings but contribute to better communication.

It is intended to upload the documents to the OSCE public website (www.osce.org/event). For this purpose every originator should specify when submitting the documents if the document can be considered as OPEN (also for public website) or OSCE+ (participants of the meeting only).

7. Visa

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

Please be aware that it might take up to 14 days to get the requested Schengen 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 OSCE's assistance for your visa application is needed, please send your request with a passport copy by e-mail to Ms. Elke Lidarik (elke.lidarik@osce.org).

8. Transportation

Unless previously agreed with the organizers for sponsorship, participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

Reaching Vienna Centre from the Airport:

Information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.

Taxis:

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 (Tel: +43 1 44444 - price: € 33 one-way) or from the company Airport Drivers (Tel: +43 1 22 82 250 – price: € 33)

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Line 3 and 4) and taxis: www.cityairporttrain.com

Price: €12 one way; €19 return if purchased online.

Schedule: every ½ hours: Airport-Vienna 6/36 min. after every full hour;

Vienna-Airport 6/36 min. after every full hour. Trip: 16 min. non-stop.

OR

b) Schnellbahn (S7) – to Vienna "Wien-Mitte-Landstraße/Hauptstraße" with direct access to the Underground (U-Bahn Line 3 and 4) and taxis.

<http://www.schnellbahn-wien.at/netz/s7.htm>

Price: €4.40 one way.

Schedule: every ½ hour. Please pay attention to the "direction" (Wolkersdorf, Deutsch Wagram, Wien - Floridsdorf).

Bus Services Vienna Airport Lines (2 lines)

Price €8 one way; €13 return,

Busses go either to Morzinplatz/Schwedenplatz (U-1 and U-4) or to Bahnhof Meidling, Dörfelstrasse (S-Bahn and U-6), (both having access to the Underground). Please check before taking the bus.

Schedule: Airport-Vienna/Schwedenplatz: every 20/50 min. after full hour; Schwedenplatz-Airport: every 00/30 min. after full hour

Trip: 40 min.

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>

9. Accommodation:

Unless previously agreed with the organizers for sponsorship, 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 attached hereto (Annex 1).

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

10. Social events:

A cocktail reception for all participants will take place on 10 September 2015 from 17:30 to 19:00 at the premises of Hofburg Congress Centre.

11. Points of Contact:

Substantial Issues:

- **Mr. Roman Makukha**
Transnational Threats Department, Strategic Police Matters Unit
Mobile: +43 676 301 2789
Office: +43 1 514 36 6860
roman.makukha@osce.org
- **Mr. Bojan Grba**
Serbian Chairmanship
Mobile: +43 676 656 80 65
Office: +43 1 714 13 45
bojan.grba@mfa.rs

Logistics/Administration:

- **Ms. Jenni Dimitrova**
Transnational Threats Department, Strategic Police Matters Unit
Office: +43 1 514 36 6941
Mobile: +43 664 88474 872
jeni.dimitrova@osce.org

Registration and Visa Support

- **Ms. Elke Lidarik**
Conference Services, Documents Distribution and Meeting Room Co-ordination Unit
Office: +43 1 514 36 6392
elke.lidarik@osce.org

HOTELS IN VIENNA

<i>Name</i>	<i>Booking e-mail address website</i>	<i>Sgl/Dbf rate</i>
NH BELVEDERE	www.nh-hotels.com	€ 80/€ 80 breakfast € 15.00
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 80/€ 80 breakfast € 20.00
Mercure JOSEFSHOF *)	h2806-re@accor.com accor booking code: AS266911	€ 104/€ 121 incl breakfast
Mercure SECESSION *)	h3532-re@accor.com accor booking code: AS266911	€ 106 / € 123 incl breakfast
Mercure WIEN ZENTRUM *)	h0781-re@accor.com accor booking code: AS266911	€ 128 / € 145 incl breakfast
Mercure GRAND HOTEL BIEDERMEIER *)	h5357-re@accor.com accor booking code: AS266911	€ 116 / € 133 incl breakfast
Mercure WIEN CITY *)	h1568-re@accor.com accor booking code: AS266911	€ 111 / € 128 incl breakfast
Sofitel VIENNA STEPHANSDOM *)	h6599-re@sofitel.com accor booking code: AS266911	€ 180 breakfast € 29
Hotel AM KONZERTHAUS *)	h1276-re@accor.com accor booking code: AS266911	€ 113 / € 134 incl breakfast
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at	superior € 151/€ 171 deluxe € 166/€ 186 incl breakfast
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at	€ 122 business € 142 incl breakfast
Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com	€ 108-145/€ 153- 196 incl breakfast
Best Western Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com	€ 82-111/€ 118- 152 incl breakfast
Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick-hotels.com	€ 92-122/€ 118- 166 incl breakfast
Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick-hotels.com	€ 82-111/€ 118- 152 incl breakfast
Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick-hotels.com	€ 97-131/€ 134- 177 incl breakfast
Novotel WIEN CITY	h6154-re@accor.com accor booking code: AS266911	€ 120 / € 137 incl breakfast
Suite Novotel WIEN CITY	h3720-re@accor.com accor booking code: AS266911	€ 96 / € 118 incl breakfast

ibis STYLES WIEN CITY *)	h9034-re@accor.com accor booking code: AS266911	€ 89 / € 98 incl breakfast
ibis WIEN MESSE *)	h2736-re@accor.com accor booking code: AS266911	€ 80 / € 91 incl breakfast
ibis budget WIEN MESSE *)	h7098-re@accor.com accor booking code: AS266911	€ 45 upwards breakfast € 6.90
Hotel 25HOURS	www.25hours-hotels.com res.wien@25hours-hotels.com	€ 100-180 incl breakfast

***) accor hotels for special offers and lower rates:**

<http://businesstravel.accorhotels.com/gb/booking/advanced-search.shtml?identification.reserverType=SC&identification.reserverId=AS266911&identification.reserverContract=998690>