

FOR PARTICIPANTS ONLY

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ENGLISH ONLY

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COMMITTEE ON THE PEACEFUL USES  
OF OUTER SPACE  
Scientific and Technical Subcommittee  
Forty-first session  
16-27 February 2004

## INFORMATION FOR PARTICIPANTS

### Opening date and place of the session

1. The forty-first session of the Scientific and Technical Subcommittee of the Committee on the Peaceful Uses of Outer Space will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220, Vienna. The session **will open on Monday, 16 February, at 10:00 am in Conference Room III**, on the seventh floor of Building C. The subsequent meetings of the Scientific and Technical Subcommittee will take place from 10:00 am to 1:00 pm and from 3:00 to 6:00 pm.

### Registration of delegations and identification badges

2. For security reasons, conference/grounds passes are necessary for admittance to the Vienna International Centre. Conference badges will be issued at the United Nations Security and Safety Section **Pass Office at Gate 1**. The Pass Office will be open from 8:00 am to 4:00 pm. Delegations are requested to indicate, in advance, the composition of their delegations to the Secretariat.

3. Participants without a valid grounds pass are kindly asked to enter via Gate 1, where they can have their badge issued. Participants should provide an appropriate form of identification at the entrance.

### Documents

4. Documents will be available at the Documents Distribution Counter (pigeon holes) adjacent to the Conference Room III, 7th floor of Building C. The Journal will set forth the daily programme and other information related to the conduct of the session.

5. In accordance with the content of the note verbale sent to Permanent Missions in Vienna, dated 12 February 1996, pre-session documents which have already been distributed to Permanent Missions will not be included in the set provided to all participants at the opening of the session. However, in-session documents and conference room papers will be provided to delegates at the VIC, as appropriate. Delegates are kindly requested to bring with them the copies received at the Permanent and Observer Missions and keep them throughout the session.

### **Copies of the statements**

6. Delegates are reminded that the work of the interpreters will be greatly facilitated if the **texts of statements** can be provided to the conference officers **as far in advance of the delivery of the statements** as possible. At least 15 copies would be required for that purpose.

7. A commercial photocopying machine is placed outside Conference Room III, C07, for delegations to make copies of statements and other informal papers that they may wish to circulate. At least 90 copies should be provided for circulation.

### **Postal Service**

8. A post office on the first floor of Building C provides all regular postal services, including cable, fax and telephone services, Monday through Friday from 8:00 am to 6:00 pm.

### **Banks**

9. The Bank Austria-Creditanstalt has branches on the first floor of Building C and at the entrance level of Building D. Both branches provide full banking services. Bank hours are Monday, Tuesday, Wednesday and Friday from 9:00 am to 3:00 pm and Thursdays from 9:00 am to 5:30 pm.

### **Medical Services**

10. Medical attention is available from the clinic operated by the Joint Medical Service located at the VIC, Building F, seventh floor (extension 22225 and, for emergencies 22222).

### **Catering Services**

11. A cafeteria, a restaurant and a bar are located in Building F, entrance level. The restaurant (table reservation recommended, ext. 4877) is open from 11:30 am to 2:30 pm. The cafeteria is open from 7:30 to 10:00 am and from 11:30 am to 2:30 pm. During the session, a coffee bar located on the seventh floor in Building C will be in operation from 9:00 am to 4:00 pm.

### **Travel Services**

12. Carlson Wagonlit and Verkehrsbüro Business Travel are at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The travel offices are located in the corridor connecting the Main Lobby in Building C with Building F. The office hours are Monday through Friday from 8:30 am to 5:00 pm.

### **Commissary privileges**

13. The Pass Office, located at Gate 1, will issue commissary passes to the head of delegations.

### **Press releases**

14. Questions concerning the press releases should be directed to the Information Officers at the United Nations Information Service (G-0585), extensions: 3329/4666.