

10 January 2014

English only

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**Committee on the Peaceful  
Uses of Outer Space**  
**Scientific and Technical Subcommittee**  
**Fifty-first session**  
10-21 February 2014

## **Information for participants**

### **Opening date and place of the session**

1. The fifty-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, 10 February, at 10:00 a.m. **in Board Room D**. The subsequent meetings of the Scientific and Technical Subcommittee will take place from 10:00 a.m. to 1:00 p.m. and from 3:00 p.m. to 6:00 p.m.

### **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 a.m. to 4:00 p.m. Delegations are requested to indicate, in advance, the composition of their delegations to the Secretariat.

3. Pre-printing of the badges can be arranged if Permanent Missions send their accreditations at least **one week** before the opening of the session, in electronic **word version** and providing **an e-mail address for each of the delegates**. If this information is provided, participants would be able to upload their pictures to the system. The photos should be JPG format and the size 2 x 2 inches (5 x 5 cm).

4. 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**

5. The documents for the Scientific and Technical Subcommittee will be available at the Documents Distribution Counter (pigeon holes) adjacent

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to the Board Room D, and on the following web page: [www.unoosa.org/oosa/en/COPUOS/stsc/2014/index.html](http://www.unoosa.org/oosa/en/COPUOS/stsc/2014/index.html) (**case sensitive**). The Journal will set forth the daily programme and other information related to the conduct of the session.

6. 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**

7. 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** in Board Room D in advance of the delivery of the statements. At least 15 copies would be required for that purpose. Texts of statements should **not be sent to the Office for Outer Space Affairs**.

8. If delegations may wish to disseminate copies of statements and other informal papers at least 90 copies should be provided for distribution.

#### **Postal Service**

9. 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 a.m. to 6:00 p.m.

#### **Banks**

10. The Bank Austria-Creditanstalt has a branch on the first floor of building C that provides full banking services. Bank hours are Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m. and Thursdays from 9:00 a.m. to 5:30 p.m.

#### **Medical Services**

11. 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**

12. From 2 January 2014 until 30 June 2014, the VIC Cafeteria, Bar and Restaurant will be closed for a complete renovation. During this period, the following arrangements will be in place:

- Limited food will be served consisting of a choice of two hot meals, salads and sandwiches.
- Hot and cold drinks will also be available.
- Food will be served in four different locations in the C and M buildings, namely:

<b>Location</b>	<b>Opening hours</b>
CO2 with seating capacity of 200	11:30-15:00 and 16:30-20:00
CO4 with seating capacity of 60	09:00-16:00
CO7 with seating capacity of 96	09:00-16:30
MOE with seating capacity of 50	09:00-16:30

**Travel Services**

13. American Express Travel Services is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office is located in the corridor in building F. The office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

**Commissary privileges**

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

**Press releases**

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

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