

17 May 2011

English only

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**Committee on the Peaceful Uses  
of Outer Space**  
**Fifty-fourth session**  
Vienna, 1-10 June 2011

## **Information for participants**

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

1. The fifty-fourth session 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 opening commemorative segment will take place on Wednesday, 1 June, from 10:00 a.m. to 1:00 p.m. and from 3:00 p.m. to 6:00 p.m. in Board Room A, located on the first floor of building M.
2. As of Thursday, 2 June, the subsequent meetings of the Committee will take place in Room M1, also located on the first floor of building M, 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**

3. For security reasons, 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 is opened from Monday to Friday from 8 a.m. to 4 p.m. The names of participants should be communicated to the Secretariat by **Thursday, 26 May 2011**, at the latest. Participants are kindly asked to provide an appropriate form of identification when registering.
4. Delegates are encouraged to register as early as possible and are requested to complete registration formalities by 9:45 a.m. on Wednesday, 1 June 2011, in order to be on time for the Commemorative segment. Delegates arriving before Wednesday, 1 June can register on **Tuesday, 31 May 2011**, from 8 a.m. to 4 p.m. Badges for delegates accredited to the upcoming session and that have attended meetings at the VIC in the past two years will also be prepared for printing beforehand and will be ready for collection in advance.



### **National addresses of delegations at commemorative segment on 1 June**

5. The floor is open to national addresses observing the two commemorations in the afternoon of Wednesday 1 June (3:00-6:00 p.m.). A five-minute time limit has been set for the national addresses on 1 June. The list of speakers will be closed on **Thursday, 26 May 2011** at 6.00 p.m. Request should be sent to [speakers@unoosa.org](mailto:speakers@unoosa.org)
6. Delegations are requested to provide 15 copies of their addresses to the Conference Officers as far in advance of the delivery of the addresses as possible, and an additional 250 copies if the addresses are to be made available to all delegations.
7. Coin operated photocopying machines (€0.05/page) are located next to the internet corners on the main floor of building M.

### **Statements during COPUOS (2-10 June)**

8. 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.

### **Documents**

9. The documents for the Committee will be available at the Documents Distribution Counter (pigeon holes) adjacent to the Conference Room M1, 1st floor of building M and on the following web page: [<http://www.unoosa.org/oosa/en/COPUOS/index.html>] (**case sensitive**). The Journal will set forth the daily programme and other information related to the conduct of the session.
10. 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.

### **Postal Service**

11. 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**

12. 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**

13. 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**

14. 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 a.m. to 3:00 p.m. The cafeteria is open from 7:30 to 10:00 a.m. and from 11:30 a.m. to 2:45 p.m. The opening hours of the coffee corner in the cafeteria are from 8 a.m. to 3:30 p.m. The coffee bar located on the ground floor of the M building opens daily from 9 a.m. to 4.30 p.m. There are coffee corners on the first and second floors of the M building that are not always open.

**Travel Services**

15. Carlson Wagonlit Business Travel 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**

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

**Press releases**

17. 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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