

**Inter-Agency Meeting on
Outer Space Activities**
Twenty-ninth session
Vienna, 4 – 6 March 2009

INFORMATION FOR PARTICIPANTS

A. PLACE OF THE MEETING

Opening date and place of the session

1. The twenty-ninth session of the Inter-Agency Meeting on Outer Space Activities will be held at the Vienna International Centre (VIC), Wagramerstrasse 5, A-1220, Vienna. The Vienna International Centre has its own U-Bahn (metro) stop, called “Kaisermühlen/Vienna International Centre”, which is on the line U-1 (red). From the platform, follow the sign for “Vienna International Centre” (not “Austria Centre”). This will take you directly to the Gate 1, an entry point for the Vienna International Centre.

2. **The session will begin on Wednesday, 4 March 2009, at 10:00 a.m. in Conference Room VII**, on the 7th floor of Building C. The morning sessions will start at 10:00 a.m. and the afternoon sessions will start at 3:00 p.m.

Security: registration and conference passes

3. Security regulations at the VIC require that all participants possess conference/grounds passes. To enter VIC, the participants of the Meeting must receive conference passes at the United Nations Security and Safety Section **Pass Office at Gate 1 of VIC**.

4. The Pass Office will be open from 8:00 a.m. to 4:00 p.m. Participants should provide an appropriate form of identification to receive conference passes.

5. Participants are requested not to leave any luggage or briefcases unattended.

6. Lost and found is operated by the United Nations Security in Room F0E21 on the ground floor of VIC. Lost and found can be reached at the following number: +43-1-26060-3903 (you should dial the last four digits when calling from a VIC internal phone).

Commissary privileges

7. The VIC Commissary is located in level -1 (underground) of Building F. Participants from the United Nations system will have access to the Commissary. To receive a commissary badge, participants should go to the Pass Office.

Catering services

8. A cafeteria, a restaurant and a cocktail lounge/bar are located in Building F of the VIC, entrance level. The restaurant (table reservation recommended, ext. 4877) is open from 11:30 am to 2:30 p.m. The cafeteria is open from 7:30 to 10:00 am and from 11:30 am to 2:45p.m. The coffee counters in C04 and C07 are open from 9:00 am to 4:30 pm. The cocktail lounge/bar is open from 11:30 am to 3:00 pm and from 4:30 pm to 8:00 p.m.

Banks

9. Bank Austria–UniCredit Group has branches on the first floor of Building C and at the entrance level of Building D of VIC. Both branches provide full banking services. Bank hours are from 9:00 am to 3:00 p.m. on Monday, Tuesday, Wednesday and Friday, and from 9:00 am to 5:30 p.m. on Thursday.

Medical services

10. Medical attention is available from the clinic operated by the Joint Medical Service located at VIC, Building F, seventh floor (extension 22223/22224 and, for emergencies 22222).

Postal service

11. A post office on the first floor of Building C of VIC provides all regular postal services, including cable, fax and telephone services, Monday through Friday from 8:00 am to 5:30 p.m.

Travel services

12. American Express and Carlson Wagonlit 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 Main Lobby in Building C and in the corridor connecting the Main Lobby in Building C with Building F of VIC. The office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

Visitor Center

13. Information desk for guided tours of the VIC and several shops are located at the Visitor Center at Gate 1 of VIC. The information desk at the Visitor Center (ext. 3328) is open from Monday through Thursday, from 8:30 a.m. to 4:30 p.m, and on Friday, from 8:30 a.m. to 4:00 p.m.

United Nations Postal Administration (UNPA)

Services of UNPA (including procurement of UN stamps and dissemination of philatelic information) are available at the Visitor Center from Monday through Friday, from 9:00 a.m. to 12:00 p.m. and from 1:00 to 4:30 p.m.

United Nations Children Fund (UNICEF)

UNICEF counter (for greeting cards, gifts and publications) is open from Monday through Friday, from 10:00 a.m. to 3:00 p.m.

UNO Café

Open Monday through Friday, from 9:00 a.m. to 7:00 p.m.

Flower Shop

Open from Monday through Friday, from 9:00 a.m. to 7:00 p.m.

Hairdresser (Bundy & Bundy)

Open from Monday through Friday, from 9:00 a.m. to 7:00 p.m.

Souvenir Shop

Open from Monday through Friday, from 10:00 a.m. to 4:00 p.m.

United Nations Women's Guild

Open from Monday through Friday, from 12:00 p.m. to 3:00 p.m.

Smoking

14. Smoking is not allowed inside the conference and meeting rooms at VIC. VIC is a smoke-free environment. Smoking is allowed only in the clearly designated areas, where "smoking permitted" signs are displayed. Such areas are located on the fourth and seventh floors of Building C.

Mobile telephone

15. Use of mobile telephone is not allowed in the conference rooms.

Secretariat

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B. TRAVEL INFORMATION

Language, Currency and Credit Cards

The language spoken in Austria is German. The currency used is the Euro (€). Most hotels, restaurants and shops accept internationally valid credit cards.

Climate

The average temperature in January is between -3 and 2 °C, or 27 and 36 °F. The average precipitation is 3.8 mm.

Time Zone

Austria follows Central European Time, which is Universal Coordinated Time + 1, during the period of the session.

Electricity

The electric voltage is 220 volts (50 cycles). A standard voltage converter and plug adapter should be sufficient for conversions. Normally, the electrical outlets in Vienna require a two-prong plug with round prongs. Computer modems require a European plug adapter and phone jack adapter that can be easily purchased at an appliance store for about € 1.50.

Shopping

Shops are generally open from 9:00 a.m. to 6:00 p.m. on weekdays, and from 9:00 a.m. to 5:00 p.m. on Saturdays. Shops are closed on Sundays.

Arrival at the International Airport of Vienna-Schwechat

Vienna International Airport is located about 16 km south-east of Vienna. Public transport to the city centre is provided by shuttle bus (Vienna Airport Services) to the Vienna City Air Terminal, which is located across the street from a subway station (lines U3/U4, Landstrasse). The shuttle bus leaves the airport outside the building of the arrival area every 20 minutes. Travel time is about 20 minutes, and the fare is € 6 for one way, and € 11 for a round-trip. There is also a shuttle bus that makes a stop in front of VIC. This shuttle bus leaves the airport every 1:30 hour from 7:30 a.m. to 7:30 p.m. The City Airport Train (CAT) runs every 30 minutes from the Airport Train Station to the city centre (Wien Mitte). The train journey lasts 16 minutes and costs € 9.00 for one-way. There is a taxi stand in front. A taxi from the airport to the city centre costs approximately € 35.00.

List of hotels in Vienna is available upon request.