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General Conference

Fourteenth session

Vienna, 28 November-2 December 2011

Advance information for participants*

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* The present document has been compiled to assist participants with information on a wide variety of topics. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies.

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

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Note: The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

I. Organization of the Conference

Date and place

1. The fourteenth session of the General Conference will be held from 28 November to 2 December 2011. The Conference will meet in the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna.

Opening of the Conference

2. The formal opening of the fourteenth session of the Conference will commence at 10 a.m. on Monday, 28 November 2011, in the Plenary Hall, which is on the first floor of the M-building VIC. The Conference will be called to order at 9.50 a.m. sharp.

Seating arrangements

3. Delegations will be seated in English alphabetical order. The name of Kenya was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium. The same order will be maintained for meetings of the Main Committee.

4. At the opening of the Conference and at subsequent meetings of the Plenary, each government delegation will be assigned four seats: two seats at a table and two seats behind. There will also be assigned seating for participants representing organizations.

Secretariat

5. The Executive Secretary of the fourteenth session of the General Conference is Ms. Fatou Haidara. The Executive Secretary can be contacted by telephone ((+43-1) 26026-3708 or 26026-5232), by fax ((+43-1) 26026-6874), by e-mail (f.haidara@unido.org), by accessing the UNIDO home page (www.unido.org/gc/14) or by writing to the following address:

Executive Secretary of the Conference
Policymaking Organs Secretariat
UNIDO
Vienna International Centre
P.O. Box 300
A-1400 Vienna
Austria

Agenda and documentation

6. The provisional agenda for the fourteenth session of the Conference is contained in document GC.14/1/Rev.1, which should be read in conjunction with the annotated provisional agenda (GC.14/1/Add.1). A provisional list of documents prepared for the Conference will be contained in document GC.14/INF.3.*

List of participants

7. A provisional list of participants will be available on the first day of the General Conference, to be revised at a later date. As indicated in the notification of 2 September 2011, Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

8. Delegations are requested to notify, in writing, the staff at the registration desk, or the Secretariat of the Conference (first floor, M-building VIC) of any subsequent changes in the information in the provisional list of participants (see also para. 11 below), so that the records for the final list of participants may be kept up to date and accurate.

Credentials

9. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference if possible not later than one week before the opening of the Conference. A Permanent Representative to the Organization does not require special credentials if his or her letter of accreditation to the Organization specifies that he or she is authorized to represent his or her Government at sessions of the Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

10. Credentials should be sent to the Executive Secretary of the Conference. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit

* To be issued shortly before the Conference.

them at the registration desk (see para. 11 below for opening hours).

Registration

11. Registration and issuance of conference access cards will be as follows:

24-25 November VIC Gate 1 (Pass Office)	10 a.m.-4 p.m.
27 November VIC Gate 1	2 p.m.-5 p.m.
28-29 November VIC Gate 1	8 a.m.-5 p.m.

All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the registration desk and to complete the necessary registration formalities as soon as possible on arrival to ensure the accurate inclusion of their names in the final list of participants.

12. Registration will be effected *only* for those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 7 above). Delegates are reminded that written notifications bearing an authorized signature are to be sent as an attachment to an e-mail to pmo-registration@unido.org. These notifications should indicate the names of the members of the delegation as well as a valid contact e-mail address. It is essential that the original notifications are still mailed to the Policymaking Organs Secretariat, Room D2209, UNIDO, Vienna International Centre, P.O. Box 300, 1400 Vienna, Austria. Any queries relating to registration should be referred to the Office of the Executive Secretary of the Conference.

Conference access cards

13. Each participant will require a conference access card with a photograph for entry into the VIC premises during the session. Conference access cards will be issued to those accredited participants who are not already in possession of a valid VIC access card. Access cards must be worn visibly at all times in the conference areas and VIC premises. The loss of an access card must be reported immediately to the United Nations Security and Safety Service, who will issue a duplicate card.

Commissary

14. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the heads of delegations of Member States to meetings of or convened by UNIDO — Austrian nationals and stateless persons resident in Austria excluded — are entitled to commissary access cards for the duration of the session. If a head of delegation leaves before the end of the Conference, she/he should designate a new head of delegation. Delegates entitled to commissary cards should collect their cards, in person, at the Pass Office, VIC Gate 1, on Monday, 28 November 2011, from 8 a.m. to 11 a.m., and as of Tuesday, 29 November 2011, from 8 a.m. to 4 p.m.

15. The VIC Commissary is located in building F, floor -1. The Commissary is open Monday to Friday from 12 noon to 7 p.m. Access to the Commissary is limited to holders of an access card validated for Commissary access.

16. Any questions in connection with the issuing of commissary access cards should be directed to the registration desk. For more information regarding Commissary purchases, please contact Mr. Imed Zabaar, Customer and Public Relations Assistant (telephone (+43-1) 2600-22577).

Conference rooms available

17. The following conference rooms are available in the VIC:

<i>Room</i>	<i>Purpose</i>
Plenary Hall M-building VIC	Plenary
Board Room A or Press Briefing Room M-building VIC	Main Committee
Conference Rooms in the M-building (M5, M6, M7)	Group meetings

Industrial development forum

18. An industrial development forum, entitled “The new industrial revolution: Making it sustainable” is scheduled for Monday afternoon, 28 November 2011. Document GC.14/10 contains detailed information on the forum.

19. Additional information about the forum can also be obtained by contacting Mr. Wilfried Luetkenhorst, Managing Director, Strategic Research, Quality Assurance and Advocacy Division, UNIDO, telephone (+43-1) 26026-4820 or e-mail w.luetkenhorst@unido.org.

Speakers in the general debate

20. The list of speakers for the Plenary meetings when substantive items of the provisional agenda (items 7 to 20) will be under review will be opened on 9 November 2011. Requests for inscription on the list of speakers made prior to that date will not be considered. Requests should be made to the Policymaking Organs Secretariat, UNIDO, room D2213, telephone (+43-1) 26026-3031, fax (+43-1) 26026-6874 or e-mail a.larcos@unido.org. Once the Conference has started, delegates who wish to speak in the Plenary are requested to give their names to the Conference Officer in the Plenary Hall of the M-building. The names of speakers will be entered on the list in the order in which the requests are received.

21. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the debate.

Prepared statements

22. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible at least 12 copies of their statements to the Conference Officer in the Plenary Hall or in the office of the Meeting Control and Servicing Unit, room MO2 22, second floor, M-building.

Simultaneous interpretation

23. Interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Meetings Control and Servicing Unit in advance and provide for interpretation into one of the official languages. Interpretation into the other official languages will

then be provided by the Secretariat's official interpreters.

24. Each seat in the meeting rooms at the M-building with simultaneous interpretation equipment, will be provided with a portable receiver set and headphones. Participants are requested not to remove the portable receiver sets and headphones from these rooms so that the equipment may be checked and, if necessary, adjusted before the next meeting takes place.

Sound recordings

25. Sound recordings will be made of the meetings of the Plenary, the Main Committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Conference Secretariat (first floor, M-building VIC).

Requests for meetings

26. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Control and Servicing Unit, room MO2 22, second floor, M-building, telephone (+43-1) 26060-5455 or 3115.

Schedule of meetings

27. As stated in paragraph 2, the Conference will be called to order on Monday, 28 November 2011, at 9.50 a.m. sharp. Should the Conference decide to follow the practice of previous sessions, a Main Committee will be established to consider texts for draft decisions and resolutions. A timetable indicating the time and place of daily meetings will be published in the *Journal* of the Conference and displayed on the television monitors in the VIC.

Journal

28. The *Journal* of the Conference will be issued daily in English, French and Spanish, as well as made available online on the UNIDO website (www.unido.org/gc/14). It will contain such information as the schedule of meetings for the day, a brief summary of the Plenary and Main Committee meetings held on the previous day, a forecast of meetings for the following day and various

announcements. Communications for inclusion in the *Journal* should be sent to its Editor (first floor, M-building VIC).

Documents distribution

29. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Pre-session documents are published on the UNIDO website (www.unido.org/gc/14). All participants are urged to bring these documents with them, as stocks are limited.

30. During the Conference, documents may be collected from the documents distribution counter (outside the Plenary Hall, first floor, M-building) where each delegation will have a pigeonhole. The documents distribution counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

31. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the documents distribution counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

32. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible. This should be done by providing a copy, bearing the signature of a member of the delegation submitting the draft, to the Conference Secretariat.

Summary records

33. Summary records will be prepared for meetings of the Plenary and the Main Committee and will be issued electronically on the Permanent Missions extranet after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

II. Conference premises and services

United Nations Security and Safety Service

34. The United Nations Security and Safety Service is located in room F0E21 of the VIC (Security Duty Room) and is available 24 hours/day (ext. 3903/3904 from the VIC). The Duty Officer can assist with general queries, etc. In case of emergency please call extension 99 when in the VIC.

Lost and found

35. During the Conference, a lost and found office will operate in the VIC on the ground floor of Building F, room F0E21.

Access to the Vienna International Centre

36. Participants arriving at the VIC by taxi are advised to be dropped off in the side lane of Wagramer Strasse, to walk up the stairs or ramp to enter through Gate 1 at the VIC and to walk across the plaza to the entrance of Building A.

37. Participants arriving at the VIC by underground transport (*U-Bahn*) should take line U-1 and get off at the station "Kaisermühlen-Vienna International Centre" and follow the signs to the Vienna International Centre. A variety of public transport tickets are available. Tickets may be purchased at machines in every *U-Bahn* station, at the newspaper kiosk on the ground floor of the rotunda (Building C) of the VIC, and at tobacco shops (*Tabak-Trafik*) throughout Vienna.

38. It takes approximately 10 minutes to arrive at the VIC from the centre of Vienna by underground transport (*U-Bahn*) on the U-1 line and about 20 minutes (depending on traffic) to arrive at the VIC from the centre of the city or from the Vienna International Airport by taxi.

39. Participants with physical disabilities should ask members of the United Nations Security and Safety Service to assist them as required (e.g. directing them to the appropriate elevators for getting to the conference areas).

40. Information concerning registration and the issuance of conference access cards is provided in paragraph 11. It is suggested that, during the Conference, participants should enter the VIC through

Gate 1 and then cross the plaza to the entrance of Building A or Building C from where a passageway leads directly to the M-building.

Parking facilities

41. Registered cars of Permanent Missions will be able to park as usual. Parking facilities for non-registered cars are not available at the VIC. However, if informed in advance, non-registered cars will be allowed entry for drop off and pick-ups.

Office space for delegations

42. Unfortunately, due to severe space limitations at the M-building, it will not be possible for delegations to rent office space at the VIC during the Conference.

Cybercafé

43. A cybercafé will be available on the ground floor of the M-building with desktop computers connected to the Internet. Delegates may use these computers to access the Internet, including sending and receiving e-mail messages using their own web e-mail address. Presentations of UNIDO software products will be made on request. Delegates with their own laptops with wireless capability will be able to utilize the wireless access to Internet services which is available throughout the M-building.

Catering services

44. In addition to the café bars in the M-building (M0E and M01), catering services located in Building F of the VIC on the entrance level will be in operation. Opening hours will be announced in the first issue of the *Journal*.

45. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service, telephone (+43-1) 26060-4870 or 26060-4875.

Medical services

46. For emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service on the seventh floor of Building F (telephone number (+43-1) 2600, extensions 22223 and 22225). The clinics are open on weekdays from 8.30 a.m. to 4.30 p.m. (Thursdays to 3 p.m.). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty

Room (F0E21, number (+43-1) 26060, extension 99 or 3903)).

47. A pharmacy located next to the clinics (room F0715) is open on weekdays from 10 a.m. to 5 p.m.

Banking services

48. An Austrian bank with multilingual staff offers full banking services at the VIC. The Bank Austria has a branch on the first floor of Building C and another at the entrance level of Building D. Bank services are provided by the Bank Austria on the first floor of Building C. The opening hours are as follows:

Monday, Tuesday,	9 a.m.-3 p.m.
Wednesday and Friday	
Thursday	9 a.m.-5.30 p.m.

International ATM machines are available on the first floor (C0113) and on the ground floor (D0E71). Some banking services are also provided from 8 a.m. to 5 p.m. by the post office on the first floor of Building C.

Postal services

49. A post office, on the first floor of Building C, provides all regular postal services, express mail service and banking services, Monday through Friday from 8 a.m. to 6 p.m. Other services include express money transfers with Western Union, sale of prepaid telephone cards useable at public telephone booths and some hotel room telephones, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration and lottery tickets.

50. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

United Nations Postal Administration

51. The United Nations Postal Administration (UNPA) will be open during the Conference in the Visitors' Centre at Gate 1 (open on weekdays from 10 a.m. to 4 p.m.).

Travel services

52. The travel agencies Carlson Wagonlit Travel and American Express are available to participants

requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office of Carlson Wagonlit Travel is located in Building F on the ground floor. It is open Monday to Friday 9 a.m. to 5 p.m. American Express is located in Building C on the ground floor. It is open on weekdays from 8.30 a.m. to 5.30 p.m.

Newspaper kiosk

53. A newspaper kiosk is located in the rotunda (Building C) of the VIC. It is open on weekdays from 8 a.m. to 6 p.m. Among others, public transport tickets, greeting cards, books and souvenirs are available for purchase at the newspaper kiosk.

Visitors' Centre at Gate 1

54. In the Visitors' Centre at Gate 1 of the VIC, the following facilities will be available to participants of the Conference:

Coffee shop	Monday-Friday, 8 a.m.-6 p.m.
Flower shop	Monday-Friday, 8.30 a.m.-6 p.m.
Hairdresser	Monday-Friday, 9 a.m.-7 p.m.
UNICEF counter	Monday-Thursday, 10.30 a.m.-5.30 p.m., Friday, 10.30 a.m.-2 p.m.
UNPA counter	Monday-Friday, 10 a.m.-4 p.m.
UNWG counter	Monday-Friday, 12 noon-3 p.m.
UN Gifts counter	Monday-Friday, 10 a.m.-4 p.m.

Smoking

55. Smoking is not permitted in the VIC except in specially designated areas. Smoking is not permitted in conference and meeting rooms.

Use of cellular telephones and laptops

56. Delegates are invited to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and recordings of proceedings. The use of laptops in conference rooms may cause similar problems.

III. Other useful information

Facilities for the media

57. A room has been reserved for accredited media correspondents. Coverage of the Conference will be by press releases and press briefings.

58. Inquiries about press accreditation should be addressed to Mr. Mikhail Evstafyev, Advocacy and Communications Group, UNIDO, Vienna International Centre, P.O. Box 300, A 1400 Vienna, telephone (+43-699) 1459-7329, e-mail: m.evstafyev@unido.org. During the Conference they should be addressed to the Press Accreditation Office at the M-building.

Receptions and other events taking place during the Conference

59. The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see paragraph 28), if they wish an announcement regarding such events to be included in the Conference *Journal*.

Security advice

60. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the United Nations Security and Safety Service immediately.

Travel arrangements

61. The UNIDO Secretariat does not make travel arrangements, nor does it cover expenses associated with travel arrangements. All members of delegations and other participants will be responsible for their own travel expenses and arrangements. It is recommended that participants make their travel arrangements as soon as possible.

Visas

62. All Conference participants who would ordinarily require visas to enter Austria or other States parties to the Schengen Agreement are urged to acquire valid entry visas for Austria prior to their departure. No provision can be made for participants to obtain such visas on arrival at the Vienna International Airport.

* * *

63. The following paragraphs provide basic general information for visitors to Vienna. More comprehensive material is available on the website of the Austrian National Tourist Office (www.austria.info/uk).

Transport to and from the airport

64. An airport bus service operates from Vienna International Airport to the city centre (Morzinplatz/Schwedenplatz) or the Donauzentrum via the VIC, at a cost of €7.00, including luggage. Travel time is approximately 30 minutes. Buses leave the terminal at intervals of 30 to 60 minutes. The Schnellbahn (S-Bahn) is a low-priced way (tickets from €3.60) of getting from Vienna (station Wien Mitte) to the airport and back. Travel time is approximately 25 minutes. Trains leave the terminal at intervals of 30 minutes. In addition, the City Airport Train (CAT) offers a 16-minute service from the airport to the city centre at a cost of €10. Information on the Vienna Airport Lines can be obtained from the airport website (www.viennaairport.com).

65. Taxi service is available throughout Vienna and may be used for trips to and from Vienna International Airport. Some airport taxi and limousine operators (e.g. AirportDriver.AT, telephone (+43-1) 22822, e-mail (office@airportdriver.at)) offer their services at reduced rates (about €31) to customers who reserve in advance.

Accommodation

66. The UNIDO Secretariat is not in a position to arrange accommodation bookings for participants.

67. A number of online services that can be identified through any Internet search function are able to arrange hotel accommodation in Vienna, such as www.eviennahotels.com or www.wien.gv.at/english/.

Cultural events

68. Information about cultural events can be obtained through a number of online services, such as www.aboutvienna.org or www.wien.gv.at/english/.

Language, currency and credit cards

69. The official language of Austria is German.

70. The currency unit is the euro. The euro is subdivided into cents (100 cents = 1 euro). Most hotels and many restaurants and shops accept internationally recognized credit cards.

71. Bank notes and travellers' cheques may be brought into Austria without restriction; however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Climate

72. Late autumn in Vienna often features low temperatures, and snow is also possible. There might be rain at any time of year.

Time zone

73. Austria lies within the central European time zone.

Electricity

74. The standard voltage in Austria is 220 volts AC. The frequency is 50 hertz.

Shopping hours

75. Shops in Vienna are generally open on weekdays and on Saturdays from 9 a.m. to 6 p.m. Larger stores and shopping centres are generally open on weekdays from 9 a.m. to 7 p.m. (longer on Thursdays and Fridays) and on Saturdays from 9 a.m. to 6 p.m. Generally, shops are closed on Sundays, except for certain supermarkets at the airport and major railway stations.

Pharmacies

76. Pharmacies in Vienna are generally open on weekdays from 8 a.m. to 6 p.m. and on Saturdays from 8 a.m. to 12 noon. Outside those hours, there is a pharmacy open in each district of the city. The addresses of the pharmacies open outside regular working hours are posted on the door of every pharmacy.

Advisory for participants when outside the VIC

77. Participants to sessions of the UNIDO policymaking organs are reminded of the need to exercise caution at all times, particularly when visiting areas outside the Vienna International Centre, such as the first district of the city. Due to an increasing number of criminal related incidents, participants are especially reminded of the need to be aware of their surroundings. In particular, if approached by strangers claiming to be police officers, it is recommended that participants request to see the individual's official identification card and police badge.