



United Nations Industrial Development Organization

Distr.: General
20 September 2017

Original: English

General Conference

Seventeenth session

Vienna, 27 November-1 December 2017

Advance information for participants*

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* The present document contains information concerning the General Conference that was available at the time of drafting. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies. In order to reduce expenditure and minimize the environmental impact through the digitization of conference materials, documents will only be distributed electronically (document IDB.41/5/Add.1, para. 12 refers). Therefore, copies of documents will no longer be provided at the conference venue. Delegates are requested to bring their copies of this and other Conference documents to the session.



I. Date and venue

1. The seventeenth session of the General Conference will be held from 27 November to 1 December 2017. The Conference will meet in the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. Further information will be provided on the UNIDO website (www.unido.org/gc17).

II. Opening ceremony and seating arrangements

2. The opening ceremony will be held on Monday, 27 November 2017, at 10 a.m., in the Plenary Hall, which is on the first floor of the M-building of the VIC. The Conference will be called to order at 9.50 a.m. sharp. **Delegates are requested to be in their seats by 9.45 a.m.**

3. Delegations will be seated in English alphabetical order. The name of Finland 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. Each Government delegation will be assigned two seats: one at the table and one in the row behind. Delegations headed by Ministers will be assigned an additional seat at the table and an additional seat in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

5. **Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.**

III. Provisional agenda and proposed organization of work

6. The provisional agenda for the seventeenth session of the Conference is contained in document GC.17/1, which should be read in conjunction with the annotated provisional agenda (GC.17/1/Add.1). Both documents are available in the six official languages of UNIDO on the website (www.unido.org/gc17). A provisional list of documents prepared for the Conference will be contained in document GC.17/INF/3.¹

7. In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, Government representation at the highest possible political level is strongly encouraged.

8. An industrial development forum will be held under item 10 of the provisional agenda. The forum will comprise a number of events, such as the sixth UNIDO Forum on Inclusive and Sustainable Industrial Development (ISID) and the fourth UNIDO Donor Meeting, which will explore topics linked to the overall theme of the session: “Partnering for impact — achieving the Sustainable Development Goals”.

9. Document GC.17/4 contains further information on all the planned events and will be made available on the website (www.unido.org/gc17). Additional information can also be obtained by contacting the UNIDO Policymaking Organs Secretariat via telephone: +43 (1) 26026 5232, or email: pmo@unido.org.

IV. Participation and costs

10. According to the rules of procedure of the General Conference of UNIDO², the following may take part in the proceedings of the Conference:

¹ To be issued shortly before the Conference.

² The full text of the rules of procedure is available on the UNIDO website (<http://www.unido.org/who-we-are/structure/pmo/gc/rules-of-procedure.html>).

- (a) Representatives of States Members of UNIDO;
- (b) Representatives of UNIDO observers and representatives of States not Members of UNIDO, but Members of the United Nations or of any of its specialized agencies or the International Atomic Energy Agency, and representatives of States which enjoy observer status in the General Assembly of the United Nations;
- (c) Representatives of the United Nations and United Nations organs;
- (d) Representatives of specialized and related agencies of the United Nations system;
- (e) Representatives of intergovernmental and governmental organizations with which UNIDO has concluded a relationship agreement;
- (f) Representatives of non-governmental organizations having consultative status with UNIDO;
- (g) Representatives of any other intergovernmental organizations that have been designated on a continuing basis by the Economic and Social Council of the United Nations under rule 79 of its rules of procedure;
- (h) Representatives of organizations invited in accordance with Article 4.1 of the Constitution, and which have not been referred to in any of the preceding parts of this paragraph.

11. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

V. Secretariat

The Executive Secretary of the seventeenth session of the General Conference is Mr. Kai Bethke, Officer-in-Charge, Department of External Relations. The Executive Secretary can be contacted by telephone +43 (1) 26026-5232, by fax +43 (1) 26026-6874, by email pmo@unido.org, 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

VI. Credentials

12. In accordance with rule 27 of the rules of procedure of the General Conference, the credentials of representatives (normally the head of delegation) shall be submitted to the Director General, if possible not less than one week before the opening of the session. The credentials of the representatives must be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the Member concerned.

13. A Permanent Representative to the Organization who is designated as representative does not require special credentials if their letter of accreditation to the Organization already specifies that they are authorized to represent their Government at sessions of the General Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

14. Advance scanned copies of credentials may be sent by email to the Secretariat of the Conference (pmo-registration@unido.org) and the original submitted as soon as possible thereafter.

15. Representatives who have been unable to submit their original credentials before the opening of the Conference are requested to deposit them at the registration desk (see para. 20 below for opening hours) on the first day of the Conference. Delegations are advised that timely submission of credentials will greatly facilitate the work of the Credentials Committee.

VII. Registration and list of participants

16. As stated in rule 26 of the rules of procedure of the General Conference, each Member shall be represented by one or more representatives, who may be assisted by alternates, advisers and experts. Each delegation shall have a head of delegation. Any alternate, adviser or expert may act as representative upon instruction of the head of their delegation.

17. Registration will be affected only for those delegates whose names have been communicated to the Secretariat of the Conference. For States Members of UNIDO and Permanent Observers, the Secretariat would appreciate being informed in writing, in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of the names of the head and other members of the delegation. For all other entities, the names of the head and other members of the delegation could also be communicated in the form of a letter. In order to facilitate registration procedures and to issue conference access cards, the notes verbales and letters are to be sent as an attachment to an email exclusively to pmo-registration@unido.org. Furthermore, a contact email address is required for each member of the delegation. The registration system will automatically send an email to the specified address, requesting the delegate to upload an ID photograph in jpeg format (less than 2 MB in size). It is essential that the original notifications are also mailed to the Secretariat:

Policymaking Organs Secretariat
Room D2209
UNIDO
Vienna International Centre
P.O. Box 300
1400 Vienna
Austria.

18. Given the large number of participants expected, delegates are encouraged to pre-register as early as possible. Pre-registration is available until Friday, 24 November, 12 noon, after which participants will no longer be able to upload photographs themselves. They must then follow the normal procedure of having a photograph taken and the conference access cards issued upon their arrival at the VIC.

19. For those pre-registering, pre-printed conference access cards can be picked up from the Pass Office, VIC, Gate 1, Vienna, Austria, on Friday, 24 November 2017, from 10 a.m. to 4 p.m. and on Sunday, 26 November 2017, from 2 to 5 p.m. If delegations wish to dispatch someone other than the conference access card holders to collect the conference access cards, a note verbale should be sent to pmo-registration@unido.org. A sample note verbale requesting early collection of conference access cards is contained in annex II.

20. The registration desk at Gate 1 will be open from Monday, 27 November (first day of the Conference) to Thursday, 30 November 2017 from 8 a.m. to 4 p.m. On Friday, 1 December 2017, the registration desk will be open from 8 a.m. until the end of the session. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

21. As part of the high-level security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area in the VIC to register and obtain their conference access cards for the session. Access cards must be worn

visibly at all times in the conference centre during the session. All persons and their bags and briefcases will be screened at the entrance of the conference centre.

Registration of Heads of State or Government

22. It is strongly recommended that delegations submit the names of attending Heads of State or Government to the Secretariat in advance, in order to expedite preparation of VIP access cards and minimize inconvenience. Those access cards will be ready for collection by an authorized person either at the VIC Pass Office (see paras. 18-20) or at the registration area located at Gate 1 of the VIC. Questions regarding VIP access cards should be sent by email to protocol@unido.org.

List of participants

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

24. Delegations are also requested to notify, in writing, the staff at the registration area, or the Secretariat of the Conference of any subsequent changes in the information in the provisional list of participants, so that records for the final list of participants may be kept up to date and accurate.

VIII. Languages and documentation

25. The official languages of the Conference are the six official languages of UNIDO: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language of the Conference during plenary and Main Committee meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available on the UNIDO website in all six official languages (www.unido.org/gc17), as well as the UNIDO Extranet³ (www.extranet.unido.org).

26. Each seat in the conference halls for which simultaneous interpretation is available will be provided with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

27. The Secretariat has prepared a number of **pre-session documents** to facilitate consideration of some of the issues on the provisional agenda for the session. Those documents may be downloaded from the Conference website (www.unido.org/gc17). A provisional list of documents prepared for the Conference will be contained in document GC.17/INF/3.

28. A mobile event app will be made available for the Conference in both the Apple App Store and the Google Play Store to provide convenient access to documentation and information for participants, including side events notifications and updates on proceedings.

29. As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, documents are only issued electronically. **Participants are kindly requested to bring their own copies of the pre-session documents to the session.**

30. During the Conference, **in-session 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.

³ The latest version of Google Chrome is not compatible with the UNIDO Extranet Portal. Kindly use Internet explorer or Firefox to access UNIDO Extranet.

31. To determine exact requirements for **in-session documents**, each delegation is requested to inform the assistants working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

32. 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.

Journal

33. The *Journal* of the Conference will be issued daily in English and French and made available online on the website (www.unido.org/gc17). 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 (Mr. Federico Castellani Koessler, telephone +43 (1) 26026-3504, fax +43 (1) 26026-6874 or email f.castellani-koessler@unido.org).

Submission of draft decisions or resolutions

34. Delegates wishing to propose draft decisions or resolutions before the session are requested to submit the text to the President of the forty-fifth session of the Industrial Development Board by 3 November 2017, in line with decision IDB.45/Dec.14 (f). In light of the experience gained in the preparation of previous sessions of the Conference and in line with decision IDB.45/Dec.14 (e), the Board President will conduct informal consultations for the preparation of the seventeenth session of the Conference. It is foreseen that these consultations will take place in Vienna from beginning October to mid-November 2017.

Sound recordings

35. In line with decision IDB.43/Dec.6 (n), written summary records will not be provided for this sessions and will continue to be replaced with digital recordings for the period of 2016-2017. The sound recordings will be made of the meetings of the Plenary and sessional bodies as appropriate. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org>). The recordings will also be available through the VIC Online Services (<http://myconference.unov.org>).

IX. Speakers in the general debate

36. The list of speakers for the plenary meetings, when substantive items of the provisional agenda (items 8 to 23) will be under review, will be opened on 30 October 2017. 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 D2211, telephone +43 (1) 26026-3504, fax +43 (1) 26026-6874 or email f.castellani-koessler@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. **The names of speakers will be entered on the list in the order in which the requests are received.**

37. 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.

Prepared statements

38. To facilitate the work of the interpreters and press officers, speakers are requested to submit in advance and as early as possible at least 10 copies of their statements to the Conference Officer in the Plenary Hall.

X. Requests for meetings

39. 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 Office of the Meetings Management Unit of UNOV (room M0222, number 26060, extension 3115 or 4322).

XI. Exhibition

40. In support of the theme "Partnering for Impact" and in line with the management priorities of 2017, an exhibition will be held around the topics of industry 4.0, innovation and the achievement of the Sustainable Development Goals.

41. For further information or to enquire about the availability of exhibition space, please contact Ms. Esther Salguero, EXPO Organizer, e-mail: e.salguero-gomez@unido.org.

XII. Information and the media

42. Representatives of the media - print media, photo, radio, television and film, news agencies and online media - who fully meet United Nations media accreditation requirements can be registered. Please send an e-mail to: s.sackda@unido.org with a copy to c.groessing@unido.org.

XIII. Visas, travel and hotel reservations

43. A visa for entry into Austria or other States parties to the Schengen Agreement may be required (a Schengen visa generally allows free travel throughout the whole Schengen area of 26 countries). Participants concerned are strongly advised to seek information on requirements applicable in their case from Austrian diplomatic or consular missions in their home countries. Prior to leaving their home country, participants are requested to make their own arrangements for entry visas, or travel permits, that may be required for the entire travel (including for the transit countries) to Vienna, Austria.

Accommodation

44. Participants are responsible for making their own arrangements for accommodations.

Transportation to and from the airport

45. 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 €8.00, 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 €4.40) 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 €12.00. Information on the Vienna Airport Lines can be obtained from the airport website (<http://www.viennaairport.com>).

46. 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, email: office@airportdriver.at) offer their services at reduced rates to customers who reserve in advance.

Access to the Vienna International Centre

47. 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 the M-building.

48. 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 VIC. A variety of public transport tickets are available. Tickets may be purchased at machines in every U-Bahn station, and at tobacco shops (*Tabak-Trafik*) throughout Vienna.

49. 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.

50. 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).

51. Information concerning registration and the issuance of conference access cards is provided in paragraphs 16-24. It is suggested that, during the Conference, participants should enter the VIC through Gate 1 and then cross the plaza to the entrance of the A-building or C-building from where a passageway leads directly to the M-building.

XIV. Conference premises and services

52. The following facilities will be available to participants at the conference venue:

United Nations Security and Safety Service

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

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

Parking facilities

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

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

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 email messages using their own web email address. 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

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

Luncheons in private dining rooms and receptions can be arranged through the VIC catering provider EUREST, telephone +43 (1) 26060-4875.

Commissary

In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, **only 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.

The VIC Commissary is located in the F-building, 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.

Any questions in connection with the issuing of commissary access cards should be directed to the registration desk.

Medical services

For emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service on the seventh floor of the F-building (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)).

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

Banking services

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

Monday, Tuesday, Wednesday and Friday	9 a.m.-3 p.m.
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 the C-building.

Postal services

A post office, on the first floor of the C-building, 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.

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

Receptions and other events taking place during the Conference

The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see para. 33), if they wish an announcement regarding such events to be included in the Conference *Journal*.

Security advice

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.

United Nations Postal Administration

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

The American Express travel agency is available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The travel agency is located in the F-building on the ground floor. It is open Monday to Friday 8:00 a.m. to 5.00 p.m.

Newspaper kiosk

A newspaper kiosk is located in the rotunda (C-building) of the VIC. It is open on weekdays from 6 a.m. to 6 p.m. Inter alia, international newspapers, greeting cards, books and souvenirs are available for purchase at the newspaper kiosk.

Visitors' Centre at Gate 1

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

Hairdresser	Monday-Friday, 9 a.m.-7 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, 12 noon-6 p.m.

Smoking

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

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.

XV. Useful information about Austria

Geography

53. Austria is located in central Europe and borders Czechia and Germany to the north, Slovakia and Hungary to the east, Slovenia and Italy to the south, and Switzerland to the west. The Alps Mountains are situated in the south of Austria.

Climate

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

Language

55. The official language in Austria is German.

Currency

56. The currency unit in Austria 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.

57. 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.

Time

58. Austria lies within the Central European Time Zone (GMT/UTC + 01:00 hour).

Taxes and tipping

59. Value added tax (VAT) is 20 per cent. Visitors commonly give a tip of 10 per cent (for example, for meals).

Electricity

60. The standard voltage in Austria is 230 volts AC and the standard frequency is 50 hertz.

Telephone services and useful telephone numbers

61. The country code for Austria is 43.

62. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at the airport and local shops. Dialling is as follows:

- For local calls:
 - From landline telephone to landline telephone: (landline telephone number)
 - From landline telephone to mobile phone: (mobile phone number)
 - From mobile phone to landline phone: 0 + (1) + (landline phone number)
 - From mobile phone to mobile phone: (mobile phone number)
- For international calls:
 - 00 + (country code) + (city code) + (landline telephone number)
 - 00 + (country code) + (mobile phone number)

63. Flight information may be obtained by calling the Vienna International Airport (tel.: +43 (1) 7007-22233) or by accessing the following website: <http://www.viennaairport.com/en/passengers>.

Postal, facsimile and Internet services

64. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, cybercafés in Vienna and in the VIC.

Business hours

65. Banking hours are from 8 a.m.-12.30 p.m. and 1.30 to 3 p.m. (Thursday until 5:30 p.m.).

66. 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.

Annex I

Hotel arrangements

A. Hotel reservations

1. Participants are requested to make their own hotel reservations. The following is a non-exhaustive list of recommendations. It does not include all hotels available in Vienna. The hotels are listed in order of their distance from the VIC.

B. List of recommended hotels

ARCOTEL Kaiserwasser ****

Address: Wagramer Strasse 8, 1220 Vienna
Tel.: (43-1) 5851111 or (43-1) 22424-0, Fax +43 (1) 22424-710;
Email: kaiserwasser@arcotelhotels.com

Hotel NH Danube City ****

Address: Wagramer Strasse 21, 1220 Vienna,
Tel.: +43 (1) 260 20 8266 (Ms. Berger), Fax +43 (1) 260 20/8108;
Email: nhdanubecity@nh-hotels.com

Hotel Park Inn & Suites by Carlson ****

Address: Wagramer Strasse 16, 1220 Vienna
Tel.: +43 (1) 260 400, Fax +43 (1) 260 40-699;
Email: reservation.vienna@rezidorparkinn.com

Hotel Donauzentrum ****

Address: Wagramer Strasse 83-85, 1220 Vienna
Tel.: +43 (1) 203 55 45-113, Fax +43 (1) 203 55 45-183;
Email: reservierung.donauzentrum@austria-trend.at

Vienna Suites

Address: Vorgartenstraße 217, 1020 Vienna
Tel.: +43 (1) 8900870, Fax +43 (1) 8900870777;
Email: info@viennasuites.at

Hotel Lasalle ****

Address: Engerthstrasse 173-175, 1020 Vienna
Tel.: +43 (1) 213 15-151, Fax +43 (1) 213 15-100;
Email: reservierung.lasalle@austria-trend.at

Hotel Kunsthof ****

Address: Mühlfeldgasse 13, 1020 Vienna
Tel.: +43 (1) 214 31 78, Fax +43 (1) 214 31 78-66;
Email: welcome@hotelkunsthof.at

Austria Classic Hotel Wien ***

Address: Praterstrasse 72, 1020 Vienna
Tel.: +43 (1) 211 30-0, Fax +43 (1) 211 30-72;
Email: info@classic-hotelwien.at

Hilton Vienna Danube *****

Address: Handelskai 269, 1020 Vienna
Tel.: +43 (1) 727 77-70000, Fax +43 (1) 727 77-71000;
Email: reservations.vienna@hilton.com

Hotel City Central ****

Address: Taborstrasse 8, 1020 Vienna
Tel.: +43 (1) 211 05-0, Fax +43 (1) 211 05-140;
Email: city.central@schick-hotels.com

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Address: Taborstrasse 8, 1020 Vienna
Tel.: +43 (1) 211 05-0, Fax +43 (1) 211 05-140;
Email: city.central@schick-hotels.com

Hotel Capri ***

Address: Praterstrasse 44-46, 1020 Vienna
Tel.: +43 (1) 214 84 04, Fax +43 (1) 214 27 85;
Email: office@hotelcapri.at

Hotel Stefanie ****

Address: Taborstrasse 12, 1020 Vienna
Tel.: +43 (1) 211 50-520, Fax +43 (1) 21150-526;
Email: stefanie@schick-hotels.com

Hotel Capricorno ****

Address: Schwedenplatz 3-4, 1010 Wien
Tel.: +43 (1) 533 31 04-0, Fax +43 (1) 533 76 714;
Email: capricorno@schick-hotels.com

Hotel Post ***

Address: Fleischmarkt 24, 1010 Vienna
Tel.: +43 (1) 515 83-0, Fax: 515 83 808;
Email: office@hotel-post-wien.at

Hotel Am Parkring ****

Address: Parkring 12, 1015 Vienna
Tel.: +43 (1) 514 80-0, Fax +43 (1) 514 80-40;
Email: parkring@schick-hotels.com

Hotel Marriott ****

Address: Parkring 12a, 1010 Vienna
Tel.: +43 (1) 515 18-53, Fax +43 (1) 515 18-6722;
Email: vienna.marriott.reservations@marriott-hotels.com

Premium Apartments — MyPlace *****

Address: Vorlaufstrasse 3, 1010 Vienna
Tel.: +43 (1) 317 1717 75;
Email: sales@my-place.at

Hotel Radisson SAS Palais Hotel ****

Address: Parkring 16, 1010 Vienna
Tel.: +43 (1) 515 17-0, Fax +43 (1) 512 22 16;
E-mail: Sales.Vienna@RadissonSAS.com

Hilton Vienna *****

Address: Am Stadtpark 3, 1030 Vienna
Tel.: +43 (1) 717 00 10000, Fax +43 (1) 717 00 11000,
Email: reservations.vienna@hilton.com

Hotel InterContinental Wien *****

Address: Johannesgasse 28, 1030 Vienna
Tel.: +43 (1) 711 22-275, Fax +43 (1) 711 22-345;
Email: christian.nedbal@ihg.com

Grand Hotel Wien *****

Address: Kärntner Ring 9, 1010 Vienna
Tel.: +43 (1) 515 80-9900, Fax +43 (1) 515 13 13,
Email: reservation@grandhotelwien.com

Hotel Imperial *****

Address: Kärntner Ring 16, 1010 Vienna
Tel.: +43 (1) 501 23-368, Fax +43 (1) 501 23-345,
Email: andrea.schich@luxurycollection.com

Hotel Kärntnerhof ***

Address: Grashofgasse 4, 1010 Vienna
Tel.: +43 (1) 512 19 23, Fax +43 (1) 513 22 28-33;
Email: karntnerhof@netway.at

Hotel Wandl ***

Address: Petersplatz 9, 1010 Vienna
Tel.: +43 (1) 53 455;
Email: reservation@hotel-wandl.com

Hotel Bristol *****

Address: Kärntner Ring 1, 1010 Vienna
Tel.: +43 (1) 501 23-368, Fax +43 (1) 501 23 345;
Email: andrea.schich@luxurycollection.com

Hotel Sacher ****

Address: Philharmonikerstrasse 4, 1010 Vienna
Tel.: +43 (1) 51 456-0, Fax +43 (1) 51456-810;
Email: wien@sacher.com (att. Mr. Glueck)

Ambassador *****

Address: Kärntner Strasse 22, 1010 Vienna
Tel.: +43 (1) 961 61 0, Fax +43 (1) 513 29 99;
Email: reservations@ambassador.at

Austria Trend Hotel Europa Wien ****

Address: Kärntnerstrasse 18, 1010 Vienna
Tel.: +43 (1) 515 77-88, Fax +43 (1) 515 94-888;
Email: europa.wien@austria-trend.at

Best Western Hotel Opernring ****

Address: Opernring 11, 1010 Vienna
Tel.: +43 (1) 587 55 18, Fax: +43 (1) 587 55 18 29;
Email: reservation@opernring.at

Hotel Erzherzog Rainer ****

Address: Wiedner Hauptstrasse 27-29, 1040 Vienna
Tel.: +43 (1) 501 11-316, Fax +43 (1) 50111-350;
Email: rainer@schick-hotels.com

Premium Apartments — MyPlace *****

Address: Roßauer Lände 23, 1090 Vienna
Tel.: +43 (1) 317 1717 75;
Email: sales@my-place.at

Hilton Vienna Plaza *****

Address: Schottenring 11, 1010 Vienna
Tel.: +43 (1) 31 390 20000, Fax +43 (1) 31 390 21000;
Email: reservations.vienna@hilton.com

The Levante Laudon Apartments ***

Address: Laudongasse 8, 1080 Vienna
Tel.: +43 (1) 407 13-70, Fax +43 (1) 407 13 71;
Email: reservationlaudon@thelevante.com

Hotel Am Schottenfeld ****

Address: Schottenfeldgasse 74, 1070 Vienna
Tel.: +43 (1) 5265181, Fax: 526 51 81-160;
Email: schottenfeld@falkensteiner.com

Annex II

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that FIRST NAME LAST NAME has been authorized to collect the pre-printed conference access cards for the following participants of the seventeenth session of the General Conference:

- FIRST NAME LAST NAME, FUNCTIONAL TITLE
- FIRST NAME LAST NAME, FUNCTIONAL TITLE
- FIRST NAME LAST NAME, FUNCTIONAL TITLE
- FIRST NAME LAST NAME, FUNCTIONAL TITLE
- FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]
