



GENERAL INFORMATION

FICSA WORKSHOP FOR STAFF REPRESENTATIVES ON NEGOTIATION SKILLS (CTBTO Vienna, 16 and 17 September 2019)

Security access

Security regulations at the VIC require that all participants be registered and bring its organization badge.

The security team might ask you for your CTBTO contact person, in which case please give the name of:

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How to get to CTBTO

CTBTO is located in the Vienna International Centre (VIC), which accommodates all the Vienna-based UN organizations. The VIC is located in the 22nd district to the northeast of the center of Vienna along Wagramerstrasse 5, A-1400 Vienna (a special postcode just for the VIC). Participants may reach the VIC by taxi or underground (U-Bahn) or, if staying in one of the local hotels, on foot. Meeting participants are requested to enter and leave the premises via Gate 1 (the main entrance which is on the Wagramerstrasse). Access to the premises by other access points will not be possible for delegates. The Security Office responsible for issuing ground passes for Council delegates is located on the right, just inside the main entrance (Gate 1).

By taxi

Participants coming to the VIC by taxi are advised to alight in the side lane of the Wagramerstrasse, walk up the stairs or ramp to enter the VIC via Gate 1 and walk across the plaza (with a large fountain in the middle - that is probably turned off) to the entrance of Building C.

By U-Bahn

Participants arriving by underground (U-Bahn) should take line U1 (red line) and alight at the "Kaisermühlen Vienna International Centre" station. Leave the station at the front of the train following the signs to the VIC, enter through Gate 1 and proceed as above.

On foot

Participants arriving on foot can take the ramp or stairs to Gate 1 from the Wagramerstrasse, side line, just south of the buildings.

Hotels

A list of hotels recommended by CTBTO Staff Association is attached.

The hotels closest to the VIC are located in the 22nd district (i.e. A-1220 Vienna), which includes the following three recommended hotels:

1. Arcotel Kaiserwasser
2. Park Inn
3. NH Danube City

Transport from the airport

Vienna International Airport is located about 16 km South-East of Vienna. There is a variety of transport possibilities to and from the airport: a range of regular S-Bahn and U-Bahn connections; bus connections (including stops directly next to the VIC and the hotels closest to the VIC), a fast train service (CAT) to the city centre, and taxi services. Examples of some of the transport options are given in more detail below. NB. Prices, where mentioned, may be subject to change.

Taxi services from the airport to the city centre can vary from around 35 euros upwards, depending on the company, time of travel, distance, amount of traffic. Two taxi services (Airport Driver - www.airportdriver.at/en/airport-transfer and C&K which provide a pre-booked airport shuttle service to and from the airport) are located in the arrival area of the airport outside the luggage and customs exit and can be availed at reasonable (fixed) prices pending the availability of cars. Other regular taxi services are available also.

Arriving passengers can also take an S-Bahn (OeBB) train - the S7 – from inside the airport building. The journey takes around 25 minutes with various stops, including the station “Wien Nord” (Praterstern), from where there is a direct line the U-Bahn (U1 - red line) to the VIC (direction “Leopoldau” station) exiting at “Kaisermühlen – Vienna International Centre”. Travellers using this mode of transport should note that tickets have to be purchased in advance at the airport (look out for ticket machines on the way to the platform). The cost for a journey includes two travel zones, i.e. from the airport to the city border and from the city border to the Wien Nord (Praterstern) station in the city at a cost of 11 euro. If the journey is continuing on the U-Bahn and uninterrupted there is no need to purchase an additional U-Bahn ticket. <http://www.oebb.at/>

There is also an airport bus shuttle service (provided by Vienna Airport Lines) that leaves from the coach area outside the side entrance of the airport terminal every hour from 07:10 to 20:10 (at 10 minutes after the hour), taking 20 minutes to its destination of the Kagran U-Bahn station via the VIC (side road next to the steps up to Gate 1 of the VIC/the U-Bahn “Kaisermühlen VIC”). The journey includes stops at the Park Inn Hotel and the Hotel Crowne Plaza Vienna, both close to the VIC (see hotel reservation information). The cost is 6 euros single and 11 euros return.

http://www.postbus.at/en/Airportbus/Vienna_AirportLines/

The ‘CAT’ fast train from the airport to the U-Bahn/S-Bahn station “Wien-Mitte (Landstrasse), which is near the Hilton Hotel in the 3rd district of Vienna, is available seven days a week and runs every half-hour from 05:06 to 23:36 hours (at 6 and 36 minutes after the hour) and takes 16 minutes. The

return journey to the airport is at 06 and 36 minutes past the hour (last train leaving Wien-Mitte at 23.06). Luggage can be checked in on the train. The cost for a single ticket is 9 euros and for a return ticket 16 euros. <http://www.cityairporttrain.com/default.aspx?lang=de-AT>

N.B. Connections with “Wien-Nord” and “Praterstern” are more convenient for those staying in hotels in 1220 or 1020 Vienna than those with the destination of “Wien-Mitte” (A-1030 Vienna).

Public transport in Vienna uses flat-rate tickets that permit transfers between various modes of surface transit (train, tube or bus) on one and the same journey. The tickets can be purchased in advance at reasonable cost for five single journeys, or for three, seven or eight days’ unlimited travel, from railway and U-Bahn station machines or from most local newspaper shops (“Tabak Trafik”). For those using the U-Bahn every day, it is suggested to purchase an “8-day ticket” (Umweltkarte). Otherwise one can buy a daily pass when needed or a pass with a certain number of rides that can be used at any time up to the number of rides allowed.

Please note that all travel times and costs are subject to change.

Travel regulations

Owing to the new and rigid air travel provisions, in particular with respect to hand luggage, delegates are strongly advised prior to travel to check the luggage and hand-luggage provisions of their respective airline, country of origin and country of destination.

Visas

Participants are advised to contact their travel department to determine whether an entry visa is required and to file an application as early as possible to avoid any delays. **All delegates are responsible for processing their own visa applications.**

FACILITIES IN CTBTO

The VIC is a self-contained complex with a number of eating facilities, full-service banking, credit union, and travel services.

Catering services

A cafeteria, a restaurant and a cocktail lounge are located in Building F, entrance level, of the VIC. The restaurant (table reservation recommended, 09:30 to 11:30 ours, ext. 4877) is open on weekdays from 11:30 to 15:00 hours. The cafeteria is open on weekdays from 07.30 to 10:00 hours and from 11:30 to 14:30 hours, and its coffee corner from 08:00 to 10:00 hours and 11:30 to 15:00 hours. Coffee bars located in Building C will be in operation during meeting hours.

Banks

Bank Austria has branches on the first floor of Building C and at the entrance level of Building D of the VIC. Both branches provide full banking services. Bank hours are Monday, Tuesday, Wednesday and Friday from 09:00 to 15:00 hours and Thursdays from 09:00 to 17:30 hours. The United Nations Federal Credit Union has an office next to Bank Austria on the first floor of Building C. Its opening hours on Monday, Tuesday, Wednesday and Friday run from 08:30 to 16:00 hours and on Thursday from 08:30 to 17:00 hours. Banking services are also available with the BAWAG PSK bank at the post office on the first floor of Building C, open from Monday to Friday from 08:00 to 18:00.

Medical services

Medical attention is available from the clinic operated by the Joint Medical Service located at the VIC, Building F, on the seventh floor (extension 22224 and for emergencies 22222). Clinic hours are Monday, Tuesday, Wednesday and Friday, from 08:30 to 16:30 hours, and on Thursday from 08:30 to 15:00 hours. For emergency assistance the Medical Service can be contacted (reception desk) from Monday to Friday from 08:30 to 17:30 hours, and at other times participants should call the Security Duty Room at the VIC (extension 99). A pharmacy service is available adjacent to the Medical Service daily from 10:00 to 17:00 hours.

Postal services

A post office on the first floor of Building C of the VIC provides all regular postal services, including cable and fax services, open on weekdays from 08:00 hours to 18:00 hours. Banking services are also available with the BAWAG PSK bank in the post office during opening hours. For dispatch of mail and parcels by courier service, the DHL office is located on the fourth floor of Building A (Room A0480) and is open on weekdays from 13:00 to 15:00 hours.

Travel services

American Express at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. (Carlson Wagonlit now only provides services to UNIDO staff for duty travel.) American Express is located in the corridor connecting the main lobby (Rotunda) in Building C with Building F of the VIC (towards the cafeteria). Its office hours are weekdays from 08:30 to 17:30 hours.

Lost and found

The United Nations Security and Safety Service at the VIC runs a lost and found service in room FOE21, opposite the cafeteria, during working hours.

Smoking

The VIC is a smoke-free environment. Smoking is only permitted in the clearly designated areas and on the terrace on the ground floor of M-building next to the coffee corner.

Mobile telephones

The use of mobile telephones is not allowed inside the conference and meeting rooms at the VIC during meetings. Participants are requested to switch off their mobile telephones during meetings.

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.

Time zone

Austria follows Central European Time, which is Greenwich Mean Time (GMT) + 1 during the FICSA Council period.

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 electrical appliance stores.

HOTEL LIST FOR VIENNA

NAME OF HOTEL and CATEGORY	LOCATION / INTERNETPAGE/ Pets allowed?	SINGLE bath/shower per room/ night	DOUBLE bath/shower per room/ night
ARCOTEL Wagramerstrasse 8 **** A1220 Vienna T: +43-1-224 24-806	Next to the VIC www.arcotelhotels.com/	EUR 97 Incl. Buffet Breakfast	EUR 119 Incl. Buffet Breakfast
Hotel NH Danube City**** Wagramerstrasse 21 A-1220 Vienna T: +43-1-260 200	Next to the VIC https://www.nh-hotels.com/hotel/nh-danube-city?gmb=new Pets on request	EUR 103 incl. breakfast	EUR 133 incl. breakfast
PARK INN Vienna **** Wagramerstr. 16-16a A-1220 Vienna T: +43-1-260 400	Next to the VIC www.parkinn.com	EUR 97 Incl. breakfast	EUR 112 Incl. breakfast
Mercure Wien Zentrum**** Fleischmarkt 1a A-1010 Vienna T: +43-1-534 600	City Centre, near Underground U1 www.mercure.com	EUR 134 Excl. breakfast	EUR 149 Excl. breakfast
Hotel Ibis Messe *** Lassallestrasse 7 A-1020 Vienna T: +43-1-217 700	Underground U1 / 3 min to VIC www.ibishotel.com	EUR 80- Excl. breakfast Buffet breakfast € 9	EUR 92 Excl. breakfast Buffet breakfast € 9/person
Suitehotel *** Radingerstrasse 2 A-1020 Vienna T: +43-1-245 88 0	Underground U1 / 3 min to VIC www.suite-hotels.com or www.accorhotels.at	EUR 100- Incl. coffee/croissant Breakfast basket € 8	EUR 114 Incl coffee/croissant Breakfast basket € 8-/person
Hotel Nordbahn *** Praterstrasse 72 A-1020 Vienna T: +43-1-211 300	Underground U1 / 5 min to VIC www.hotel-nordbahn.at Pets on request	EUR 67 Incl. breakfast	EUR 88 Incl. breakfast
Hotel Capri *** Praterstrasse 44-46 A-1020 Vienna T: +43-1-214 84 04	Underground U1 / 5 min to VIC www.hotelcapri.at WLAN in all rooms	EUR 67 Incl. breakfast	EUR 83 Incl. breakfast
Strandhotel“Alte Donau”**/**** Wagramerstrasse 61 A-1220 Vienna T: +43-1-204 40 40 Rooms only ON REQUEST!!	Close to VIC www.alte-donau.at rooms on request !!	EUR 90, Shower/WC EUR 40, Shower only Incl. breakfast Rooms on request	From EUR 110- Shower/WC EUR 56, Shower only Incl. Breakfast Rooms on request

All rates in EUR are per room, per night and are subject to change. Taxes and service charges are included.