Logistical Information

15-19 May 2017

Vienna International Centre, Austria

Host agencies:

Source: bing.com/images
EVALUATION WEEK 2017
Eradicating poverty and promoting prosperity in a changing world

Vienna International Centre
15–19 May 2017
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MEETING INFORMATION

UNEG 2017 Evaluation Week Programme

The UNEG 2017 Evaluation Week will take place from 15 to 19 May 2017 at the Vienna International Centre in Vienna, Austria.

Continuing the practice started at the 2016 EvalWeek, and in recognition of the centrality of the Sustainable Development Goals (SDGs) to UNEG’s work, the theme of the 2017 EvalWeek will be “Eradicating poverty and promoting prosperity in a changing world”, corresponding to the theme of the 2017 High-Level Political Forum (HLPF) on Sustainable Development.

For more information: www.unevaluation.org/2017_UNEG_EvalWeek

Evaluation Week Format

The 2017 Evaluation Week will include three main components:

1. Evaluation Practice Exchange (EPE) – 1.5 days: 15-16 May 2017

The UNEG EPE seminar is an informal forum for UNEG members to share their experiences on a range of topics. For more information: www.unevaluation.org/2017_UNEG_EPE.

→ Who can attend? UNEG Heads, observers, staff members from UNEG member agencies, and invited partners.

2. High level Event (HLE) – 1/2 day: 16 May 2017 (afternoon)

The HLE is an opportunity for UNEG members to engage with prominent development thinkers and practitioners on issues of critical importance to today’s development agenda. For more information: www.unevaluation.org/2017_UNEG_HLE.

→ Who can attend? UNEG Heads, observers, staff members from UNEG member agencies, and invited guests.

3. UNEG Annual General Meeting (AGM) – 3 days: 17-19 May 2017

The Heads of evaluation units that are members of UNEG meet each year at its Annual General Meeting (AGM) to review progress and results of the work programme and decide on strategies and work areas for the following years. For more information: www.unevaluation.org/2017_UNEG_AGM.

→ Who can attend?
   — Open Sessions – 17-18 May 2017: UNEG Heads, observers, staff members from UNEG member agencies, and invited partners
   — Closed Sessions – 19 May 2017: UNEG Heads or Designated representative, one representative per agency
Tentative agenda

Updated information will be provided as the sessions’ organization develops further. See Annex 5 for a printer friendly version.

Location of the event

The UNEG 2017 Evaluation week will take place at the Vienna International Centre (VIC), located at Wagramerstrasse 5, in the 22nd district of Vienna, Austria.

The Vienna International Centre is the campus hosting the United Nations Office in Vienna. The hosting agencies, i.e. the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO), the International Atomic Energy Agency (IAEA), the United Nations Industrial Development Organization (UNIDO) and the United Nations Office on Drugs and Crime (UNODC), are further located at the VIC.

For further information on how to get to the VIC, please see page 12.
Registration

For registering to the Evaluation Week’s sessions and social events, please use the following link, as of the opening of the registration period, on 6 March 2017:


Please note that registration will close on 30 March 2017.

Collecting of badges

To enter the VIC premises on the first day, participants are requested to go through registration and admittance procedures and receive a VIC grounds pass for the duration of the event. The registration and collecting of badges starts as of 7:30 am in the Pass Office located at Gate 1 of the VIC (follow “visitors” through the VIC’s main entrance) on Monday 15 May. All other days the Pass Office is open from 8:00.

Please note!

A valid national passport is necessary for identification verification and admittance to the VIC.

Plan for extra time if entering the VIC premises for the first time!

Visa requirements

Participants are responsible for obtaining the appropriate entry permit to Austria. Respective embassies should therefore be contacted as early as possible for information on the specific requirements.

Documentation

The UNEG 2017 Evaluation Week will adopt a paperless approach. All documents, statements and updates will be available at the UNEG website www.unevaluation.org/2017_UNEG_EvalWeek. We highly recommend that all participants prepare folders or save documents on their computers.

Promotional materials

Tables will be made available outside the main meeting room (Board Room A, 2nd floor, M-building) for those who wish to share relevant publications or promotional material.
**Location of the meetings**

Within the VIC, all meetings will take place in the **M-building**. (See Annex 2 for all maps of the VIC premises and the various floors of the M-building.)

- The **EPE**’s main plenary sessions will be hosted in **Board Room A (2nd floor)**; and breakout sessions will be held in M5, MOE03, MOE05, MOE07 and MOE100 (ground floor).
- The **HLE** will be hosted in **Board Room A (2nd floor)**.
- The **AGM**’s main plenary sessions will be held in room **M2 (1st floor)**.

Final room details will be confirmed on the first days of the EPE and AGM plenary sessions. **Room MOE12 (ground floor)** will further host a Secretariat for the Evaluation Week, with representatives of the host agencies available to provide information and support.
Lunches and coffee breaks

Lunch will be available at the costs of participants at any of the following catering facilities:

- **The VIC Cafeteria** offers a variety of dishes, snacks and drinks. It is located on the ground floor of the F-building. From the M-building, it can be reached through the "Rotunda" (C-building, ground floor).
- **The VIC Restaurant**, also located on the ground floor of the F-building, offers *a la carte* menus. For table reservations, call +43-1-26060-4877.

Coffee breaks will be provided in between sessions outside **Board Room A, 2nd floor**, as per the agenda. In addition, Coffee Corners are available:

- In the **VIC Cafeteria** from 8:00 am to 3:00 pm.
- In the **M-building** (ground floor) from 9:00 am to 4:00 pm.

**Please note!**
The programme has been planned to avoid the lunch peak hour, whereby *early lunches* are recommended.

Kindly note that the VIC has a strict policy and *does not permit food and beverages inside conference rooms* (except water).

**Smoking is not permitted** in any area of the VIC, including terraces, the Memorial Plaza and all other open spaces. Smoking is only allowed in designated smoking shelters between Towers A and B; in front of Tower D and between Tower D and E.

Reception and social event

**Two social events** will be arranged for participants. Money for the self-pay dinner on 15 May will be collected on the first day of the EPE (15 May) from all participants who have registered attendance.

1. **Monday 15 May**
   Self-pay buffet-dinner in a typical **Viennese “Heuriger”** (traditional tavern), in Grinzing, the famous wine district of Vienna. Maps will be provided on Monday. Costs approx. 40 Euros
   Zimmermanns Heuriger, Armbrustergasee 5, 1190 Vienna, Telephone: (+43 1) 370 22 11
   [www.zimmermanns.at](http://www.zimmermanns.at)
   Please see Annex 1 for more details.

2. **Tuesday 16 May**
   A **Reception** sponsored by UNEG following the High-Level Event, at the VIC Restaurant with outdoor terrace (F-Building ground floor).

3. **Thursday 18 May**
   **Self-pay buffet-dinner is cancelled due to limited**
SERVICES AVAILABLE AT THE VIC

Banks

Bank services are provided by Bank Austria on the 1st floor of the C-building.
Opening hours: Monday - Wednesday from 9:00 am to 3:00 pm; Thursday - Friday from 9:00 am to 3:30 pm.
Automated Teller Machines (ATM) are located on the 1st floor of the C building and the ground floor of the D building.

IT services

A free wireless connection is available throughout the VIC. An internet café area is further available on the ground floor of the M-Building (towards the back).

Medical services

Medical services are provided by the Vienna International Centre Medical Services on the 7th floor of the F-building.
Opening hours: Monday – Friday from 08:30 am to 4:30 pm (Thursdays to 3:00 pm).
Phone number: +43-1-2600-22223/2224 or +43-1-2600-22222 for an emergency.
For emergencies, the clinic is open anytime during regular office hours.

Pharmacy

A Pharmacy is located on the 7th floor of the F-building (F0709).
Opening hours: Monday – Friday from 10:00 am to 5:00 pm.

Persons with disabilities

The VIC is accessible to persons with disabilities. Please contact the VIC Security Coordinator for any specific request.
Email: VICSecurityCoordinator@unvienna.org
Phone number: 43-1-2600-3903 or 3904
Postal services

A post office is located on the 1st floor of the C building. It provides all regular postal services, express mail service and some banking services.
Opening hours: Monday – Friday: from 8:00 am to 6:00 pm.

Press shop

A Press shop is located in the Rotunda, on the ground floor of the C-building.
Opening hours: Monday – Friday from 8:00 am to 6:00 pm.

Security

A Security Duty Room is located in F0E21, on the ground floor of the F-building. Phone number: +43-1-2600-3903/3904 or +43-1-2600-99 for an emergency.
A lost and found office further operates in room F0E21. Participants are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Travel agent

American Express Travel Agency is located in the C-building on the ground floor (by the Rotunda).
The travel agency is available to assist with travel issues, sightseeing, car rental and excursions.
Opening hours: Monday – Friday from 8:30 am to 5:30 pm.
GENERAL INFORMATION ABOUT VIENNA

Getting around in Vienna

Local transports
Metro (U-Bahn), trams and buses are a convenient way to get around in the city. Tickets can be purchased at any U-Bahn station. For more information: [http://www.wienerlinien.at/en](http://www.wienerlinien.at/en)

Taxis
Taxis are easily available. Regular taxi companies’ phone numbers are +43-1-31 300; +43-1-40 100; or +43-1-60 160. For more information: [https://www.wien.info/en/travel-info/to-and-around/taxi](https://www.wien.info/en/travel-info/to-and-around/taxi)

From the airport to the VIC or the city center:
It is very convenient to reach the VIC or the city centre from the airport by taxi. Several taxi companies offer flat rates of around 35 Euros. Travel time to the VIC or the city centre is approximately 30 minutes. For more information about Vienna International Airport: [http://www.viennaairport.com/en/passengers](http://www.viennaairport.com/en/passengers)

Other options include:
• Airport buses: https://www.viennaairportlines.at/en/ or http://www.postbus.at/en/Airportbus/Vienna_AirportLines/
• Fast train service: http://www.oebb.at/en/ or http://www.cityairporttrain.com

**Reaching the VIC**

The VIC is located on the eastern side of the Danube river, in a more recently developed part of Vienna. It is situated at the metro (“U-bahn”) station *Kaisermühlen/VIC, line U1* (the red line). Travel time from the city center to the VIC is approximately fifteen minutes. For more information: http://www.unov.org/unov/en/vic.html

**Map of the Vienna metro / U-Bahn**

*Source: stadt-wien.at*
Other useful links

Currency
For the exchange rate between Euros and your currency, please refer to: www.xe.com

Time
For the time difference between Vienna and your country, please refer to: www.timeanddate.com

Hotel accommodation

Participants should make their own arrangements for hotels. A non-exhaustive list of hotels with the negotiated rates for international organizations and meeting participants is provided in Annex 3.

Please note! As May is a busy period in Vienna, early hotel bookings are highly recommended! The participants are also encouraged to check the booking rates online, to see if better offers are available.

Source: planetden.com
ANNEX 1: Details of social event

**Monday 15 May (7:00-10:00 pm): Self-pay buffet-dinner at Viennese ‘Heuriger’**

The Viennese *Heuriger*, traditional tavern serving typical foods, is a must-experience of Vienna!

The Zimmermann winery represents the quintessence of the Viennese Heuriger culture, offering typical Viennese delicacies and locally produced wines, in a welcoming atmosphere built around old-style Viennese houses. The area of Grinzing, where it is located, give a romantic feel of what it was like when the areas was still part of a village surrounding the capital.

For the evening of Monday 15 May, Zimmermann provides a **buffet-dinner** with a range of typical Viennese foods including:

- Starter
- A selection of four main courses, accompanied by salad buffet and homemade bread
- Variation of homemade strudels with vanilla sauce
- Coffee
- Wine (red & white) and water

**Total cost per person: 40 Euros**

**Address:** Zimmermanns Heuriger, Armbrustergasee 5, 1190 Vienna  
Telephone: (+43 1) 370 22 11 [www.zimmermanns.at](http://www.zimmermanns.at)

**Getting there:** From the VIC or city centre, take metro line U4 until last stop "Heiligenstadt", and from there take bus no. 38A towards „Kahlenberg“ and get off at "Armbrustergasse"; then walk up the street 20 meters until you reach Arnbrustergasse to the right.

A map will be provided to participants on Monday 15 May.
ANNEX 2: Maps of the VIC premises and M-building floors

VIC general view with M-building
M-Building - Second floor
ANNEX 3: Hotel list Vienna 2017

Negotiated rates for international organizations/meeting participants only. The lists provided do not constitute endorsement by the hosting organizations and are for informational purposes only.

List 1: Hotels within walking distance to the VIC or close to metro line U1.

<table>
<thead>
<tr>
<th>NAME OF HOTEL</th>
<th>Category/Location</th>
<th>RESERVATION CONTACT</th>
<th>SINGLE per room/night</th>
<th>DOUBLE per room/night</th>
<th>Remarks</th>
<th>Environ mentally friendly hotels</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH Danube City</td>
<td>Wagramerstraße 21 1220 Vienna Next to the VIC (in walking distance)</td>
<td>Tel:+49(0)3022380233 Fax: +43 1 26020 8108 Email: <a href="mailto:reservierungen.at@nh-hotels.com">reservierungen.at@nh-hotels.com</a></td>
<td>€ 101 +)(^1) Incl. breakfast</td>
<td>€ 120 +) Incl. breakfast</td>
<td>Please state &quot;AMEX/IAEA/UN rate&quot; when you make your arrangement</td>
<td>Naturally friendly hotels</td>
</tr>
<tr>
<td>Park Inn</td>
<td>Wagramerstr. 16-16a 1220 Vienna Next to the VIC (in walking distance)</td>
<td>Tel: +43-1-260 40 603 Fax: +43-1-260 40 699 Email: <a href="mailto:reservation.vienna@reidorparkinn.com">reservation.vienna@reidorparkinn.com</a> Internet: <a href="http://www.viennauno.parkinn.at">www.viennauno.parkinn.at</a></td>
<td>€ 97 +) Incl. breakfast</td>
<td>€ 112 +) Incl. breakfast</td>
<td>Please state &quot;AMEX/IAEA/UN rate&quot; when you make your arrangement</td>
<td>Environ mentally friendly hotels</td>
</tr>
<tr>
<td>Arcotel Kaiserwasser</td>
<td>Wagramerstraße 8 1220 Vienna Next to the VIC (in walking distance)</td>
<td>Tel:+43 1 224 24 718 Fax: +43 1 224 24 820 Email: <a href="mailto:Reservation.vienna@arcotelhotels.com">Reservation.vienna@arcotelhotels.com</a> Internet: <a href="http://www.arcotelhotels.com">www.arcotelhotels.com</a></td>
<td>€ 95 +) Incl. breakfast</td>
<td>€ 117 +) Incl. breakfast</td>
<td>Please state &quot;AMEX/IAEA/UN rate&quot; when you make your arrangement</td>
<td>Environ mentally friendly hotels</td>
</tr>
<tr>
<td>Melia Vienna</td>
<td>Donau-City-Strasse 7 1220 Vienna Next to the VIC (in walking distance)</td>
<td>Tel: +43 (0)1 90104 Email: <a href="mailto:reservations.melia.vienna@melia.com">reservations.melia.vienna@melia.com</a></td>
<td>€ 115 +) Incl. breakfast</td>
<td>€ 115 +) incl. breakfast for 1st person (€26 for 2nd person excluded)</td>
<td>Please state &quot;AMEX/IAEA/UN rate&quot; when you make your arrangement</td>
<td>Environ mentally friendly hotels</td>
</tr>
<tr>
<td>AustriaTrend Hotel</td>
<td>Donauzentrum Wagramer Strasse 83-85 1220 Vienna In a nearby shopping centre</td>
<td>AddressTel: (43-1) 203 55 45-113, Fax: (43-1) 203 55 45-183</td>
<td>€ 96 Incl. breakfast</td>
<td>€ 111 Incl. breakfast</td>
<td>Please state &quot;UN/UNIDO rate&quot; when you make</td>
<td>Environ mentally friendly hotels</td>
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</tbody>
</table>

\(^1\) Rate depending on room type and/or season!
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<tr>
<th>NAME OF HOTEL</th>
<th>Category/Location</th>
<th>RESERVATION CONTACT</th>
<th>SINGLE per room/night</th>
<th>DOUBLE per room/night</th>
<th>Remarks</th>
<th>Environ mentally friendly hotels</th>
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</thead>
<tbody>
<tr>
<td>Ibis Wien Messe (Accor Hotel)</td>
<td>Lasallestrasse 7A, 1020 Vienna</td>
<td>Email: <a href="mailto:reservierung.donauzentrum@austria-trend.at">reservierung.donauzentrum@austria-trend.at</a></td>
<td>€69 Incl. breakfast</td>
<td>€47 to 87 Incl. breakfast</td>
<td>Please state “UN/UNIDO rate” when you make your arrangement</td>
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<tr>
<td></td>
<td>(2 metro stations from the VIC - direct line: U1 / Zentrum Kagran)</td>
<td>Internet: <a href="http://www.austria-trend.at">www.austria-trend.at</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Capri</td>
<td>Praterstrasse 44-46, 1020 Vienna</td>
<td>Tel: +43-1-214 84 04 e-mail: <a href="mailto:h2636@accor.com">h2636@accor.com</a>, <a href="mailto:frederick.sallesse@accor.com">frederick.sallesse@accor.com</a></td>
<td>01.03-31.12. €104 (+) Incl. breakfast</td>
<td>01.03-31.12. €124 (+) Incl. breakfast</td>
<td>Please state “AMEX/IAEA/UN rate” when you make your arrangement</td>
<td></td>
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<tr>
<td></td>
<td>(4 metro stations from the VIC - direct line: U1 / Nestroyplatz)</td>
<td>Fax: +43-1- 214 27 85 Email: <a href="mailto:office@hotelcapri.at">office@hotelcapri.at</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Near city centre, small independent hotel/apartment</td>
<td>Internet: <a href="http://www.hotelcapri.at">www.hotelcapri.at</a>, <a href="http://www.business-wohnung.at">www.business-wohnung.at</a></td>
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<tr>
<td>Novotel Wien City (Accor Hotel)</td>
<td>Aspernbrückengasse 1, 1020 Vienna</td>
<td>Tel: (43-1)90303991 e-mail: <a href="mailto:h6154-re@accor.com">h6154-re@accor.com</a></td>
<td>€135 Incl. breakfast</td>
<td>€152 Incl. breakfast</td>
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<td></td>
<td>U1/Nestroyplatz</td>
<td>Booking code: SC001709294, contract number: 89271</td>
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<tr>
<td>Austria Classic Hotel Wien</td>
<td>Praterstrasse 72, 1020 Vienna, (close to metro line U1 / Nestroyplatz or Praterstern)</td>
<td>Tel: (43-1) 211 30-0, Fax: (43-1) 211 30-72 Email: <a href="mailto:info@classic-hotelwien.at">info@classic-hotelwien.at</a></td>
<td>€89 Incl. breakfast</td>
<td>€109 Incl. breakfast</td>
<td>Please state “UN/UNIDO rate” when you make your arrangement</td>
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<td>Internet: <a href="http://www.classichotelwien.at">www.classichotelwien.at</a></td>
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<tr>
<td>Hotel Capricorno</td>
<td>Schwedenplatz 3-4, 1010 Vienna, In the city centre (5 metro stations from the VIC - direct line: U1 / Schwedenplatz)</td>
<td>Tel.: +43 1 533 31 04 0 Fax: +43 1 533 76 71 4 Reservation under: <a href="http://www.schick-hotels.com">www.schick-hotels.com</a></td>
<td>€97 (+) Incl. breakfast</td>
<td></td>
<td>Please state “AMEX/IAEA/UN rate” when you make your arrangement</td>
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<td></td>
<td></td>
<td>Customer code: 771894114 (credit card required)</td>
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<tr>
<td>Name of Hotel</td>
<td>Category/Location</td>
<td>Reservation Contact</td>
<td>Single per room/night</td>
<td>Double per room/night</td>
<td>Remarks</td>
<td>Environ - mentally friendly hotels</td>
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<td>Hotel Post</td>
<td>Category/Location</td>
<td>Tel: (43-1) 515 83-0, Fax: 515 83 808 Email: <a href="mailto:office@hotel-post-wien.at">office@hotel-post-wien.at</a> Internet: <a href="http://www.hotel-post-wien.at">www.hotel-post-wien.at</a></td>
<td>€ 68-91 Incl. breakfast</td>
<td>€ 95-122 Incl. breakfast</td>
<td>Please state &quot;UN/UNIDO rate&quot; when you make your arrangement</td>
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<tr>
<td>Austria Trend Hotel</td>
<td>Category/Location</td>
<td>Tel: (43-1) 515 94-0, Fax: (43-1) 515 94-888 Email: <a href="mailto:melanie.maurer@austria-trend.at">melanie.maurer@austria-trend.at</a> <a href="mailto:europa.wien@austria-trend.at">europa.wien@austria-trend.at</a> Internet: <a href="http://www.austria-trend.at">www.austria-trend.at</a></td>
<td>€ 125 Incl. breakfast</td>
<td>€ 140 Incl. breakfast</td>
<td>Please state &quot;UN/UNIDO rate&quot; when you make your arrangement</td>
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<tr>
<td>Hotel Sacher</td>
<td>Category/Location</td>
<td>Tel: +43 1 51456 878 Fax: +43 1 51456 799 <a href="http://www.sacher.com">www.sacher.com</a></td>
<td>€220 +) Excl. breakfast</td>
<td></td>
<td>Please state &quot;AMEX/IAEA/UN rate&quot; when you make your arrangement</td>
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<tr>
<td>Hotel Wandl</td>
<td>Category/Location</td>
<td>Tel: (43-1) 53 455 Email: <a href="mailto:reservation@hotel-wandl.com">reservation@hotel-wandl.com</a></td>
<td>€ 103,50 - 118,80 Incl. breakfast</td>
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<td>Please state &quot;UN/UNIDO rate&quot; when you make your arrangement</td>
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<tr>
<td>Grand Hotel Wien</td>
<td>Category/Location</td>
<td>Tel: +43 (0)1 515 80-1818 or 1819, Fax: +43 (0)1 515 13 13 Email: <a href="mailto:reservation@grandhotelwien.com">reservation@grandhotelwien.com</a>, <a href="mailto:vbukovics@jjwhotels.com">vbukovics@jjwhotels.com</a></td>
<td>€170, breakfast € 32</td>
<td></td>
<td>Please state &quot;UN/UNIDO rate&quot; when you make your arrangement</td>
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<tr>
<td>The Ring</td>
<td>Category/Location</td>
<td>Tel: +(43-1) 515801818 or 1819, Email: <a href="mailto:vbukovics@jjwhotels.com">vbukovics@jjwhotels.com</a></td>
<td>€ 170, breakfast € 32</td>
<td></td>
<td>Please state &quot;UN/UNIDO rate&quot; when you make your arrangement</td>
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<tr>
<td>NAME OF HOTEL</td>
<td>Category/Location</td>
<td>RESERVATION CONTACT</td>
<td>SINGLE per room/night</td>
<td>DOUBLE per room/night</td>
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<td>Environ mentally friendly hotels</td>
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| **Hotel am Opernring**  
Opernring 11  
1010 Vienna  
In the city centre  
(close to metro line U1) | Tel: +(431) 5875518  
Email: hotel@opernring.at | € 119 +)  
Incl. breakfast | | | Please state “UN/UNIDO rate” when you make your arrangement | |
| **Hotel Erzherzog Rainer**  
Wiedner Hauptstraße 27-29  
1040 Vienna  
~35 minutes from the VIC  
(8 metro stations from the VIC - direct line: U1/  
Taubstummengasse) | Tel.: +43 1 533 31 04 0  
Fax: +43 1 533 76 71 4  
Email: rainer@schick-hotels.com  
Reservation under: www.schick-hotels.com  
Customer code: 771894114  
(credit card required) | 10% discount on best available daily room rate best price guarantee, For reservation please quote code 771894114  
Single room: as of € 80 +)  
Incl. breakfast | | | Please state “AMEX/IAEA /UN/UNIDO rate” when you make your arrangement | |
| **Hotel beim Theresianum**  
Favoritenstrasse 52,  
1040 Vienna  
(9 metro stations from the VIC - direct line: U1/  
Südtiroler Platz) | Tel: (43-1)5051606  
Email: melanie.maurer@austria-trend.at, theresianum@austria-trend.at | € 90 Incl. breakfast | € 105 Incl. breakfast | | Please state “UN/UNIDO rate” when you make your arrangement | |

**List 2: Hotels that require walking and/or more than one means of transportation.**

<table>
<thead>
<tr>
<th>NAME OF HOTEL</th>
<th>Category/Location</th>
<th>Reservation Contact</th>
<th>SINGLE per room/night</th>
<th>DOUBLE per room/night</th>
<th>Remarks</th>
<th>Environ mentally Friendly Hotels</th>
</tr>
</thead>
</table>
| **My Cottage**  
Kugelfanggasse 4-6  
1210 Vienna  
Close to U6 / Siebenhirten | Tel: + 43 1 263 21 29  
Fax: + 43 1 263 21 29  
info@mycottage.at  
http://www.mycottage.at | € 52-62 +)  
Excl. breakfast | € 72-82 +)  
Excl. breakfast | | Please state “AMEX/IAEA /UN rate” when you make your arrangement | |
| **Hotel Stefanie**  
Taborstraße 12  
1020 Vienna | Tel.: +43 1 211 50 0  
Fax: +43 1 211 50 160  
Reservations under: | € 88 +)  
Incl. breakfast | | | Please state “AMEX/IAEA /UN rate” | |
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Distance from the VIC</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Reservations Email</th>
<th>Room Rates</th>
<th>Breakfast</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel City Central</td>
<td>Taborstraße 8</td>
<td>25 minutes</td>
<td>Tel.: +43 1 211 05 0</td>
<td>Fax: +43 1 211 05 140</td>
<td>reservations@singerstra$$ate2125.at</td>
<td>€ 81 (+)</td>
<td>Incl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
<tr>
<td>Hotel Am Parkring</td>
<td>Parkring 12</td>
<td>25 minutes</td>
<td>Tel.: +43 1 514 80 0</td>
<td>Fax: +43 1 514 80 40</td>
<td>reservations@singerstra$$ate2125.at</td>
<td>€ 133 (+)</td>
<td>Excl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
<tr>
<td>Hilton Vienna</td>
<td>Am Stadtpark 1</td>
<td>25 minutes</td>
<td>Tel: +43 1 71700 14000</td>
<td>Fax: +43 1 71700 11000</td>
<td>reservations.vienna@hi$$ton.com</td>
<td>€ 140-157 (+)</td>
<td>Incl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
<tr>
<td>Hilton Vienna Danube</td>
<td>Handelskai 269</td>
<td>35 minutes</td>
<td>Tel: +43 1 71700 14000</td>
<td>Fax: +43 1 71700 11000</td>
<td>reservations.vienna@hi$$ton.com</td>
<td>€ 120-130 (+)</td>
<td>Incl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
<tr>
<td>Hilton Vienna Plaza</td>
<td>Schottenring 11</td>
<td>25 minutes</td>
<td>Tel: +43 1 71700 14000</td>
<td>Fax: +43 1 71700 11000</td>
<td>reservations.vienna@hi$$ton.com</td>
<td>€ 160-177 (+)</td>
<td>Incl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
<tr>
<td>InterContinental Wien</td>
<td>Johannesgasse 28</td>
<td>1030 Vienna</td>
<td>Tel: +43 (0)1 711 220</td>
<td>Fax: +43 (0)1 7134489 vienna@ih$$.com</td>
<td><a href="http://www.vienna.intercontinental.com/">http://www.vienna.intercontinental.com/</a></td>
<td>€ 141 (+)</td>
<td>Incl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
<tr>
<td>Singerstrasse 21/25</td>
<td>Singerstrasse 21/25</td>
<td>1010 Vienna</td>
<td>Tel: +43(0)1 514 49 0</td>
<td>Fax: +43(0)1 513 16 17</td>
<td>reservations@singerstra$$ate2125.at</td>
<td>€ 130 (+) Lower fares available for long term stays Excl. breakfast</td>
<td>€ 130 (+) Lower fares available for long term stays Excl. breakfast</td>
<td>Please state “AMEX/IAEA /UN rate” when you make your arrangement</td>
</tr>
</tbody>
</table>
List 3: Austria Trend Hotels

BOOKING LINK: www.austria-trend.at/book/Int.Organisations_AXTravel

<table>
<thead>
<tr>
<th>NAME OF HOTEL</th>
<th>Category/Location</th>
<th>RESERVATION CONTACT</th>
<th>SINGLE per room/night</th>
<th>DOUBLE per room/night</th>
<th>PROMOTION CODE</th>
</tr>
</thead>
</table>
| Astoria           | Kärntner Straße 32-34, 1010 Vienna      | Tel: +43 1 515 77 0  
Email: Reservierung.astoria@austria-trend.at | € 137 +) Incl. breakfast | € 154 +) Incl. breakfast | IntOrganisationsAX |
| Hotel Europa Wien | Kärntner Straße 18, 1010 Vienna         | Tel: +43 1 515 94 0  
Email: Reservierung.europa.wien@austria-trend.at | € 137 +) Incl. breakfast | € 154 +) Incl. breakfast | IntOrganisationsAX |
| Hotel Savoyen     | Vienna, Rennweg 16, 1030 Vienna          | Tel:+43-1-206 33-0  
Email: reservierung.savoyen@austria-trend.at | € 140 +) Incl. breakfast | € 163 +) Incl. breakfast | IntOrganisationsAX |
| Hotel Lassalle    | Engerthstrasse 173 A-1020 Vienna        | Tel:+43 1 213 15 0  
Email: Reservierung.lassalle@austria-trend.at | € 85 +) Incl. breakfast | € 101 +) Incl. breakfast | IntOrganisationsAX |

All rates are in euro (€) per room, per night and are subject to change. Rates may not be available at high seasons, i.e. congresses, fairs, etc. Taxes and service charges are included.

How to book a room at a hotel from the lists:
Please send your reservation by email or fax directly to the requested hotel. The following information must be included:
- Family name and first name of the person(s) for whom the room(s) should be booked
- Arrival date (including approximate time if possible)
- Departure date
- Number and kind of room(s) – i.e. single/double, (non)smoker
- Special wishes
- Indicate “AMEX/UN/IAEA or UN/UNIDO rates”
- A credit card number with expiry date for guarantee purposes (Will only be charged if the guest does not show up at the hotel or cancels after cancellation deadline)
- Contact details

Further useful information:

General information about Vienna + accommodation
http://info.wien.at/

Cheap accommodation
www.hostelsweb.com/cities/vienna.html

Other online hotel reservation links:
www.booking.com

Please note!
As May is a busy period in Vienna, early hotel bookings are highly recommended!
## ANNEX 4: Tentative agenda

<table>
<thead>
<tr>
<th>Monday 15 May</th>
<th>Tuesday 16 May</th>
<th>Wednesday 17 May</th>
<th>Thursday 18 May</th>
<th>Friday 19 May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPE</strong></td>
<td><strong>EPE</strong></td>
<td><strong>AGM - open session</strong></td>
<td><strong>AGM - open session</strong></td>
<td><strong>AGM - closed session</strong></td>
</tr>
<tr>
<td>8:30-9:00</td>
<td>8:30-8:40</td>
<td>8:30-9:00</td>
<td>8:30-10:15</td>
<td>8:30-10:30</td>
</tr>
<tr>
<td>Opening session (BR-A)</td>
<td>Stream 3 (BR-A)</td>
<td>Opening session (M2)</td>
<td>Session 3 (M2)</td>
<td></td>
</tr>
<tr>
<td>9:00-10:30</td>
<td>8:40-9:00</td>
<td>9:00-12:00</td>
<td>10:30-12:00</td>
<td></td>
</tr>
<tr>
<td>Stream 1</td>
<td>9:00-9:45</td>
<td>10:40-11:20</td>
<td>10:30-12:00</td>
<td></td>
</tr>
<tr>
<td>Session 1 (BR-A)</td>
<td>9:45-10:30</td>
<td>11:20-11:40</td>
<td>10:30-12:00</td>
<td></td>
</tr>
<tr>
<td>Session 2 (M2)</td>
<td>(BR-A)</td>
<td>11:40-12:00</td>
<td>10:30-12:00</td>
<td></td>
</tr>
<tr>
<td><strong>Coffee break</strong></td>
<td><strong>Group photo</strong></td>
<td><strong>Group photo</strong></td>
<td><strong>Coffee break</strong></td>
<td><strong>Coffee break</strong></td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>Coffee break 10:30-11:00</td>
<td>Coffee break 10:15-10:40</td>
<td>Coffee break 10:15-10:40</td>
<td>Coffee break 10:30-10:45</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>11:00-11:45</td>
<td>11:40-12:00</td>
<td>11:45-12:45</td>
<td></td>
</tr>
<tr>
<td>Session 1 cont. (BR-A + World café: MOE03, MOE07, MOE100, M5)</td>
<td>Session 1 cont. (M2)</td>
<td>Session 1 cont. (M2)</td>
<td>Session 6 cont. (M2)</td>
<td></td>
</tr>
<tr>
<td>12:30-1:00</td>
<td>11:45-12:00</td>
<td>10:40-11:20</td>
<td>10:45-12:45</td>
<td></td>
</tr>
<tr>
<td>Joint Session Closing (BR-A)</td>
<td>12:00-12:30 EPE Closing Plenary (BR-A)</td>
<td>Session 3 cont. (M2)</td>
<td>Session 6 cont. (M2)</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch 13:00-2:30</strong></td>
<td><strong>Lunch 12:30-2:00</strong></td>
<td><strong>Lunch 12:00-1:30</strong></td>
<td><strong>Lunch 12:00-1:30</strong></td>
<td><strong>Lunch 12:45-1:45</strong></td>
</tr>
<tr>
<td>2:30-3:30</td>
<td>2:00-3:00</td>
<td>1:30-2:45</td>
<td>1:30-3:30</td>
<td></td>
</tr>
<tr>
<td>Stream 2</td>
<td>Working groups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 1 (BR-A)</td>
<td>(M2, MOE03, MOE07, MOE100, M5, BR-A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00-4:30</td>
<td>HLE BR-A</td>
<td>3:00-5:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 1 cont. (BR-A)</td>
<td>3:00-4:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30-5:30</td>
<td>Session 2 cont. (M2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 1 cont. Group work (MOE03, MOE07, MOE100)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30-6:00</td>
<td>Joint Session Closing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7:00 Social Event: self-pay buffet-dinner in a typical Viennese 'Heuriger' (traditional tavern)</strong></td>
<td><strong>5:00 Reception VIC Restaurant and outdoor terrace</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30-10:15</td>
<td>10:15-10:40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 6 (M2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30-10:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 6 (M2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00-5:30 UNEG Executive Group meeting (M2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Monday 15 May**
- Opening session (BR-A)
- Stream 1
- Session 1 (BR-A)
- Session 2 (M2)
- Coffee break
- Group photo
- Coffee break
- Joint Session Closing (BR-A)
- Lunch 13:00-2:30
- 2:30-3:30 Working groups (M2, MOE03, MOE07, MOE100, M5, BR-A)
- Coffee break 3:30-4:00
- HLE BR-A 3:00-5:00
- Session 1 cont. (BR-A)
- Session 3 (BR-A)
- 5:30-6:00 Joint Session Closing
- 7:00 Social Event: self-pay buffet-dinner in a typical Viennese 'Heuriger' (traditional tavern)

**Tuesday 16 May**
- Opening session (BR-A)
- Stream 3 (BR-A)
- Opening session (M2)
- Coffee break
- Group photo
- Coffee break
- Lunch 12:30-2:00
- Session 1 (M2)
- Coffee break 2:45-3:00
- Coffee break 3:30-4:00
- HLE BR-A 3:00-5:00
- Session 2 (M2)
- Session 3 (M2)
- 5:00 Reception VIC Restaurant and outdoor terrace

**Wednesday 17 May**
- Opening session (M2)
- Session 1 (M2)
- Coffee break
- Group photo
- Coffee break
- Lunch 12:00-1:30
- Session 2 (M2)
- Coffee break
- Session 4 (M2)
- 5:00-5:30 UNEG Executive Group meeting (M2)

**Thursday 18 May**
- Session 3 (M2)
- Coffee break
- Session 5 (M2)

**Friday 19 May**
- Session 6 (M2)
- Coffee break
- Session 6 cont. (M2)
- 1:45-4:00 Session 6 cont. (M2)
ANNEX 5: Map of Vienna

Source: Google maps