



Logistical Information

15-19 May 2017

Vienna International Centre, Austria



Source: bing.com/images

Host agencies:

Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (**CTBTO**), International Atomic Energy Agency (**IAEA**), United Nations Industrial Development Organization (**UNIDO**) and United Nations Office on Drugs and Crime (**UNODC**).



EVALUATION WEEK 2017

Eradicating poverty and
promoting prosperity in
a changing world

**Vienna
International
Centre**

15–19 May 2017

Contents

MEETING INFORMATION	4
UNEG 2017 Evaluation Week Programme	4
Tentative agenda	5
Location of the event	5
Registration	6
Collecting of badges	6
Visa requirements	6
Documentation	6
Promotional materials	6
Location of the meetings	7
Lunches and coffee breaks	8
Reception and social event	8
SERVICES AVAILABLE AT THE VIC	9
Banks	9
IT services	9
Medical services	9
Pharmacy	9
Persons with disabilities	9
Postal services	10
Press shop	10
Security	10
Travel agent	10
GENERAL INFORMATION ABOUT VIENNA	11
Getting around in Vienna	11
Reaching the VIC	12
Other useful links	13
Hotel accommodation	13
<i>ANNEX 1: Details of social event</i>	14
<i>ANNEX 2: Maps of the VIC premises and M-building floors</i>	15
<i>ANNEX 3: Hotel list Vienna 2017</i>	18
<i>ANNEX 4: Tentative agenda</i>	25
<i>ANNEX 5: Map of Vienna</i>	26

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.

Monday 15 May EPE	Tuesday 16 May EPE	Wednesday 17 May AGM - open session	Thursday 18 May AGM - open session	Friday 19 May AGM - closed session
8:30-9:00 Opening session (BR-A)	8:30-8:40 Stream 3 (BR-A)	8:30-9:00 Opening session (M2)	8:30-10:15 Session 3 (M2)	8:30-10:30 Session 6 (M2)
9:00-10:30 Stream 1 Session 1 (BR-A) Session 2 (M2)	8:40-9:00 9:00-9:45 9:45-10:30 (BR-A)	9:00-12:00 Session 1 (M2)		
Coffee break 10:30-11:00	Group photo Coffee break 10:30-11:00	Group photo Coffee break 10:25-10:40	Coffee break 10:15-10:30	Coffee break 10:30-10:45
11:00-12:30 Session 1 cont. (BR-A + World café: MOE03, MOE07, MOE100, M5) Session 3 (M2)	11:00-11:45 World café (MOE03, MOE07, MOE100, M5, M2)	10:40-11:20 11:20-11:40 11:40-12:00 Session 1 cont. (M2)	10:30-12:00 Session 3 cont. (M2)	10:45-12:45 Session 6 cont. (M2)
12:30-1:00 Joint Session Closing (BR-A)	11:45-12:00 Session Closing (BR-A) 12:00-12:30 EPE Closing Plenary (BR-A)	Lunch 12:00-1:30	Lunch 12:00-1:30	Lunch 12:45-1:45
Lunch 13:00-2:30	Lunch 12:30-2:00	1:30-2:45 Session 2 (M2)	1:30-3:30 Session 4 (M2)	1:45-4:00 Session 6 cont. (M2)
2:30-3:30 Stream 2 Session 1 (BR-A) Session 2 (M2)	2:00-3:00 Working groups (M2, MOE03, MOE07, MOE100, M5, BR-A)	Coffee break 2:45-3:00	Coffee break 3:30-4:00	
Coffee break 3:30-4:00				
4:00-4:30 Session 1 cont. (BR-A) Session 3 (M2)	HLE BR-A 3:00-5:00	3:00-4:30 Session 2 cont (M2)	4:00-5:00 Session 5 (M2)	4:00-5:30 UNEG Executive Group meeting (M2)
4:30-5:30 Session 1 cont. Group work (MOE03, MOE07, MOE100) 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)	5:00 Reception VIC Restaurant and outdoor terrace			

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.



Source: bing.com/images

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**:

<https://ctnw.ctbto.org/DMZ/UNEG2017.html>

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.

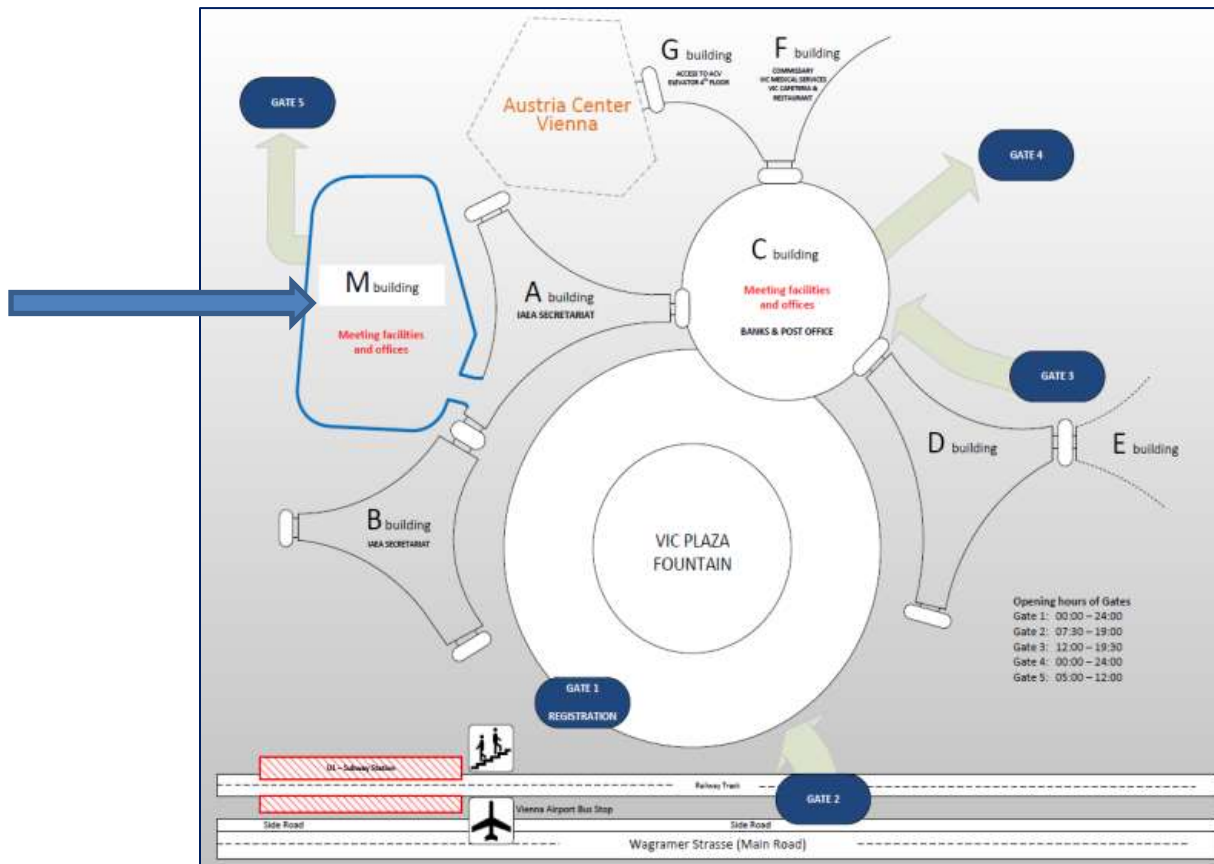
Location of the meetings

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,
Armbrustergasse 5, 1190 Vienna,
Telephone: (+43 1) 370 22 11
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 <u>cancelled</u> due to limited |
|--------------------|--|
-

number of participants registered.

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.

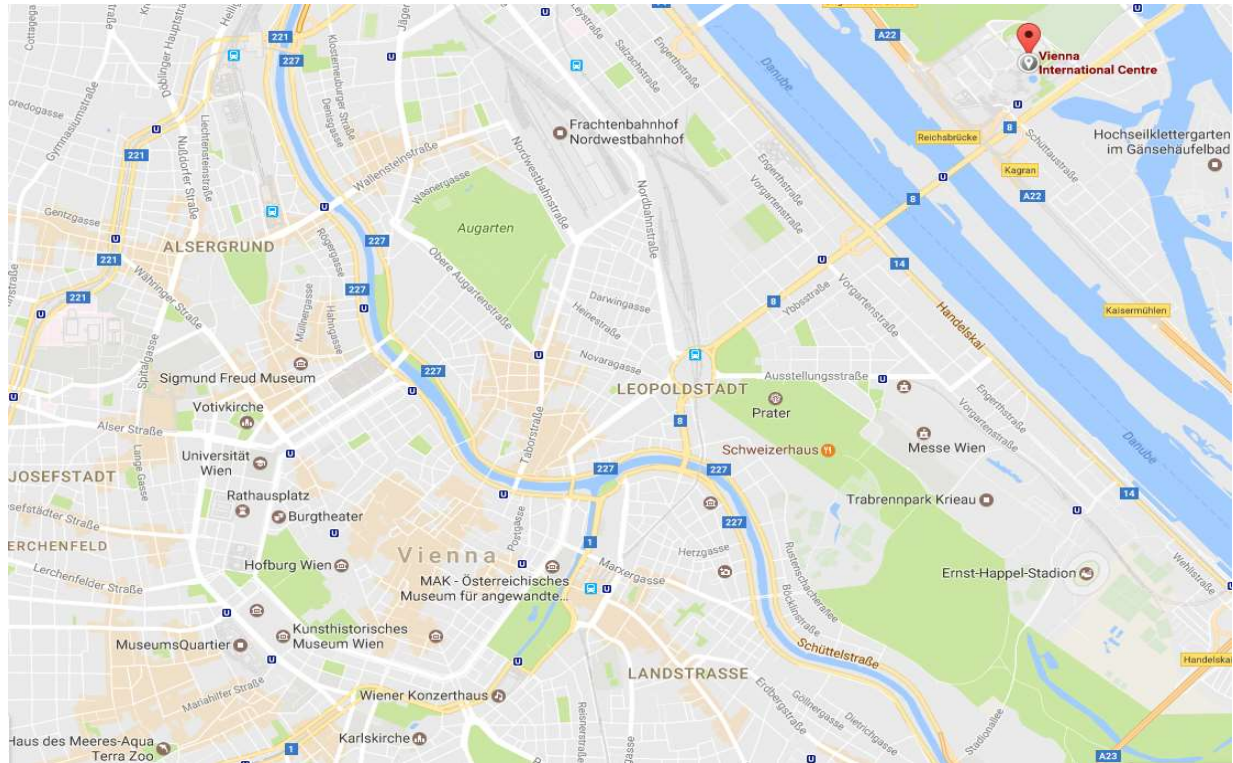
Travel agent

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



Source: Google maps

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>

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>

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>

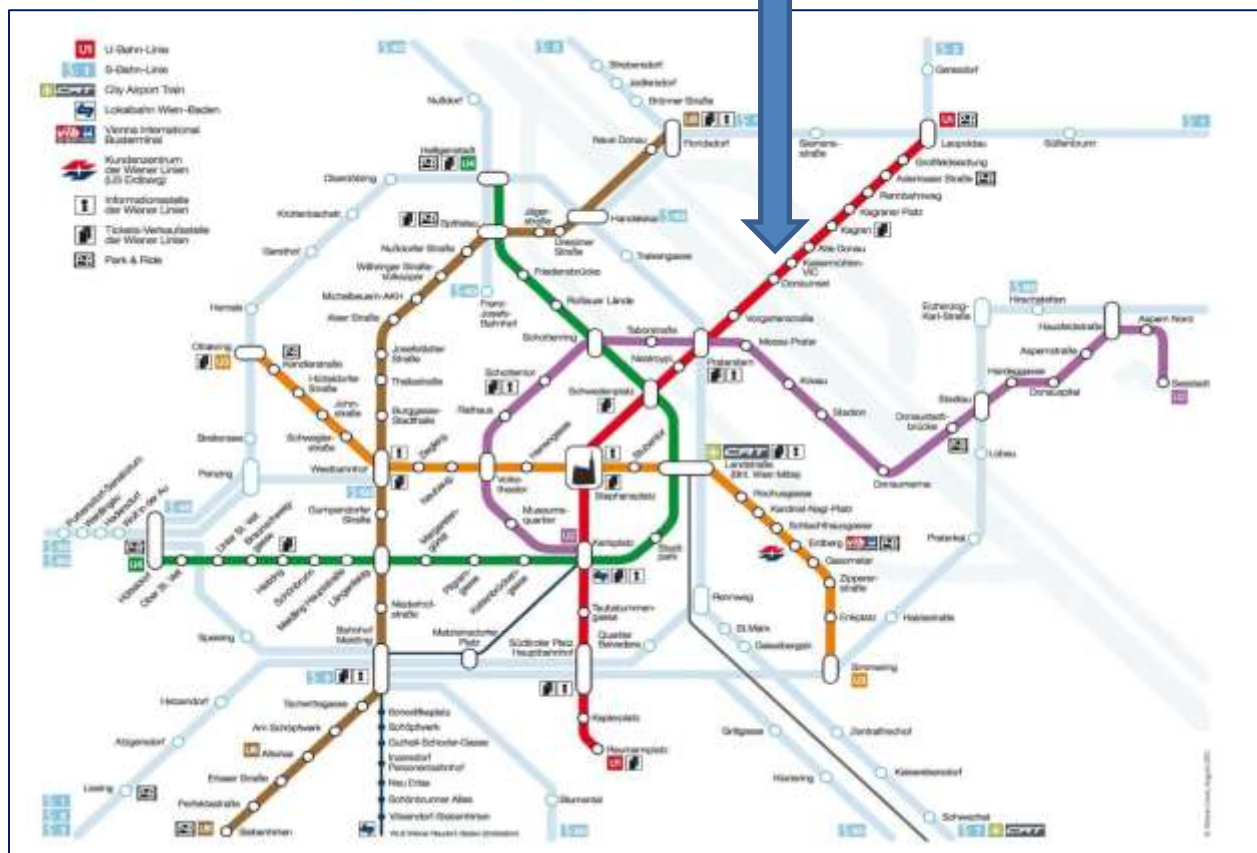
Other options include:

- Airport buses: <https://www.viennaairportlines.at/en/> or [http://www.postbus.at/en/Airportbus/Vienna AirportLines/](http://www.postbus.at/en/Airportbus/Vienna%20AirportLines/)
- 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!



© Heuriger Martin Zimmermann

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, Armbrustergasse 5, 1190 Vienna

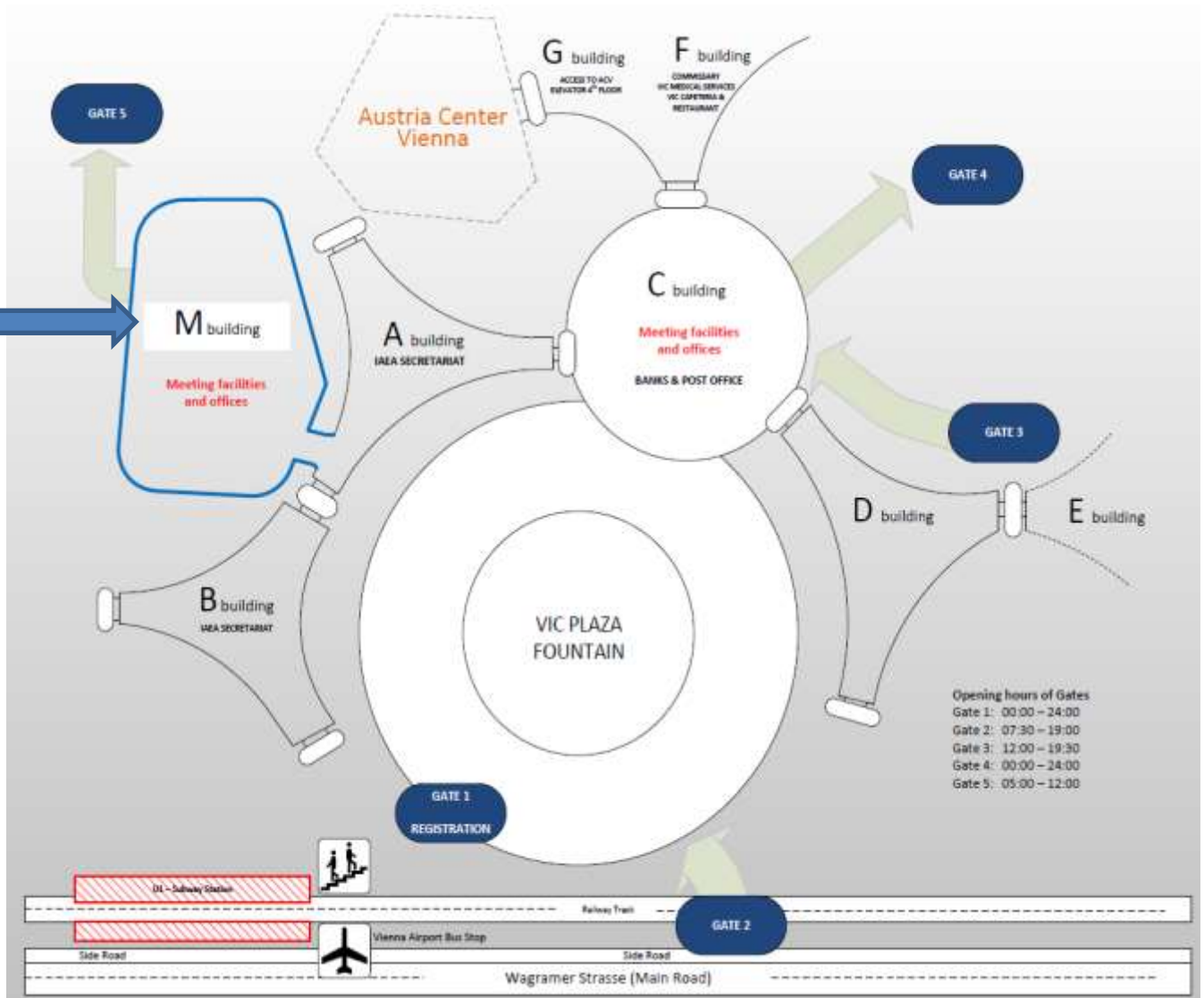
Telephone: (+43 1) 370 22 11 www.zimmermanns.at

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

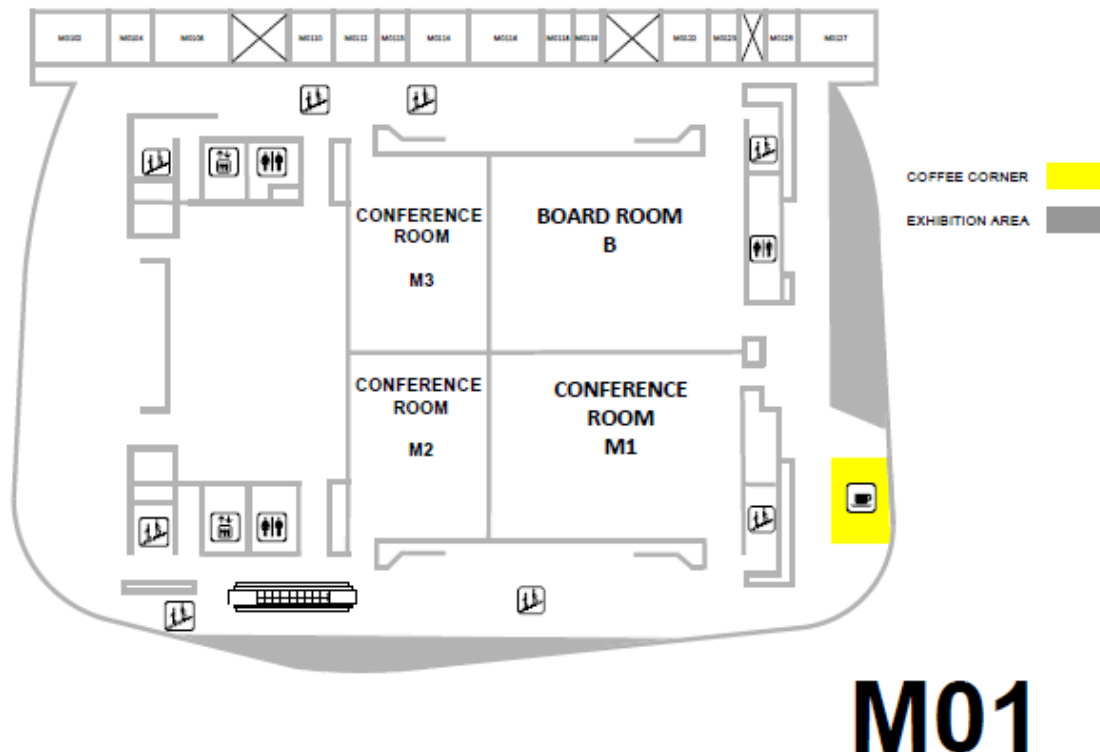
VIC general view with M-building



M-Building - Ground floor



M-Building - First floor



M-Building - Second floor




M02



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.

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


¹ Rate depending on room type and/or season!







NAME OF HOTEL Category/Location	RESERVATION CONTACT	SINGLE per room/ night	DOUBLE per room/ night	Remarks	Environ- mentally friendly hotels
(2 metro stations from the VIC - direct line: U1 / Zentrum Kagran)	Email: reservierung.donauzentrum@austria-trend.at Internet: www.austria-trend.at			your arrangement	
Ibis Wien Messe (Accor Hotel) Lasallestrasse 7A, 1020 Vienna (2 metro stations from the VIC - direct line:U1 / Vorgartenstrasse)	Tel: (43-1)21770506 e-mail: h2636@accor.com , frederick.salesse@accor.com Booking code: SC001709294, contract number: 89271	€ 69 Incl. breakfast	€ 47 to 87 Incl. breakfast	Please state "UN/UNIDO rate" when you make your arrangement	
Hotel Capri Praterstrasse 44-46 1020 Vienna (4 metro stations from the VIC - direct line: U1 / Nestroyplatz) Near city centre, small independent hotel/apartment	Tel:+43-1-214 84 04 Fax:+43-1- 214 27 85 Email: office@hotelcapri.at Internet: www.hotelcapri.at www.business-wohnung.at	01.03-31.12. €104 +) Incl. breakfast	01.03- 31.12. €124 +) Incl. breakfast	Please state "AMEX/IAEA /UN rate" when you make your arrangement	
Novotel Wien City (Accor Hotel) Aspernbrückengasse 1, 1020 Vienna U1/Nestroyplatz	Tel: (43-1)90303991 e-mail: h6154-re@accor.com Booking code: SC001709294, contract number: 89271	€ 135 Incl. breakfast	€ 152 Incl. breakfast	Please state "UN/UNIDO rate" when you make your arrangement	
Austria Classic Hotel Wien Praterstrasse 72, 1020 Vienna, (close to metro line U1 / Nestroyplatz or Praterstern)	Tel: (43-1) 211 30-0, Fax: (43-1) 211 30-72 Email: info@classic-hotelwien.at Internet: www.classic-hotelwien.at	€ 89 Incl. breakfast	€ 109 Incl. breakfast	Please state "UN/UNIDO rate" when you make your arrangement	
Hotel Capricorno Schwedenplatz 3-4 1010 Vienna In the city centre (5 metro stations from the VIC - direct line: U1 / Schwedenplatz)	Tel.: +43 1 533 31 04 0 Fax: +43 1 533 76 71 4 Reservation under: www.schick-hotels.com Customer code: 771894114 (credit card required)	€ 97 +) Incl. breakfast		Please state "AMEX/IAEA /UN rate" when you make your arrangement	

NAME OF HOTEL Category/Location	RESERVATION CONTACT	SINGLE per room/ night	DOUBLE per room/ night	Remarks	Environ- mentally friendly hotels
Hotel Post Fleischmarkt 24 1010 Vienna In the city centre (5 metro stations from the VIC - direct line: U1 / Schwedenplatz)	Tel: (43-1) 515 83-0, Fax: 515 83 808 Email: office@hotel-post-wien.at Internet: www.hotel-post-wien.at	€ 68-91 Incl. breakfast	€ 95-122 Incl. breakfast	Please state "UN/UNIDO rate" when you make your arrangement	
Austria Trend Hotel Europa Wien Kärtnerstrasse 18 1010 Vienna In the city centre (6 metro stations from the VIC - direct line: U1 / Stephansplatz)	Tel: (43-1) 515 94-0, Fax: (43-1) 515 94-888 Email: melanie.maurer@austria-trend.at europa.wien@austria-trend.at Internet: www.austria-trend.at	€ 125 Incl. breakfast	€ 140 Incl. breakfast	Please state "UN/UNIDO rate" when you make your arrangement	
Hotel Sacher Philharmonikerstraße 4 1010 Vienna In the city centre (7 metro stations from the VIC - direct line: U1 / Karlsplatz)	Tel: +43 1 51456 878 Fax: +43 1 51456 799 www.sacher.com	€220 +) Excl. breakfast		Please state "AMEX/IAEA /UN rate" when you make your arrangement	
Hotel Wandl Petersplatz 9 1010 Vienna In the city centre (6 metro stations from the VIC - direct line: U1 / Stephansplatz)	Tel: (43-1) 53 455 Email: reservation@hotel-wandl.com	€ 103,50 - 118,80 Incl. breakfast		Please state "UN/UNIDO rate" when you make your arrangement	
Grand Hotel Wien Kärntner Ring 9 1010 Vienna In the city centre (7 metro stations from the VIC - direct line: U1 / Karlsplatz)	Tel: +43 (0)1 515 80-1818 or 1819, Fax: +43 (0)1 515 13 13 Email: reservation@grandhotelwien.com , vbukovics@jjwhotels.com	€170, breakfast € 32		Please state "UN/UNIDO rate" when you make your arrangement	
The Ring Kärntner Ring 8 1010 Vienna In the city centre (7 metro stations from the VIC - direct line: U1 / Karlsplatz)	Tel: +(43-1) 515801818 or 1819, Email: vbukovics@jjwhotels.com	€ 170, breakfast € 32		Please state "UN/UNIDO rate" when you make your arrangement	

NAME OF HOTEL Category/Location	RESERVATION CONTACT	SINGLE per room/ night	DOUBLE per room/ night	Remarks	Environ- mentally friendly hotels
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.

NAME OF HOTEL Category/Location	Reservation Contact	SINGLE per room/ night	DOUBLE per room/ night	Remarks	Environ- mentally Friendly Hotels
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"	

In the city centre	www.schick-hotels.com customer code: 771894114 creditcard required			when you make your arrangement	
Hotel City Central Taborstraße 8 1020 Vienna In the city centre	Tel.: +43 1 211 05 0 Fax: +43 1 211 05 140 Reservations under: www.schick-hotels.com customer code: 771894114 creditcard required	€ 81 +) Incl. breakfast		Please state “AMEX/IAEA /UN rate” when you make your arrangement	
Hotel Am Parkring Parkring 12 1010 Vienna In the city centre	Tel.: +43 1 514 80 0 Fax: +43 1 514 80 40 Reservation under: www.schick-hotels.com customer code: 771894114 creditcard required	€ 133 +) Excl. breakfast		Please state “AMEX/IAEA /UN rate” when you make your arrangement	
Hilton Vienna Am Stadtpark 1 1030 Vienna 25 minutes from the VIC	Tel: +43 1 71700 14000 Fax: +43 1 71700 11000 reservations.vienna@hilton.com	€ 140-157 +) Incl. breakfast	€ 160-177+) Incl. breakfast	Please state “AMEX/IAEA /UN rate” when you make your arrangement	
Hilton Vienna Danube Handelskai 269 1020 Vienna 35 minutes by under- ground from the VIC	Tel: +43 1 71700 14000 Fax: +43 1 71700 11000 reservations.vienna@hilton.com	€ 120-130 +) Incl. breakfast	€ 140-150 +) Incl. breakfast	Please state “AMEX/IAEA /UN rate” when you make your arrangement	
Hilton Vienna Plaza Schottenring 11 1010 Vienna 25 minutes by under- ground from the VIC	Tel: +43 1 71700 14000 Fax: +43 1 71700 11000 reservations.vienna@hilton.com	€ 160-177 +) Incl. breakfast	€180-197 +) Incl. breakfast	Please state “AMEX/IAEA /UN rate” when you make your arrangement	
InterContinental Wien Johannesgasse 28 1030 Vienna In the city centre	Tel: +43 (0)1 711 220 Fax: +43 (0)1 7134489 vienna@ihg.com http://www.vienna.intercontinental.com/	€ 141 +) Incl. breakfast	€ 141 +) incl. breakfast for 1st person (€25 for 2nd person excluded)	Please state “AMEX/IAEA /UN rate” when you make your arrangement	
Singerstrasse 21/25 Singerstrasse 21/25 1010 Vienna In the city centre	Tel: +43(0)1 514 49 0 Fax: +43(0)1 513 16 17 apartments@singerstrasse2125.at	€ 130 +) Lower fares available for long term stays Excl. breakfast	€ 130 +) Lower fares available for long term stays Excl. breakfast	Please state “AMEX/IAEA /UN rate” when you make your arrangement	

Grand Ferdinand Schubertring 10-12 1010 Vienna In the city centre	Tel: +43(0)316 703 400 Fax: +43(0)316 703 629 reservations@weitzer.com	€170 Incl. breakfast		Please state "AMEX/IAEA /UN rate" when you make your arrangement	
Hotel Daniel Vienna Landstraßer Gürtel 5 1030 Vienna	Tel: +43(0)316 703 400 Fax: +43(0)316 703 629 reservations@weitzer.com	€93 Incl. breakfast		Please state "AMEX/IAEA /UN rate" when you make your arrangement	

List 3: Austria Trend Hotels

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

NAME OF HOTEL Category/Location	RESERVATION CONTACT	SINGLE per room/ night	DOUBLE per room/ night	PROMOTION CODE
Astoria Kärntner Straße 32-34 1010 Vienna In the city center (direct metro line to VIC: U1)	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 In the city center (direct metro line to VIC: U1)	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 (approx.. 30 minutes to the VIC)	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 (2 metro stations from the VIC - direct metro line: U1 / Vorgartenstraße)	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

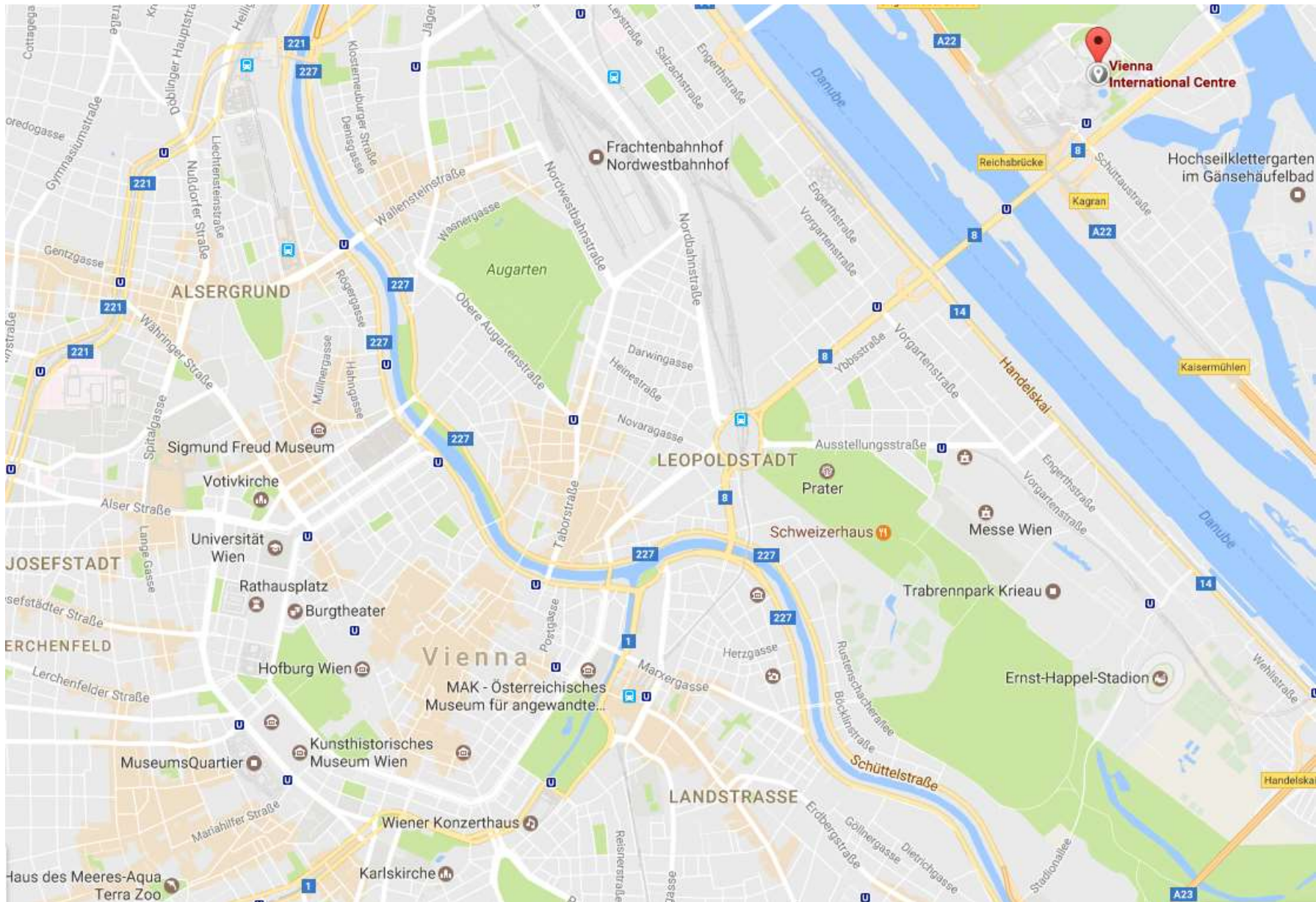
Please note!

As May is a busy period in Vienna, **early hotel bookings are highly recommended!**

ANNEX 4: Tentative agenda

Monday 15 May		Tuesday 16 May		Wednesday 17 May		Thursday 18 May		Friday 19 May		
EPE		EPE		AGM - <u>open session</u>		AGM - <u>open session</u>		AGM - closed session		
	8:30-9:00 Opening session (BR-A)		8:30-8:40 Stream 3 (BR-A)		8:30-9:00 Opening session (M2)		8:30-10:15 Session 3 (M2)	8:30-10:30 Session 6 (M2)		
	9:00-10:30 Stream 1 Session 1 (BR-A) Session 2 (M2)		8:40-9:00 9:00-9:45 9:45-10:30 (BR-A)		9:00-12:00 Session 1 (M2)					
	Coffee break 10:30-11:00		Group photo Coffee break 10:30-11:00		Group photo Coffee break 10:25-10:40			Coffee break 10:15-10:30		Coffee break 10:30-10:45
	11:00-12:30 Session 1 cont. (BR-A + World café: MOE03, MOE07, MOE100, M5) Session 3 (M2)		11:00-11:45 World café (MOE03, MOE07, MOE100, M5, M2)		10:40-11:20 11:20-11:40 11:40-12:00 Session 1 cont. (M2)			10:30-12:00 Session 3 cont. (M2)		10:45-12:45 Session 6 cont. (M2)
	12:30-1:00 Joint Session Closing (BR-A)		11:45-12:00 Session Closing (BR-A) 12:00-12:30 EPE Closing Plenary (BR-A)		Lunch 12:00-1:30			Lunch 12:00-1:30		Lunch 12:45-1:45
	Lunch 13:00-2:30		Lunch 12:30-2:00		1:30-2:45 Session 2 (M2)			1:30-3:30 Session 4 (M2)		1:45-4:00 Session 6 cont. (M2)
	2:30-3:30 Stream 2 Session 1 (BR-A) Session 2 (M2)		2:00-3:00 Working groups (M2, MOE03, MOE07, MOE100, M5, BR-A)		Coffee break 2:45-3:00			Coffee break 3:30-4:00		
	Coffee break 3:30-4:00		HLE BR-A 3:00-5:00		3:00-4:30 Session 2 cont (M2)		4:00-5:00 Session 5 (M2)	4:00-5:30 UNEG Executive Group meeting (M2)		
	4:00-4:30 Session 1 cont. (BR-A) Session 3 (M2)									
	4:30-5:30 Session 1 cont. Group work (MOE03, MOE07, MOE100) 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)		5:00 Reception VIC Restaurant and outdoor terrace							

ANNEX 5: Map of Vienna



Source: Google maps